Executive Summary

- No excavation work may be performed on property owned by the University of Kansas (hereinafter “KU”) without first having ascertained the location of all underground facilities in the proposed area of the excavation. Any excavation work on KU property and any locating of utilities on KU property must follow the utility location procedures in this document.
- As a utility operator, KU must accurately and timely mark its utility locations in response to notices of intent to excavate.
- As an excavator, KU must timely file notices of intent to excavate and must exercise reasonable care to avoid damaging utilities; or, when KU retains a contractor to perform excavation, KU must make sure its contractor meets these requirements.

Applicability

KU establishes these utility location procedures, and they apply to any and all excavation performed on property owned by KU and to any locating of KU-owned utilities. These procedures supersede and replace all previous utility location procedures, written or unwritten. **Failure to comply with these procedures may be cause for disciplinary action including but not limited to warning, reprimand, suspension, or termination.**

Utility Location Procedures

No excavation work may be performed on property owned by the University of Kansas without first having ascertained the location of all underground facilities in the proposed area of the excavation and received written documentation of completed Kansas One Call utility location tickets for all utilities in the area of excavation, including utilities owned by the University of Kansas and utilities owned by other entities. “Excavation” means any operation in which earth, rock or other material below the surface is moved or otherwise displaced by any means. This includes but is not necessarily limited to digging with a machine or with hand tools, drilling, boring, driving posts or pilings, etc.
A. General procedures for excavators

When performing excavation work, KU personnel and project managers must ensure the following steps are taken:

1. Comply with all applicable requirements in the Kansas Underground Utility Damage Prevention Act and associated regulations.
2. Mark the route or boundary of the proposed excavation site with white paint, white stakes or white flags.
3. Submit notice of intent to excavate to Kansas One Call at least three working days prior to the excavation start date; except in emergency circumstances contact Kansas One Call, the KU Utility Location Coordinator (currently the survey crew supervisor in Design & Construction Management), and KU Public Safety Office as soon as reasonably possible. All contractors, subcontractors, and any persons excavating on University of Kansas property will submit their own locate request to Kansas One Call.
4. Request an onsite meeting with utility representatives to discuss the plans and procedures for any excavation on KU property and to review potential utility conflicts.
5. Exercise reasonable care to avoid damaging utilities, including noninvasive means of exposing utilities for positive identification and verifying location prior to excavation. “Reasonable care” means the precautions taken by an excavator to conduct an excavation in a careful and prudent manner. Reasonable care shall include the following:
   a. Providing for proper support and backfill around all existing underground facilities.
   b. Exposing the existing facility at intervals as often as necessary to avoid damage.
   c. Hand digging, potholing by vacuum excavation methods, or using other acceptable methods when excavating within 24 inches* on either side of the marked utility to expose the existing facility and determine that there will be no conflict between the facility and the proposed excavation path that falls within the 24-inch* area. (*A larger zone of careful utility exposure is preferable, particularly when the utility location is more uncertain.)
   d. Maintain the visibility of the markings that indicate the location of underground utilities throughout the excavation period.
6. Immediately notify utility operator(s) and KU Facilities Services and the KU Utility Location Coordinator if any utility is damaged, and immediately notify emergency personnel if gas or electrical lines are damaged or if other public safety issues arise.
7. Notify the KU Utility Location Coordinator prior to the completion of any utility installation or repair to provide an opportunity for as-built survey.

B. General procedures for utility locators:

When locating KU-owned utilities, KU personnel or KU's contractors must do the following:

