

## Underground Locate Request University of Saskatchewan

This Underground Locate Request is for University of Saskatchewan owned infrastructure. All other services must be located through Sask 1<sup>st</sup> Call subscribers and any other companies who may have underground facilities in your work area ([www.sask1stcall.com](http://www.sask1stcall.com)).

Filing of this Underground Locate Request confirms that you have read and understand the Underground Utility Assessment Policy and are fully aware of you obligations as the Service Requestor (see information below).

**Please complete the Underground Locate Request form in full and submit to [uofs-locates@usask.ca](mailto:uofs-locates@usask.ca). If you have any questions, please contact the Customer Service Centre at 966-4496.**

**Note:** The form detail below can be completed in Word, printed and scanned or the form table can be copied and pasted into an email (via mobile device).

Date:		Planned Start Date:	
Locate to be Complete by:		Estimated Completion Date:	
Company Name:			
Company Mailing Address:			
Contact Name:			
Phone #:	Cell #:	Email:	
Alternate Contact / Site Contact Name:			
Phone #:	Cell #:	Email:	
Purpose of Project			
Address, Land or Area Location & Description:			
Equipment and / or Process Scheduled – Including the depth:			
Any Additional Information or Instructions:			

**Underground Locate Request Policy and Procedures**  
University of Saskatchewan

**NO EXCAVATION/SURFACE PENETRATION IS PERMITTED, including tent set-up, until the Underground Locate Request has been processed and a “cleared to work” notification issued by the University and all Sask 1<sup>st</sup> Call subscribers and other companies who may have underground facilities in the designated work area.**

**POLICY:**

This policy is to protect the health and safety of anyone who plans to dig, excavate or otherwise disturb the ground and penetrate the surface to **ANY depth** on the University of Saskatchewan (University) campus and prevent contact with underground utilities and to protect the integrity of the buried utilities, wiring, systems, etc. from accidental damage.

**It is the responsibility of the any party intending to excavate, trench, bore or otherwise penetrating the grade with any product including, but not limited to a temporary or permanent fence post, tent support, peg or other penetrating object to notify, and to receive approval to proceed from the University, all Sask 1<sup>st</sup> Call subscribers and any other companies who may have underground facilities in your work area.** Approval to proceed is limited to disturbance only of the areas/locations specifically stated and/or shown on the accompanying site services drawings. The on-site excavation equipment operator must be trained and certified to perform their duties safely.

**PROCEDURE:**

An Underground Locate Request must be processed and approval provided before any dig, excavation or otherwise disturbing the ground and penetrating the surface to **ANY depth** on the University campus. Questions can be directed to the Customer Service Center at 966-4496 or [customerservice.centre@usask.ca](mailto:customerservice.centre@usask.ca).

**OBTAIN APPROVAL:**

1. Complete Underground Locate Request (see page 1) and forward to [uofs-locates@usask.ca](mailto:uofs-locates@usask.ca).
  - Note: For tent setup (12” or shorter tent pegs) contact Customer Service Centre to initiate a review of site services to determine whether locates are required.
2. Plan accordingly:
  - Three to five working days are typically required for processing of locate requests.
  - Priority Call (less than 5 days): Contact [uofs-locates@usask.ca](mailto:uofs-locates@usask.ca) with requested timeline and Underground Locate Request completed. Contact Customer Service Centre at 966-4496
  - Emergency: If an emergency or unplanned excavation is required and University representatives are unavailable (nights/weekends/stat holidays), the Service Requestor shall make locate arrangements as required to prevent inadvertent contact with buried utilities. Hydrovac and daylighting methods would apply. Protective Services can request on-call assistance and can be reached at 966-5555, as necessary.
3. The University will conduct a thorough site evaluation including completion of necessary underground locates and marking of the identified utilities.

**APPROVALS:**

4. The University will issue a notification via email that the Service Requestor is cleared to proceed with work.
  - Markings are valid for 10 days from the date of approval from the University. If work fails to be completed within the 10 days of the original approval, contact the University is required to determine if a new Locate Request is necessary.
  - Approval is **ONLY** valid in the verified map location area. A new Locate Request will be required if the excavation boundaries are changed in any, if the work will exceed the approved site area or a change on site will alter the excavation criteria.

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**ONCE APPROVED – Responsibilities of the Service Requestor:**

- Ensure that all excavations or penetrations are performed only after having received all required approvals.
- Review the verified site map and approvals and advise site personnel, as required, in order that they may perform their work safely and verify that all the information provided is relevant and valid.
- Ensure a copy of the site map (clearly identifying the perimeter boundaries), and approvals provided by the University, all Sask 1<sup>st</sup> subscribers and other companies who may have underground facilities in the area are located on site, protected from the weather or other damage, and readily available for review by excavation equipment operator, site personnel as well as university employees. The site map and approvals are not to be removed from site until work is complete
- Agrees to respect and preserve the markings, and to have markings refreshed as necessary.
- Acknowledges having read and understood the Underground Utility Assessment Policy and fully understands locate procedures, regulations, and their responsibilities/obligations.
- Understands and agrees to implement the current OH&S Act & Regulations as well as Provincial/Federal Legislations in regards to the planning and the execution of an excavation or ground penetration. Note: SCGA Best Practices for Damage Prevention (SCGA.ca, and Publications, section 4.0 Excavation Best Practices) provides detail to assist in obtaining levels of diligence for the prevention of underground infrastructure damage
- Agrees that all permitted work shall comply with these terms, conditions, instructions and limitations.

**NO EXCAVATION/PENETRATION ZONE:**

Remember that an underground locate is not an exact science and therefore there is a 1 meter “no excavation/penetration zone” from the centre of all identified underground high risk utilities. In the case of High Voltage Utilities (over 750 volts), there is a 3 meter “no excavation/penetration zone” and University electrical department supervision is required.

**HIGH RISK UTILITIES/DAYLIGHTING:**

When crossing, exposing or where there is a risk of penetrating any utilities where the voltage exceeds 750 volts and/or a capacity of 100 amps, high voltage duct banks, telephone cabling, natural gas line, water and sewer piping, steam, condensate or chilled water lines. The approval will provide an instruction to “daylight” the affected utility in a manner suitable to protect the integrity of the utility and protect the health and safety of workers.

**The process of “Daylighting” the identified high risk utility must exclude all excavating equipment or shovels, picks etc.** Daylighting is the gentle process of removing the earth from on top of the utility in a manner that is safe and non-invasive. This is accomplished by using a hydrovac (water washing and vacuum truck) to identify the utility. If using a hydrovac, locates are not required, but review of site services drawing is required by electrical prior to hydrovac. No mechanical excavation or penetration may be performed within 1 meter of the centre of any high risk utility until it has been exposed and its actual location physically verified. **Caution:** water washing may not be suitable in all instances.

**GROUNDS DEPARTMENT REQUIREMENTS:**

Replanting perennials in existing flower beds to a maximum depth of 12 inches is exempt from the Underground Utility Locate Request process. Conducting sprinkler system repair using manual excavation methods to a maximum depth of 18 inches requires review and approval.

**Be completely aware that the issuance of approval to commence work will not relieve the Service Requestor of the responsibility of exercising due care and caution in the event that there are any unknown underground utilities.**

**Questions:**

Customer Service Centre  
[customerservice.centre@usask.ca](mailto:customerservice.centre@usask.ca)  
(306) 966-4496