

OP-26 Procedure Update

APPROVAL (LATEST REVISION)

Prepared by Manager of System Operations Kris Smith	Approved by Chief Operations Officer Peter Rossi
X: <i>[Signature]</i>	X: <i>[Signature]</i>
Date: 6/29/2019	Date: 6/29/2019

Reviewed by:

Individual	Function	Date	Signature
Scott Rockwood	Chief System Operator	6/26/19	<i>[Signature]</i>
Craig Jewett	System Operator	6/28/19	<i>[Signature]</i>
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Travis Smith	System Operator	6/27/19	<i>[Signature]</i>
Brian Sylvester	System Operator	6/27/19	<i>[Signature]</i>
Tom Carter	System Operator	6/27/19	Thomas E. Carter
Corey Davis	Military leave		

Procedure Review Schedule

Refer to VEC Operating Procedure OP-51 for the operating procedure review schedule.

Distribution List (Email "PDF" Copy)

Company	Title
VEC	Safety Department
VEC	Line Operations Department

## 1.0 SCOPE

**1.1** VEC Operating Procedure No. 26 – Underground Facility Locating Policy, establishes a protocol for receiving notification from Dig Safe of excavation activities in Vermont Electric Cooperative, Inc.'s ( herein referred to as VEC) operations area and contracting with the underground facility locating service US Infrastructure Company (herein referred to asUSIC) to conduct said services.

**1.2** VEC's procedure is in compliance with P.S.B.R. 3.800 and V.S.A. Chapter 86, to guarantee the reliability of service to our members, avoid damage to VEC underground facilities and ensure the safety of our employees and the general public.

## 2.0 DEFINITIONS

**2.1 Company:** Any public utility company which supplies gas, electricity, or telecommunications service and which maintains underground utility facilities.

**2.2 Damage:** Includes but is not limited to, the substantial weakening of structural or lateral support of an underground utility facility, penetration or destruction of any underground utility facility's protective coating, housing or device, or the partial or complete severance of any underground utility facility.

**2.3 Excavation Activities:** Activities involving the removal of earth, rock or other materials in the ground, disturbing the subsurface of the earth, or the demolition of any structure, by the discharge of explosives or the use of powered or mechanized equipment, including but not limited to digging, trenching, blasting, boring, drilling, hammering, post driving, wrecking, razing or tunneling, within 100 feet of an underground utility facility. Excavation activities shall not include the tilling of soil for agricultural purposes or activities relating to routine public highway maintenance.

**2.4 Underground Utility Facility or Facility:** Any pipe, conduit, wire or cable located beneath the surface of the earth and maintained by a company, including the protective covering to the pipe, conduit, wire or cable, as well as any manhole, vault or pedestal maintained by a company.

**2.5 Pre-mark:** To identify the general scope of excavation activities using white paint, stakes or other suitable white markings, in a manner that will enable the operators of the underground utility facilities to know the boundaries of the proposed excavation activities.

## 3.0 BACKGROUND

**3.1** VEC is committed to complying with the State of Vermont Dig Safe laws P.S.B.R. 3.800 and 30 V.S.A. Chapter 86.

**3.2** VEC's underground facilities shall be built in accordance with industry practices and any applicable federal requirements; in addition, such construction shall at least conform to the National Electric Safety Code.

**3.3** VEC, as a utility company, is required by The State of Vermont to join Dig Safe. VEC is notified by Dig Safe of excavation activities reported in the VEC operations area.

**3.4** In accordance with the State of Vermont, VSA § 7005, VEC will locate and mark, Via "USIC", formally On Target Locating Services, the approximate location of its underground facilities in the area of the proposed excavation, within 48 hours (exclusive of Saturdays, Sundays and legal holidays) of receipt of excavation notice. "USIC", formally On Target Locating Services will mark electric underground facilities "up to the meter". If the member needs electrical secondary markings "beyond the meter". The member will need to make a request with Dig Safe and then Dig Safe will communicate to "USIC", requesting to mark "beyond the meter".

## 4.0 RESPONSIBILITIES AND CONTACT

**4.1** VEC has contracted with "USIC", formally On Target to comply with any notification of excavation activity which is received from Dig Safe in compliance with P.S.B.R. 3.800 and V.S.A. Chapter 86, to guarantee the reliability of service to our members, avoid damage to VEC underground facilities and ensure the safety of our employees and the general public.