1. Comply with all applicable requirements in the Kansas Underground Utility Damage Prevention Act and associated regulations.
2. Read all utility locate requests received from Kansas One Call and review the campus utilities map to determine whether any utilities are known or anticipated within the excavation area. Contact KU Information Technology and KU Utility Location Coordinator to obtain all available information about KU utilities that may be within the excavation area.
3. Complete all non-emergency utility locates within two working days from receipt of Kansas One Call tickets, unless the excavator provides written documentation indicating that a lengthier timeframe is acceptable. This includes all steps including but not limited to fieldwork, documentation, and other communications. Complete emergency utility locates within one hour or as quickly as possible after receiving notification. If possible, within one working day from receipt of non-emergency Kansas One Call tickets contact the requesting party and schedule a prompt meeting with all excavators who request such a meeting.
4. Complete a visual inspection during the utility locating process. This inspection includes the following:
   a. Identification of all utilities, access points and potential hazards within an operator’s service area.
   b. Assurance that service area facilities shown on records match those of the site.
5. Mark the tolerance zones for all utilities with the appropriate color for that utility set forth by the APWA Uniform Color Code Chart. Match markings to the existing and expected surface conditions. Markings may include one or any combination of the following: paint, flags, whiskers, or offsets. Extend all markings a reasonable distance beyond the bounds of the requested area.
6. Document all work performed on utility locations. This assists in the locate process by requiring a locator to review what was located and then to verify that all facilities within the requested area were marked.
7. Document all non-locatable utilities and notify your supervisor and the excavator of their existence.
8. Do not give depth estimates of utilities to any excavators, as they need to hand-dig or pothole to verify the actual depth of the utility.
9. Document all site meets with a KU Site Meet Sheet with the written description of specific instructions agreed upon when those instructions are different than what was stated within the locate ticket. Excavator signatures are required.
10. Treat all utilities as live unless thoroughly tested and proven to be deactivated by qualified personnel relating to that specific utility, and mark them accordingly. Notify your supervisor of the utility in question. Never tell a contractor that a utility is inactive or abandoned; let the tech testing the utility make that determination. Document any such instruction in the KU Site Meet Sheet.
11. Follow KU utility locator guidelines (a separate document from these procedures) unless circumstances warrant any additional or alternative actions.
12. Employ industry-standard utility location techniques (such as electromagnetic methods) in all instances, and employ enhanced utility location techniques (such as ground penetrating radar, thermal imaging, vacuum and/or hydro excavation methods) when high-risk utilities (gas, electric, telecommunications) are known or anticipated in the excavation area. The preferred method of actively applying a signal onto an underground utility is to use direct connection, which provides the strongest signal on the line and is less likely to “bleed over” to adjacent facilities.
13. Upon completing the steps above and within two business days after receipt of the request (unless otherwise agreed in writing with the excavator), provide final approval for the excavation to proceed.

References

2. KUUDPA Regulations, K.A.R. 82-14-1 et seq.
3. Kansas One Call Location Request Form
4. Kansas One Call Safe Digging Tips Brochure
5. KU example utility general notes for plans/work orders
6. KU utility locator guidelines
7. KU site meet sheet
8. Contacts
Kansas Underground Utility Damage Prevention Act

With Changes Mandated by HB 2637

Statute 66-1802

Definitions. As used in this act:

(a) "Damage" means any impact or contact with an underground facility, its appurtenances or its protective coating, or any weakening of the support for the facility or protective housing which requires repair.

(b) "Emergency" means any condition constituting a clear and present danger to life, health or property, or a customer service outage.

(c) "Excavation" means any operation in which earth, rock or other material below the surface is moved or otherwise displaced by any means, except tilling the soil for normal agricultural purposes, or railroad or road and ditch maintenance that does not change the existing railroad grade, road grade and/or ditch flowline, or operations related to exploration and production of crude oil or natural gas, or both.

(d) "Excavator" means any person who engages directly in excavation activities within the state of Kansas, but shall not include any occupant of a dwelling who:

   (1) Uses such dwelling as a primary residence; and

   (2) excavates on the premises of such dwelling.

(e) "Facility" means any sanitary sewer, underground line, system or structure used for transporting, gathering, storing, conveying, transmitting or distributing potable water, gas, electricity, communication, crude oil, refined or processed petroleum, petroleum products or hazardous liquids; facility shall not include, any stormwater sewers, production petroleum lead lines, salt water disposal lines or injection lines, which are not located on platted land or inside the corporate limits of any city.

(f) "Locatable facility" means facilities for which the tolerance zone can be determined by the operator using generally accepted practices such as as-built construction drawings, system maps, probes, locator devices or any other type of proven technology for locating.

(g) "Marking" means the use of stakes, paint, flags or other clearly identifiable materials to show the field location of underground facilities, in accordance with the rules and
regulations promulgated by the state corporation commission in the administration and enforcement of this act.

(h) "Municipality" means any city, county, municipal corporation, public district or public authority located in whole or in part within this state which provides firefighting, law enforcement, ambulance, emergency medical or other emergency services.

(i) "Notification center" means the statewide communication system operated by an organization which has as one of its purposes to receive and record notification of planned excavation in the state from excavators and to disseminate such notification of planned excavation to operators who are members and participants.

(j) "Operator" means any person who owns or operates an underground tier 1 or tier 2 facility, except for any person who is the owner of real property wherein is located underground facilities for the purpose of furnishing services or materials only to such person or occupants of such property.

(k) "Preengineered project" means a public project or a project which is approved by a public agency wherein the public agency responsible for the project, as part of its engineering and contract procedures, holds a meeting prior to the commencement of any construction work on such project in which all persons, determined by the public agency to have underground facilities located within the construction area of the project, are invited to attend and given an opportunity to verify or inform the public agency of the location of their underground facilities, if any, within the construction area and where the location of all known and underground facilities are duly located or noted on the engineering drawing as specifications for the project.

