

University of Saskatchewan Underground Utility Locate Policy and Procedures

Policy

NO EXCAVATION/SURFACE PENETRATION IS PERMITTED until the Underground Locate Request has been processed and a “cleared to work” notification issued by the University and any other companies who may have underground facilities in the designated work area.

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 property and prevent contact with underground utilities and to protect the integrity of the buried utilities, wiring, systems, etc. from accidental damage.

The Usask Underground Locate Request is for University of Saskatchewan owned underground utilities only. All other underground utilities must be located through [Sask1stCall](#), [Shaw](#) and [City of Saskatoon](#).

Procedure

Please complete all required fields in the online [Underground Locate Request form](#) and submit. You will receive a confirmation email with a customer request number. When the university utility locates are complete, the university will issue an email notification to the service requestor confirming that all locates are complete in the defined work area. Three to five working days are typically required for processing of locate requests. 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. Daylighting or hydrovacating methods would apply. Protective Services can request on-call assistance and can be reached at [306-966-5555](#), as necessary.

Submitting the Underground Locate Request confirms that you have read and understand this Underground Utility Locate Policy and are fully aware of your obligations as the service requestor.

- 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 Facilities Support Services at [306-966-4496](#) or email facilities.support@usask.ca to inquire if a locate refresh is required.
- **Approval is ONLY valid in the work area outlined on the request form.** A new Underground Locate Request will be required if the excavation boundaries need to be changed or altered.

Responsibilities of the Service Requestor

- Ensure that all excavations or penetrations are performed only after having received all required approvals.
- Ensure all site personnel are aware of the work area limits and have read this policy so that they can perform their work safely.
- Agrees to respect and preserve the markings, and to have markings refreshed as necessary.
- Acknowledges having read and understood the Underground Utility Locate 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](#) 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.

High Risk Utilities

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, communication lines, natural gas lines, sewer and water piping, steam, condensate or chilled water lines, the excavator will be required to daylight the affected utility in a manner suitable to protect the integrity of the utility and protect the health and safety of workers. 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 a representative from the University Electrical Department is required on site during the excavation.

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 utilities. 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 Planting and repair of Irrigation Systems

Planting perennials in existing flower beds to a maximum depth of 12 inches and repairing / servicing sprinkler systems using manual excavation methods to a maximum depth of 18 inches is exempt from the underground locate process.

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.

If you have any questions, please contact the Facilities Support Services at [306-966-4496](tel:306-966-4496) or email at facilities.support@usask.ca

Disclaimer

Refer to [University of Saskatchewan Disclaimer](#)