**4.2 “USIC”, formally On Target Locating Services Contact List:**

NAME	TITLE	EMAIL	PHONE
Bob Parker	Regional Manager	<a href="mailto:RobertParker3@usicllc.com">RobertParker3@usicllc.com</a>	860-334-7170
Eric Fletcher	VT Supervisor	<a href="mailto:EricFletcher@usicllc.com">EricFletcher@usicllc.com</a>	802-473-0255
Nicole Silcio	VT Trainer/Supervisor	<a href="mailto:NicoleSlcio@usicllc.com">NicoleSlcio@usicllc.com</a>	860-306-9705
Andy Wilson	VT QA Supervisor	<a href="mailto:andrewwilson2@usicllc.com">andrewwilson2@usicllc.com</a>	802-661-8172
Mike Reese	Regional Director	<a href="mailto:MikeReese@usicllc.com">MikeReese@usicllc.com</a>	815 509-3076
Kerry Kiefer	Sales Director - Eastern Region	<a href="mailto:KerryKiefer@usicllc.com">KerryKiefer@usicllc.com</a>	317-403-3553
Debbie Jones	Billing Manager	<a href="mailto:debbiejones@usicllc.com">debbiejones@usicllc.com</a>	317-575-7849
Dominique Canada	Ticket Management System	<a href="mailto:DominiqueCanada@usicllc.com">DominiqueCanada@usicllc.com</a>	317-575-7835
Matthew Sokolovich	Claims	<a href="mailto:MatthewSokolovich@usicllc.com">MatthewSokolovich@usicllc.com</a>	484-268-0641
Michael	Maps/GIS	<a href="mailto:MichaelMuilenburg@usicllc.com">MichaelMuilenburg@usicllc.com</a>	317-810-8079


**5.0 DAMAGE TO VEC UNDERGROUND****5.1 Responsibility**

**5.1.1** Notification of damage to VEC underground facilities is reported through the Operations and Engineering Department “Scheduling” during business hours and through Systems Operations during off hours. Scheduling/Systems Operations will be responsible for gathering the following information:

- Date/time of damage
- Location of damage
- Dig safe #
- Excavator information
- What was the excavator doing when the damage occurred

**5.1.2** The information will be given to the Safety and Compliance Manager, who will be responsible for investigating the damage, completing and submitting the Underground Facility Damage Report (see Figure 1) to the State of Vermont

FIGURE 1



**State of Vermont**  
30 V.S.A. CHAPTER 88 & PUC Rule 3.800  
[Click here to upload the completed form.](#)

**Department of Public Service**  
112 State Street, Montpelier, VT 05620-2601

This report must be filed upon discovery of damage to an underground facility. All data fields should be completed or form may be judged as not acceptable. Fields in red must be completed to upload the form. All Department questions will be addressed to the person who prepared the report.

### Underground Facility Damage Report (UFDR)

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Facility Damaged :  Gas     Electric     CATV     Telecom     Water     Sewer     Propane

Name of Utility Damaged:

Address 1:

Address 2:

City:       Phone:

Date & Time Damage Occurred:

Date & Time Utility Received Report:

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**Location of Damage**

Address 1:

Address 2:

City:

Alternate location description if no address available:

Longitude:       Latitude:

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**Report Prepared By**

First Name:       Last Name:       eMail:

Organization:

Address 1:

Address 2:

City:       Zip:       State:

Telephone:

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Excavator Notified Dig Safe in Advance?  No     Yes      Photographs Taken?  No     Yes

Provide Dig Safe Ticket #:

Facility Damaged:  Transmission     Distribution     Service

Personal Injuries:  No     Yes    Describe:

### Underground Facility Damage Report (UFDR) - Page 2

Root Cause of Damage (Hold the Ctrl to select multiple items)

- 1. No notification made to the one-call center
- 2. Notification to one-call center made but not sufficient
- 3. Wrong information provided
- 4. Facility could not be found/located
- 5. Facility marking or location not sufficient
- 6. Facility was not located or marked
- 7. Incorrect facility records/maps
- 8. Excavation practices not sufficient
- 9. Failure to maintain clearance between powered equipment
- 10. Failure to maintain the marks
- 11. Failure to support exposed facilities
- 12. Failure to use hand tools where required
- 13. Failure to verify location by test-hole (pot-holing)
- 14. One-call notification center error
- 15. Abandoned facility
- 16. Deteriorated facility
- 17. Previous damage
- 18. Data not collected
- 19. Other

What Equipment

Caused Damage? (Hold the Ctrl to select multiple items)

- 1. Auger
- 2. Backhoe/Track hoe
- 3. Boring
- 4. Directional Drilling
- 5. Drilling
- 6. Explosives
- 7. Farm Equipment
- 8. Grader/Scraper
- 9. Hand Tools
- 10. Milling Equipment
- 11. Probing Device
- 12. Trencher
- 13. Vacuum Equipment
- 14. Data Not Collected
- 15. Unknown/Other

Service Interrupted:  No  Yes, Describe:

Plan to Bill Excavator  No  Yes

Incident Description:

*\*I CERTIFY THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE (print name if eFiling)*

Sign:

Date:

**Excavator Data**

Company Name:

Address 1:

Address 2:

City:  State:  Zip:

First Name:  Last Name:

Phone:

Name of Operator Causing Damage:

First Name:  Last Name:

Supervisor on Job:

First Name:  Last Name:

**Revision History**

Rev No.	Date	Description
000 (released)	08/29/2008	Initial version
001	05/20/2013	Addition of "What Equipment Caused Damage" line item 6 and 13.
002	05/06/2015	Version 002 On-Target Contact Information.
003	02/09/2016	Version 003 Manager of Operations change.
004	06/24/2019	Version 004 Manager of Operations change. Change of ownership, USIC, formally On-Target. Section 3.4 explanation of locating secondary.