(l) "Permitted project" means a project where a permit for the work to be performed must be issued by a city, county, state or federal agency and, as a prerequisite to receiving such permit, the applicant must locate all underground facilities in the area of the work and in the vicinity of the excavation and notify each owner of such underground facilities.

(m) "Person" means any individual, partnership, corporation, association, franchise holder, state, city, county or any governmental subdivision or instrumentality of a state and its employees, agents or legal representatives.

(n) "Production petroleum lead line" means an underground facility used for production, gathering or processing on the lease or unit, or for delivery of hydrocarbon gas and/or liquids to an associated tank battery, separator or sales facility. Production petroleum lead lines shall include underground lines associated with lease fuel and saltwater disposal and injection.

(o) "Platted land" means a tract or parcel of land which has been subdivided into lots of less than five acres for the purpose of building developments, including housing developments, and for which a surveyor’s plat has been filed of record in the office of the register of deeds in the county where the land is located.
(p) “Tier 1 facility” means an underground facility used for transporting, gathering, storing, conveying, transmitting or distributing gas, electricity, communications, crude oil, refined or reprocessed petroleum, petroleum products or hazardous liquids.

(q) “Tier 2 facility” means an underground facility used for transporting, gathering, storing, conveying, transmitting or distributing potable water or sanitary sewage.

(r) “Tier 3 facility” means a water or wastewater system utility which serves more than 20,000 customers who elects to be a tier 3 member of the notification center pursuant to this subsection. The operator of a tier 3 facility shall:

(1) Develop and operate a locate service website capable of receiving locate requests;

(2) publish and maintain a dedicated telephone number for locate services;

(3) maintain 24-hour response capability for emergency locates; and

(4) employ not less than two individuals whose primary job function shall be the location of underground utilities. Operators of tier 3 facilities shall make either such website or contact information available to the notification center. The notification center shall collect and charge a fee of $500 a year for each tier 3 facility. No other fee, charge or cost shall be assessed to a tier 3 facility by the notification center. Tier 3 members shall be subject to all provisions of 66-1804, 66-1805, 66-1806 and amendments thereto.

(s) “Tolerance zone” means the area not less than 24 inches of the outside dimensions in all horizontal directions of an underground facility, except that a larger tolerance zone for a tier 1, 2, or 3 facility may be established by rules and regulations adopted under K.S.A. 2007 Supp. 66-1815, and amendments thereto. An operator of a water or wastewater facility may elect to use a tolerance zone for such water or wastewater facility upon notification of the excavator, except that a larger tolerance zone may be established by rules and regulations adopted under K.S.A. 2007 Supp. 66-1815, and amendments thereto.

(t) "Update" means an additional request from the excavator to extend the time period of the request for intent to excavate beyond the 15 calendar day duration of the request.

(u) "Whitelining" means the act of marking by the excavator the route or boundary of the proposed excavation site with white paint, white stakes or white flags.

(v) "Working day" means every day, Monday through Friday beginning at 12:01 a.m., except for the following officially recognized holidays: New Year’s day, Memorial day,
Independence day, Labor day, Thanksgiving day, the day after Thanksgiving and Christmas.

Statute 66-1803

Excavator's duty to ascertain location of facilities.

An excavator shall not engage in excavation near the location of any underground facility without first having ascertained, in the manner prescribed in this act, a location of all underground facilities in the proposed area of the excavation.

History: L. 1993, ch. 217, S. 3; July 1

Statute 66-1804

Notice of intent of excavation.

(a) Except in the case of an emergency, an excavator shall serve notice of intent of excavation at least two full working days, but not more than 15 calendar days before the scheduled excavation start date, on each operator having underground tier 1 facilities located in the proposed area of excavation.

(b) An excavator may serve notice of intent of excavation at least two full working days, but not more than 15 calendar days before the scheduled excavation start date, on each operator of tier 2 facilities located in the proposed area of excavation.

(c) The notice of intent to excavate or any subsequent updates shall be valid for 15 calendar days after the excavation start date and such notice shall only describe an area in which the proposed excavation reasonably can be completed within the 15 calendar days.

(d) No person shall make repeated requests for remarking unless the request is due to circumstances not reasonably within the control of such person.

(e) The notice of intent of excavation shall contain the name, address and telephone number of the person filing the notice of intent, the name of the excavator, the date the excavation activity is to commence and the type of excavation being planned. The notice shall also contain the specific location of the excavation.

(f) The person filing the notice of intent to excavate shall, at the request of the operator, whiteline the proposed excavation site when the description of the excavation location cannot be described with sufficient detail to enable the operator to ascertain the location of the proposed excavation.

(g) The provisions of this section shall not apply to a preengineered project or a permitted project, except that the excavators shall be required to give notification in accordance with this section prior to starting such project.
Statute 66-1805

Notification center.

