

College Procedure:	304.15 – Dig Permit
Policy Reference:	304 – Campus Safety and Security
Responsible Department:	Facilities & Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities & Public Safety
Effective Date:	10/15/2012

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

Kirkwood Community College requires that a Dig Permit must be obtained anytime the ground is penetrated, irrespective of the breadth or depth of the penetration. The majority of the College utilities/telecommunications distribution system is underground. Any trenching, excavation, or digging operation in an area with buried pipes, cables or other utilities poses a potential hazard to safety and property.

The Procedure

This procedure is in addition to the requirements of Iowa One Call and does not preclude or replace any of the Iowa One Call requirements. This procedure does not include surface preparation of fields for row crops.

- The applicant for a Dig Permit must go to Kirkwood Facilities and see the Maintenance Supervisor. The applicant must present a sketch or drawing showing the location where the proposed work is to be performed. Additionally, information such as the dimensions of an excavation or the depth of a borehole must also be included.
- The applicant must fill out the top portion of the Dig Permit, indicating the applicant's organization, telephone number, address, name and title of contact person. As well as the type, location and dates of work to be done must be included. See [Dig Permit Form](#)
- The applicant must sign and date the permit application, acknowledging responsibility for adhering all applicable trenching safety operations.

- After Kirkwood Facilities receives an application, representatives from Facilities and Telecommunications will mark the College controlled utilities. The representative will then notify the applicant that the marking has been completed.
- A representative of Facilities and Telecommunications signs and dates the Dig Permit, thereby indicating that the applicant has been made aware of all underground utilities known to exist in the vicinity of the proposed work.
- In addition to coordinating with Facilities and Telecommunications, an applicant **must call** Iowa One Call at (811) <http://www.iowaonecall.com/> to coordinate locating utilities not under control of Kirkwood Community College.
- No work activity covered by the Kirkwood Dig Permit may take place until the applicant delivers the completed application to Facilities.
- The permit must be available for inspection at the work site for the duration of the proposed work.
- If the work extends beyond the permit expiration date, the original dig site, or the utility locates are no longer visible, the applicant must request an extension or remarking from Facilities.
- If at any time the holder of the permit discovers underground utilities or drainage tile that is not marked or represented where expected, Facilities must be notified immediately.
- Efforts to locate Communications and Utilities infrastructure will be indicated by flag or paint. Any depth indications are not relevant. No verbal, documented, implied, or electronic depth indications will be meaningful. Assuming any depth for any Utility or Communications infrastructure is at your risk. If crossing utilities is necessary, hand tools are recommended and the expected best practice at Kirkwood. Hand tools should be used at least 18” on either side of markings.

References

Iowa One Call

Definitions

Term	Definition
Trenching Operation	The removal of earth to a predetermined depth, width and length in order that a continuous conductor, such as piping, electrical conductors or other channels, be emplaced and covered by the removed earth.

Excavation Operation	The removal of earth to a predetermined depth, width, and length.
Digging Operation	The moving of earth for any reason. This would include driving sign and other posts into the ground.
Drilling Operation	Boring a vertical in the earth regardless of whether the drill must first pass through concrete or asphalt, or other man-made material.
Horizontal Drilling	Any drilling operation where the borehole is not perpendicular to the surface from where the drilling commenced.

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	10/15/2012	Troy McQuillen, Vice President, Facilities & Security	
2			New template
3		Cabinet	Procedure template 9/3/2019