

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.

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	RobertParker3@usicllc.com	860-334-7170
Eric Fletcher	VT Supervisor	EricFletcher@usicllc.com	802-473-0255
Nicole Silcio	VT Trainer/Supervisor	NicoleSlcio@usicllc.com	860-306-9705
Andy Wilson	VT QA Supervisor	andrewwilson2@usicllc.com	802-661-8172
Mike Reese	Regional Director	MikeReese@usicllc.com	815 509-3076
Kerry Kiefer	Sales Director - Eastern Region	KerryKiefer@usicllc.com	317-403-3553
Debbie Jones	Billing Manager	debbiejones@usicllc.com	317-575-7849
Dominique Canada	Ticket Management System	DominiqueCanada@usicllc.com	317-575-7835
Matthew Sokolovich	Claims	MatthewSokolovich@usicllc.com	484-268-0641
Michael	Maps/GIS	MichaelMuilenburg@usicllc.com	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 Scheduling Department 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 86](#) & [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)

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:

Location of Damage

Address 1:

Address 2:

City:

Alternate location description if no address available:

Longitude: Latitude:

Report Prepared By

First Name: Last Name: eMail:

Organization:

Address 1:

Address 2:

City: Zip: State:

Telephone:

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:

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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.