(a) This act recognizes the establishment of a single notification center for the state of Kansas. Each operator who has an underground facility shall become a member of the notification center.

(b) For operators of tier 1 facilities or operators of tier 2 facilities that desire notification in the same manner as operators of tier 1 facilities, the notification center shall provide prompt notice of any proposed excavation to each affected operator that has facilities recorded with the notification center in the area of a proposed excavation site.

(c) For operators of tier 2 facilities that desire direct contact with the excavator, the notification center shall provide the excavator with the name and contact information of the affected operator that has facilities recorded with the notification center in the area of the proposed excavation.

(d) Notification to operators as defined in subsection (b) shall be given by notifying the notification center by telephone at the toll free number or by other communication methods approved by the notification center. The content of such notification shall be as required by K.S.A. 2001 Supp. 66-1804, and amendments thereto.

(e) Notification to operators as defined in subsection (c) may be given by notifying the operator of tier 2 facilities using the contact information provided by the notification center. The content of such notification shall be as required by K.S.A. 66-1804, and amendments thereto.

(f) Each operator who has an underground facility within the state shall be afforded the opportunity to become a member of the notification center on the same terms as the original members.

(g) A suitable record shall be maintained by the notification center to document the receipt of notices from excavators as required by this act.

(h) A suitable record shall be maintained by operators of tier 2 facilities that desire direct contact with the excavator pursuant to subsection (c) to document the receipt of notices from excavators.

(i) The notification center shall charge and collect an annual membership fee in the amount of $25 from each tier 2 facility member.
(j) The notification center shall charge a referral fee to tier 2 facility members in an amount no more than 50% of the referral fee rate charged to tier 1 facility members.

(k) Upon request of the operator, the person filing the notice of intent to excavate shall whiten the proposed excavation site prior to locates being performed.

(l) The notification center established pursuant to this section shall be and is hereby deemed to be a public agency and shall be subject to the provisions of the open records act, K.S.A. 45-215 et seq., and amendments thereto, and the open meetings act, K.S.A. 75-4317 et seq., and amendments thereto, except that the notification center or board of directors, or successor managing organization shall not disseminate, make available or otherwise distribute data or information provided by an operator of a tier 1, 2 or 3 facility unless such dissemination, making available or distributing is necessary for the state corporation commission or the notification center to carry out legal duties or specific statutory duties prescribed under this chapter.

(m) On and after July 1, 2009, the notification center’s board of directors shall include two members from tier 2 facilities and 1 member from tier 3 facilities.

(n) The notification center shall prepare an annual report which describes the activities of such center. An annual audit of the notification center shall be conducted by an independent certified public accountant. The notification center shall provide copies of such reports to each member of the notification center and shall be subject to the open records act, K.S.A. 45-215, et seq., and amendments thereto.

(o) The notification center shall solicit proposals for operation of the notification center not more than every five years which shall be awarded in an open meeting by the board of directors of the notification center. The bidding process prescribed by this subsection shall be subject to the open records act, K.S.A. 45-215 et seq., and amendments thereto.

(p) The notification center shall conduct a cost of service audit not more than every five years or as otherwise requested by the board of directors of the notification center or a majority of the members of such center.

Statute 66-1806

Identification of location of facilities; duties of operator; liability for damages.

(a) Within two working days, beginning on the later of the first working day after the excavator has filed notice of intent to excavate or the first day after the excavator has whitenlined the excavation site, an operator served with notice, unless otherwise agreed between the parties, shall inform the excavator of the tolerance zone of the underground
facilities of the operator in the area of the planned excavation by marking, flagging or other acceptable method.

(b) If the operator of tier 2 facilities cannot accurately mark the tolerance zone, such operator shall mark the approximate location to the best of its ability, notify the excavator that the markings may not be accurate, and provide additional guidance to the excavator in locating the facilities as needed during the excavation.

(c) The operator of tier 2 facilities shall not be required to provide notification of the tolerance zone for facilities which are at a depth at least two feet deeper than the excavator plans to excavate but does have to notify the excavator of their existence.

(d) If the operator of a tier 1 facility has no underground facilities in the area of the proposed excavation, such operator, before the excavation start date, shall notify the excavator that it has no facilities in the area of proposed excavation by telephone, facsimile, marking the area all clear or by other technology that may be developed for such purposes.

(e) If the excavator notifies the notification center, within two working days after the initial identification of the tolerance zone by the operator, that the identifiers have been improperly removed or altered, the operator shall make a reasonable effort to reidentify the tolerance zone within one working day after the operator receives actual notice from the notification center.

