



University Utility Locate Procedure

The safety of students, faculty, staff, contractors, and visitors to the Texas A&M University campus is our highest priority. To help ensure their safety, and person(s) responsible for digging or penetration of the ground anywhere on campus are responsible for complying with this procedure and to ensure that required locates have been performed as outlined below prior to commencing work.

To increase the level of safety, Texas A&M has a policy that is more strict than State Law* and requires an advance locate be performed for 1) any ground penetration on campus, to any depth, when mechanized equipment such as augers, trenchers, excavators, etc., will be used, and 2) for all other ground penetrations to a depth greater than 12 inches. Hand-digging or soft excavation is required whenever any excavation is performed to a depth less than 12 inches without a utility locate. An advance utility locate is always required if the excavation will be deeper than 12 inches. In the case of ground penetration resulting from agricultural tilling or other recurring instructional or research-based agricultural work on the Texas A&M campus, and exception to the requirement to perform an advance utility locate will be made after an initial utility locate is performed to determine that the area to be tilled or worked is clear of underground utilities.

*State law requires that all persons performing work requiring digging or ground penetration to a depth of 16 inches or more are required to call Texas 811 in advance and provide detailed information regarding planned work. By Texas Utilities Code, Title 5, Chapter 251 – Underground Facility Damage Prevention and Safety, a person who intends to excavate shall notify Texas 811 not earlier than the 14th day before the date the excavation is to begin or later than the 48th hour before the time the excavation is to begin, excluding Saturdays, Sundays, and legal holidays. Failure to comply with the Texas Utilities Code could result in a fine up to \$1,000 for the first offense, in addition to other potential liabilities.

Texas A&M is a member of the Texas 811 utility locate program. Texas A&M owns and is directly responsible for performing locates for the following utility systems: electrical, domestic water, chilled and heating hot water, sanitary and storm sewer, Texas A&M-owned natural gas, irrigation, and Texas A&M-owned telecommunications. SSC Grounds Management has the responsibility for maintenance of the Texas A&M-owned irrigation system, which includes the responsibility for utility locates. There is other utility systems not owned by Texas A&M, such as Atmos Energy's natural gas distribution and other third-party systems — such as telecom, water, electrical, etc., which must also be located by those third-party entities before digging or ground penetration on campus.

Utility Locate Procedure:

1. The locate requestor is responsible to clearly mark the site perimeter to be excavated or penetrated, by using water-based white paint and/or white flags, prior to calling Texas 811.

If unfamiliar with the utility locate process, contact the Utilities & Energy Services Distribution Office at:

979-845-3234, for additional guidance and support. For emergencies, contact the Facilities & Energy Services

Customer Service Center (staffed 24/7/365) at: 979-845-4311, for emergency response. Additional information can also be found at: facilities.tamu.edu (under Digging on Campus) and at <http://www.texas811.org>.

2. **Call Texas 811 to request a utility locate.** After clearly marking the site perimeter where the locate will be performed, the requester must have the [Texas 811 Utility Locate Required Information Form](#) completed and available (see Appendix A).
3. The utility locator(s) will mark buried lines with paint and/or flags within the marked excavation perimeter. Utility flag colors are red for electric, orange for telecom, yellow for fuel gas, green for sanitary sewer, and blue for all other water systems.
4. The requestor shall not commence digging, excavation or ground penetration until all locates have been completed at least two full working days (48 hours, excluding weekends and holidays) and an excavation permit has been approved



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by the Utilities & Energy Services Line Strike Avoidance Team.

FOR EMERGENCIES: An emergency excavation is sometimes necessary to respond to a situation that endangers life, health, or property, or when service to the customer will be interrupted. When an emergency locate is needed on the Texas A&M campus, both Texas 811 and the Facilities & Energy Services Customer Service Center (979-845-4311) must be contacted promptly with details of the emergency. The same information is required on the [Texas 811 Utility Locate Required Information Form](#) (attached) under normal conditions will also be required with an emergency.



University Utility Locate Procedure – Appendix A

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Texas 811 Utility Locate Required Information

Company and Individual Information:

Caller: _____ Company: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____ Contact Phone Number: _____

Contact Email: _____

Best Time to Call: _____ a.m./p.m. to _____ a.m./p.m.

Contact Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Work or Project Information:

Start Date (MM-DD-YYYY): _____ Start Time (HH:MM): _____

Duration (in days): _____ Nature of Work: _____

Blasting or Jackhammering? Is area white-lined?

Work Done For (Company Name): _____

Digging more than 16"? If Yes, how deep? _____

Specific Location Information:

County: Brazos City/Town: _____ Address: _____

Nearest Cross Street or Intersection: _____

GPS Coordinates (if available): _____

Specific Location Information: