

**University of Saskatchewan**  
**Underground Utility Assessment Policy Process**

The following outlines the Underground Utility Assessment Policy & Permit process which **Project Managers/Applicants** must adhere to when excavating or penetrating the surface to **ANY depth** on the University of Saskatchewan campus.

A **Project Manager/Applicant** is defined as the person who has the overall responsibility for the successful planning and execution of a project/task.

- 1. Read the Underground Utility Assessment Policy & Permit Requirements**
- 2. Complete the Underground Utility Assessment Permit Application Form**
- 3. Complete page 1 of the Underground Locate & Verification (ULV) Permit**
- 4. A land location will be given to FMD Customer Service and/or ULV FMD Representative in Infrastructure & Information Services (IIS). IIS will verify location with the Project Manager/Applicant and only IIS shall create the map for the ULV. Completed drawings will be stamped and dated.**
- 5. Identify excavation area perimeter by installing stakes or similar boundary markers at four corner points to ensure that the Underground locates are conducted in this area.**
- 6. FMD Customer Service Centre will contact FMD trades personnel to advise of ULV requests**
- 7. IIS shall contact external utilities to conduct the locates**  
*NOTE: If a verbal locate is received from one of the off campus locators that do not have service located in the area, check the “NO” box and provide your signature with the date of the confirmation. Attachment of the email correspondence from external utilities is also acceptable.*
- 8. Once the Underground Locator Sign-off page is complete for all locators, the Project Manager/Applicant will be notified and signature is required before the permit will be released. FMD shall contact all parties involved to inform them once permit is complete and active. NOTE: Permits are active for 10 days.**
- 9. If an emergency or unplanned excavation is required and FMD is unavailable (Nights/weekends/Stat holidays), the Project Manager/Applicant shall make locate arrangements as required to prevent inadvertent contact with buried utilities. Locator sign-off sheet must still be completed. Hydrovac and daylighting methods would apply.**

**Questions:**

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

# University of Saskatchewan

## Underground Utility Assessment Policy & Permit Requirements

### Policy:

It is the intention of this policy to protect the health and safety of anyone who plans to excavate or otherwise penetrate the surface to **ANY depth** on the University of Saskatchewan campus. The excavation policy's objective is to protect the worker, material, and equipment from coming into contact with underground utilities creating a potential for serious injury or loss of life.

This policy is intended to protect the integrity of the buried utilities, wiring, systems, etc. from accidental damage as a direct result of mechanical contact with excavation equipment or the insertion of a pole, peg, post etc.

It is the responsibility of the contractor, project manager and/or department representative who has intention of excavating, trenching, boring 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 apply for an Underground Locate & Verification permit (ULV). Permits are limited to the areas/locations 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.

**NO EXCAVATION/SURFACE PENETRATION IS PERMITTED, including tent set-up, until the Underground Locate & Verification Permit (ULV Permit) has been approved, and fully executed signed copies have been provided to the applicant.**

### Procedure:

A ULV Permit must be applied for by contacting the Project Manager or FMD Customer Service Centre for coordination with ULV Representative. All relevant information must be provided complete with detailed location, type of excavation or penetration etc.

1. The application for a ULV permit can be made by contacting the FMD Customer Service Center at 966-4496 or [customerservice.centre@usask.ca](mailto:customerservice.centre@usask.ca). ULV Permit and Underground Locate forms are available online at <http://facilities.usask.ca/forms>.
2. Plan accordingly – a minimum of 5 working days are required before permit approval in order to allow for a thorough site evaluation to be performed. This will include a review of the Campus Site Services drawings and the performance of one or more underground locates which includes marking of the identified utilities. Conducting locates no more than 3 days prior to excavation is recommended to ensure locates remain visible and accurate.
3. The approved ULV Permit must be displayed at the work site to clearly identify the perimeter boundaries and the inclusive days it is valid. A new permit will be required if the permit expires (10 days) and/or the excavation boundaries are changed in any way.

**NOTE: 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, telephone cabling, natural gas line, water and sewer piping, steam, condensate or chilled water lines. The approved application 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.

4. **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. 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.**
5. If using a hydrovac, locates are not required, but review of site services drawing is required by electrical prior to hydrovac.
6. **Remember that a UG locate is not an exact science and therefore there is a 1 meter “no excavation/penetration zone” from the centre of all identified UG high risk utilities. In the case of High Voltage Utilities (over 750 volts), there is a 3 meter “no excavation/penetration zone” and FMD electrical department supervision is required.**
7. Tent setup (12” or shorter tent pegs) contact FMD Customer Service Centre. Site services will be reviewed with electrical and grounds to determine whether or not locates are required.

### **The responsibilities and obligations of the permit applicant are as follows:**

- To be completely familiar with the University of Saskatchewan’s Underground Utility Assessment Policy & Permit Requirements and the associated regulations. To understand and 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.
- To comply with all the provided instructions as demonstrated on this document, including, but not limited to, performing the work during the time and date provided and within the specified boundaries. The permit is not valid for any work other than that for which has been specified.
- The instruction of the site personnel regarding the instructions and limitations.
- Ensure permit is on site and readily available for review by excavation equipment operator as well as site personnel. The permit is not to be removed from site until work is complete or the permit has expired.
- Apply for a new permit if the work fails to be completed in the time shown on the original permit, the work will exceed the approved area or a change on site will alter the excavation criteria.
- Be completely aware that the issuance of this permit will not relieve the applicant of the responsibility of exercising due care and caution in the event that there are any unknown underground utilities.
- That in areas where High Risk utilities have been identified-the applicant will daylight and verify the utility as described in the above procedure.