(f) If the excavator has provided notice to an operator pursuant to K.S.A. 66-1804, and amendments thereto, and the operator fails to comply with subsections (a), (b) or (c) or notifies the excavator that it has no underground facilities in the area of the planned excavation, the excavator may proceed and shall not be liable to the operator for any direct or indirect damages resulting from contact with the operator’s facilities, except that nothing in this act shall be construed to hold any excavator harmless from liability to the operator in those cases of gross negligence or willful and wanton conduct.

(g) For economic damages in any civil court of this state, failure of an operator to inform the excavator within two working days of the tolerance zone of the underground facilities of the operator in the manner required by subsection (a) of K.S.A. 2001 Supp. 66-1806, and amendments thereto, shall not give rise to a cause of action on the part of the excavator against an operator, except that nothing in this act shall be construed to hold any operator harmless from liability in those cases of inaccurate marking of the tolerance zone, gross negligence or willful and wanton conduct. Such failure may subject an operator to civil penalties as determined by the state corporation commission.

(h) Any person claiming that an operator has failed to inform the excavator within two working days of the tolerance zone of the underground facilities of the operator shall file a complaint with the state corporation commission requesting enforcement of subsection (a) within one year of becoming aware of the violation.
(i) All tier 1 facilities installed by an operator after January 1, 2003, shall be locatable.

New Section 9

(a) All tier 2 facilities installed by an operator after July 1, 2008, shall be locatable.

(b) As used in this section, “tier 2 facility” means an underground facility used for transporting, gathering, storing, conveying, transmitting, or distributing potable water or sanitary sewage.

Statute 66-1807

Emergency excavations.

(a) In the case of an emergency which involves danger to life, health or property or which requires immediate correction in order to continue the operation of an industrial plant or to assure the continuity of public utility service, excavation, maintenance or repairs may be made without using explosives, if notice and advice thereof, whether in writing or otherwise are given to the operator or notification center as soon as reasonably possible.

(b) If an operator receives a request to locate its facilities for an emergency condition, such operator shall make a reasonable effort to identify the location of its facility within two hours of receiving notification or before excavation is scheduled to begin, whichever is later.

(c) Any person providing a misrepresentation of an emergency excavation may be subject to the penalties set out in K.S.A. 2001 Supp. 66-1812, and amendments thereto.

History:

Statute 66-1808

Application of other laws.

This act shall not be construed to authorize, affect or impair local ordinances, resolutions or other provisions of law concerning excavating or tunneling in a public street or highway or private or public easement.


Statute 66-1809

Excavator's duty to exercise reasonable care.
(a) Upon receiving information as provided in K.S.A. 2001 Supp. 68-1806, and amendments thereto, an excavator shall exercise such reasonable care as may be necessary for the protection of any underground facility in and near the construction area when working in close proximity to any such underground facility.

(b) An excavator using a trenchless excavation technique shall meet minimum operating guidelines as prescribed in rules and regulations developed and adopted by the state corporation commission in support of this act.

History:

Statute 66-1810

Contact with or damage to facility; procedure.

When any contact with or damage to any underground facility occurs, the operator shall be informed immediately by the excavator. Upon receiving such notice, the operator immediately shall dispatch personnel to the location to provide necessary temporary or permanent repair of the damage. If the protective covering of an electrical line is penetrated or dangerous gases or fluids are escaping from a broken line, the excavator immediately shall inform emergency personnel of the municipality in which such electrical short or broken line is located and take any other action as may be reasonably necessary to protect persons and property and to minimize hazards until arrival of the operator’s personnel or emergency first responders.

History:

Statute 66-1811

Effect of violation of act, liability for damages; application of other laws.

(a) In a civil action in a court of this state when it is shown by competent evidence that personal injury, death or other damages, including damage to any underground facilities, occurred as a result of a violation of this act, there shall be a rebuttable presumption of negligence on the part of the violator.

(b) In no event shall the excavator be responsible for any damage to underground facilities if such damage was caused by the failure of the operator to correctly and properly mark the location of the tolerance zone of the damaged facility.

(c) Nothing in this act is intended to limit or modify the provisions of:

(1) K.S.A. 60-258a, and amendments thereto; or

(2) the national electrical safety code, which would otherwise be applicable.
**History:**

**Statute 66-1812**

Violation of act, civil penalties and injunctive relief.

Any person to whom this act applies, who violates any of the provisions contained in this act, shall be subject to civil penalties and injunctive relief as set out in K.S.A. 66-1,151, and amendments thereto, and any remedies established in rules and regulations promulgated by the state corporation commission in support of this act.

**History:**

**Statute 66-1813**

Administration and enforcement by corporation commission.

This act shall be administered and enforced by the state corporation commission of the state of Kansas. *History: L. 1993, ch. 217, S. 13; July 1.*

**Statute 66-1814**

Severability.

If any provision of this act or the application thereof to any person or circumstance is held invalid, the remainder of the act and the application of such provision to other persons or circumstances shall not be affected thereby.

*History: L. 1993, ch. 217, S. 14; July 1.*

**Statute 66-1815**

Providing for rules and regulations.

(a) The state corporation commission shall have full power and authority to adopt all necessary rules and regulations for carrying out the provisions of K.S.A. 66-1801 through 66-1814, and amendments thereto.

(b) This section shall be part of and supplemental to the Kansas underground utility damage prevention act.
82-14-1. Definitions. The following terms as used in the administration and enforcement of the Kansas underground utility damage prevention act, K.S.A. 66-1801 et seq. and amendments thereto, shall be defined as specified in this regulation.

a) “Backreaming” means the process of enlarging the diameter of a bore by pulling a specially designed tool through the bore from the bore exit point back to the bore entry point.

b) “Commission” means the state corporation commission of Kansas.

c) “Drill head” means the mechanical device connected to the drill pipe that is used to initiate the excavation in a directional boring operation. This term is sometimes referred to as the drill bit.

d) “Excavation scheduled start date” means the later of the start date stated in the notice of intent of excavation filed by the excavator with the notification center or the start date filed by the excavator with a tier 2 member or tier 3 member.

e) “Excavation site” means the area where excavation is to occur.

f) “Locatable” has the meaning of that word as used in “locatable facility,” which is defined in K.S.A. 66-1802 and amendments thereto. In addition to the requirements for locating underground facilities, as specified in K.S.A. 66-1802 and amendments thereto, the operator shall be able to locate underground facilities within 24 inches of the outside dimensions in all horizontal directions of an underground facility using tracer wire, conductive material, GPS technology, or any other technology that provides the operator with the ability to locate the pipelines for at least 20 years.

g) “Locate” means the act of marking the tolerance zone of the operator’s underground facilities by the operator.

h) “Locate ball” means an electronic marker device that is buried with the facility and is used to enhance signal reflection to a facility detection device.

i) “Meet on site” means a meeting between an operator and an excavator that occurs at the excavation site in order for the excavator to provide an accurate description of the
excavation site.

j) “Notice of intent of excavation” means the written notification required by K.S.A. 66-1804 and amendments thereto.

k) “Notification center,” as defined in K.S.A. 66-1802 and amendments thereto, means the underground utility notification center operated by Kansas one call, inc.

l) “Pullback operation” means the installation of facilities in a directional bore by pulling the facility from the bore exit point back to the bore entry point.

m) “Pullback device” means the apparatus used to connect drilling tools to the facility being installed in a directional bore.

n) “Reasonable care” means the precautions taken by an excavator to conduct an excavation in a careful and prudent manner. Reasonable care shall include the following:

1. Providing for proper support and backfill around all existing underground facilities;
2. Using nonintrusive means, as necessary, to expose the existing facility in order to visually determine that there will be no conflict between the facility and the proposed excavation path when the path is within the tolerance zone of the existing facility;
3. Exposing the existing facility at intervals as often as necessary to avoid damage when the proposed excavation path is parallel to and within the tolerance zone of an existing facility; and
4. Maintaining the visibility of the markings that indicate the location of underground utilities throughout the excavation period.

o) “Tier 1 member” means any operator of a tier 1 facility, as defined in K.S.A. 66-1802 and amendments thereto, or any operator of a tier 2 facility, as defined in K.S.A. 66-1802 and amendments thereto, that elects to be a tier 1 member of the notification center pursuant to K.A.R. 82-14-3.

p) “Tier 2 member” means any operator of a tier 2 facility, as defined in K.S.A. 66-1802 and amendments thereto, that elects to be a tier 2 member of the notification center.

q) “Tier 3 member” means any operator of a tier 2 facility, as defined in K.S.A. 66-1802 and amendments thereto, that meets the requirements for a tier 3 facility, as defined in K.S.A. 66-1802 and amendments thereto, and elects to be a tier 3 member of the notification
center.

r) “Tolerance zone” has the meaning specified in K.S.A. 66-1802 and amendments thereto. The tolerance zone shall not be greater than the following:
   1. 25 inches for each tier 1 facility; and
   2. 61 inches for each tier 2 facility.

s) “Trenchless excavation” means any excavation performed in a manner that does not allow the excavator to visually observe the placement of the new facility. This term shall include underground boring, tunneling, horizontal auguring, directional drilling, plowing, and geoprobing.

82-14-2. Excavator requirements.