### **Important Grounds Department Notes:**

Replanting perennials in existing flower beds to a maximum depth of 12 inches are exempt from the Underground Utility Locate & Verification Permit Process.

Conducting sprinkler system repair using manual excavation methods to a maximum depth of 18 inches required review and approval from FMD Electrical.

**University of Saskatchewan, Facilities Management Division**

**Underground Utility Assessment Permit Application**

The purpose of this form is to acknowledge that the project manager and/or contractor has read and understands the Underground Utility Assessment Policy & Permit Requirements. Please sign and forward this form to FMD Customer Service Centre prior to commencing with any underground locates.

**Permit Application:**

1. The applicant must ensure that all excavations or penetrations are performed only after having received an approved permit.
2. The applicant must review the permit information and advise the site personnel as required in order that they may perform their work safely and verify that all the information provided is relevant and valid.
3. A copy of the approved permit must be located on the site, available for review, and protected from the weather or other damage.
4. The applicant/contractor has read and acknowledges that he/she understands the University of Saskatchewan's Underground Utility Assessment Policy and Permit Requirements, and fully understands locate & verification procedures, regulations, and their responsibilities/obligations.
5. The applicant/contractor agrees that all permitted work shall comply with these terms, conditions and the permits' instructions and limits.
6. The applicant will have markings refreshed as necessary.

**Applicant (Project Manager)** (please print name) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness - FMD Representative** (please print name) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*If applicable:*

**Contractor/Company Representative** (please print name) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**OFFICE USE ONLY:** WR# \_\_\_\_\_ FP# (if applicable) \_\_\_\_\_

**University of Saskatchewan, Facilities Management Division**  
**Underground Locate & Verification Permit (ULV)**

\*\*Filing of this permit confirms that you have read and understand the Underground Utility Assessment Policy and Permit Requirements and are fully aware of you obligations as the Permit Applicant\*\*

<b>FMD Office Use Only</b> Work Request # _____	Date Approved:
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**Fields marked with \*\* are required**

**Project Manager:		E-mail:
**Company Name:		
**Phone #	**Cell #	Fax #
**Mailing Address:		

**Project Information & Details**

<b>*SITE SERVICES DRAWINGS MUST ACCOMPANY PERMIT*</b>		
**Address, Land or Area Location & Description:		
**Purpose of Project		
High Risk Utility Identified? –  Yes / No	Hydrovaccing Required? –  Yes / No	Daylighting Required? –  Yes / No
Limits and Boundaries to be Applied / Implemented: (Locator's Comments Only)		
Equipment and / or Process Scheduled – Including the depth:		
Any Additional Information or Instructions (Utilities Identified):		
**Planned Start Date:	Estimated Completion Date:	
**Site Contact (Name & Company):	**Ph.# Day:  **Ph.# Night:	

Locators Sign off on accompanying page.  
 Three Copies – One of Applicant's Files, one for FMD, and one to On-site Supervisor.

## Underground Locators Sign-Off

<b><u>Campus Electrical, Cathodic Protection &amp; Gas Lines</u></b> – FMD Electrical (306) 966-4544		
Buried Electrical Services (Please check one):	Yes      No	Date: _____
Buried FMD Gas Services (Please check one):	Yes      No	
Locator's Name (print) _____	Signature: _____	
<b><u>Underground Sprinkler /Irrigation lines</u></b> – FMD Grounds - (306) 966-4515		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>Campus Water &amp; Sewer</u></b> – FMD Plumbing - (306) 966-4543		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>Campus Steam &amp; Condensate Lines</u></b> – FMD Steamfitters - (306) 966-4467		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>FMD Electrical</u></b> : Includes IT/Campus telephones – (306) 966-4544		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>City of Saskatoon Water &amp; Sewer</u></b> – (306) 975-2481		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>City of Saskatoon Electrical</u></b> – (306) 975-3056		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>City of Saskatoon Traffic Lights</u></b> – (306) 975-2982 or Fax (306) 975-3174		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>Sask 1<sup>st</sup>: Sasktel, SaskEnergy, SaskPower</u></b> – 1-866-828-4888		
<b>Sasktel</b>		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b>SaskEnergy</b>		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b>SaskPower</b>		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b><u>Shaw Cable</u></b> – Ph: 1-866-344-7429 or Fax: (306) 667-3399		
Buried Services (Please check one):	Yes      No	Date: _____
Locator's Name (print) _____	Signature: _____	
<b>Project Manager</b> (please print name) _____		
Signature _____	Date: _____	
<b>Site Contact</b> (please print name) _____		
Signature _____	Date: _____	
<b>Witness – FMD Representative</b> (please print name) _____		
Signature _____	Date: _____	