In addition to the provisions of K.S.A. 66-1804, K.S.A. 66-1807, K.S.A. 66-1809, and K.S.A 66-1810 and amendments thereto, the following requirements shall apply to each excavator:

a) If an excavator directly contacts a tier 2 member or a tier 3 member, the excavation scheduled start date shall be the later of the following
   1. The excavation scheduled start date assigned by the notification center; or
   2. Two full working days after the day of contact with the tier 2 member or tier 3 member.

b) Unless all affected operators have provided notification to the excavator, excavation shall not begin at any excavation site before the excavation scheduled start date.

c) If a meet on site is requested by the excavator, the excavation scheduled start date shall be no earlier than the fifth working day after the date on which the notice of intent of excavation was given to the notification center or to the tier 2 member or tier 3 member.

d) Each notice of intent of excavation shall include the name and telephone number of the individual who will be representing the excavator.

e) Each description of the excavation site shall include the following:
   1. The street address, if available, and the specific location of the proposed excavation site at the street address; and
   2. An accurate description of the proposed excavation site using any available designations, including the closest street, road, or intersection, and any additional information requested by the notification center.
f) If the excavation site is outside the boundaries of any city or if a street address is not available, the description of the excavation site shall include one of the following:
   1. An accurate description of the excavation site using any available designations, including driving directions from the closest named street, road, or intersection;
   2. The specific legal description, including the quarter section; or
   3. The longitude and latitude coordinates.

g) An excavator shall not claim preengineered project status, as defined in K.S.A. 66-1802 and amendments thereto, unless the public agency responsible for the project performed the following before allowing excavation:
   1. Identified all operators that have underground facilities located within the excavation site;
   2. Requested that the operators specified in paragraph (g)(1) verify the location of their underground facilities, if any, within the excavation site;
   3. Required the location of all known underground facilities to be noted on updated engineering drawings as specifications for the project;
   4. Notified all operators that have underground facilities located within the excavation site of the project of any changes to the engineering drawings that could affect the safety of existing facilities; and
   5. Complied with the requirements of K.S.A. 66-1804(a), and amendments thereto.

h) If an excavator wishes to conduct an excavation as a permitted project, as defined in K.S.A. 66-1802 and amendments thereto, the permit obtained by the excavator shall have been issued by a federal, state, or municipal governmental entity and shall have been issued contingent on the excavator’s having met the following requirements:
   1. Notified all operators with facilities in the vicinity of the excavation of the intent to excavate as a permitted project;
   2. Visually verified the presence of the facility markings at the excavation site; and
   3. Complied with the requirements of K.S.A. 66-1804(a) and amendments thereto.

i) If the excavator requests a meet on site as part of the description of the proposed excavation site given to the notification center, the tier 2 member, or the tier 3 member, then the excavator shall document the meet on site and any subsequent meetings regarding facility locations with a record noting the name and company affiliation for the representative of the excavator and the representative of the operator that attend the meeting. The excavator shall keep this record for at least two years. This documentation shall include the following:
   1. Verification that the description of the excavation site is understood by both parties;
   2. The agreed-upon excavation scheduled start date;
   3. The date and time of the meet on site; and
4. The name and company affiliation of each attendee of the meet on site.

j) Each excavator using trenchless excavation techniques shall develop and implement operating guidelines for trenchless excavation techniques. At a minimum, the guidelines shall require the following:
   1. Training in the requirements of the Kansas underground utility damage prevention act;
   2. Training in the use of nonintrusive methods of excavation used if there is an indication of a conflict between the tolerance zone of an existing facility and the proposed excavation path;
   3. Calibration procedures for the locator and sonde if this equipment is used by the excavator;
   4. Recordkeeping procedures for measurements taken while boring;
   5. Training in the necessary precautions to be taken in monitoring a horizontal drilling tool when backreaming or performing a pullback operation that crosses within the tolerance zone of an existing facility;
   6. Training in the maintenance of appropriate clearance from existing facilities during the excavation operation and during the placement of new underground facilities;
   7. For horizontal directional drilling operations, a requirement to visually check the drill head and pullback device as they pass through potholes, entrances, and exit pits; and

k) If any contact with or damage to any underground facility or the facility’s associated tracer wire locate ball, or associated surface equipment occurs, the excavator shall immediately inform the operator.

82-14-3. Operator requirements.

In addition to the provisions of K.S.A. 66-1806, K.S.A. 66-1807, and K.S.A. 66-1810 and amendments thereto, the requirements specified in this regulation shall apply to each operator.
   a) Each operator shall inform the notification center of its election to be considered as a tier 1 member, tier 2 member, or tier 3 member.

   b) Unless otherwise agreed to between the notification center and the operator, any operator of a tier 2 facility may change its membership election once every calendar year by informing the notification center of the operator’s intention on or before November 30 of the preceding calendar year.
c) Each tier 1 member shall perform the following:
   1. File and maintain maps of the operator’s underground facilities or a map showing
      the operator’s service area with the notification center; and
   2. File and maintain, with the notification center, the operator’s telephone contact
      number that can be accessed on a 24-hour-per-day basis.

d) Each tier 2 member shall perform the following:
   1. Establish telephone or internet service with the ability to receive notification from
      excavators on a 24-hour-per-day basis;
   2. File with the notification center updated maps of the operator’s underground
      facilities or a map showing the operator’s service area;
   3. File with the notification center the operator’s current telephone contact number
      or numbers that can be accessed on a 24-hour-per-day basis;
   4. File with the notification center the operator’s preferred method of contact for all
      referrals received from the notification center; and
   5. Maintain for at least two years all information provided by the excavator pursuant
      to K.A.R. 82-14-2(e) and (f).

e) Each tier 3 member shall perform the following:
   1. File with the notification center updated maps of the operator’s underground
      facilities or a map showing the operator’s service area;
   2. File with the notification center the operator’s current telephone contact number
      or numbers that can be accessed on a 24-hour-per-day basis;
   3. File with the notification center the operator’s preferred method of contact for all
      referrals received from the notification center;
   4. Maintain for at least two years all information provided by the excavator pursuant
      to K.A.R. 82-14-2(e) and (f);
   5. Develop and operate a locate service web site capable of receiving locate
      requests;
   6. Publish and maintain a dedicated telephone number for locate services;
   7. Maintain 24-hour response capability for emergency locates; and
   8. Employ at least two technically qualified individuals whose job function is
      dedicated to the location of underground utilities.

f) Except in cases of emergencies or separate agreements between the parties, each operator
   of a tier 1 facility shall perform one of the following, within the two working days before
   the excavation scheduled start date assigned by the notification center:
   1. Inform the excavator of the location of the tolerance zone of the operator’s
      underground facilities in the area described in the notice of intent of excavation; or
2. Notify the excavator that the operator has no facilities in the area described in the notice of intent of excavation.

g) Except in cases of emergencies or separate agreements between the parties, the operator of a tier 2 facility shall perform one of the following within the two working days before the excavation scheduled start date assigned by the notification center or the tier 2 member or tier 3 member, whichever is later:
   1. Mark the location of its facilities according to the requirements of subsections (m) and (n) in the area described in the notice of intent of excavation and, if applicable, notify the excavator of the operator’s election to require a tolerance zone of 60 inches; or
   2. Inform the excavator that the operator’s underground facilities are expected to be at least two feet deeper than the excavator’s planned excavation depth and that the location of its facilities will not be provided for the affected tier 2 facilities.

h) Each operator of a tier 2 facility that notifies an excavator of its election to require a tolerance zone of 60 inches shall record and maintain the following records of the notification for at least two years:
   1. The name of the excavator contacted for the notification of a 60-inch tolerance zone;
   2. The date of the notification; and
   3. A description of the location of the excavation site.

i) Each operator of a tier 2 facility that notifies an excavator of its election not to provide locates for its facilities that are expected to be two feet deeper than the excavator’s maximum planned excavation depth shall record and maintain the following records of the notification for at least two years:
   1. The name of the excavator notified that the operator will not provide locates;
   2. The excavator’s maximum planned excavation depth;
   3. The date of the notification; and
   4. A description of the location of the excavation site.

j) If the operator of a tier 2 facility is unable to provide the location of its facilities within a 60-inch tolerance zone, the operator shall mark the approximate location of its facilities to the best of its ability, notify the excavator that the markings could be inaccurate, remain on site or in the vicinity of the excavation, and provide additional guidance to the excavator in locating the facilities as needed during the excavation.

k) Each tier 2 facility constructed, replaced, or repaired after July 1, 2008 shall be locatable. Location data shall be maintained in the form of maps or any other format as determined
by the operator.

l) The requirement to inform the excavator of the facility location shall be met by marking the location of the operator’s facility and identifying the name of the operator with flags, paint, or any other method by which the location of the facility is marked in a clearly visible manner.

m) In marking the location of its facilities, each operator shall use safety colors substantially similar to five of the colors specified in the American national standards institute standard no. Z535.1-2002, “American national standard for safety color code,” not including annex A, dated July 25, 2002 and hereby adopted by reference, according to the following table:

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric power distribution lines and transmission lines</td>
<td>Safety red</td>
</tr>
<tr>
<td>Gas distribution and transmission lines</td>
<td>Safety yellow</td>
</tr>
<tr>
<td>Hazardous liquid distribution and transmission lines</td>
<td>Safety yellow</td>
</tr>
<tr>
<td>Telephone, telegraph, and fiber optic system lines; cable television lines; alarm lines; and signal lines</td>
<td>Safety orange</td>
</tr>
<tr>
<td>Potable water lines</td>
<td>Safety blue</td>
</tr>
<tr>
<td>Sanitary sewer main lines</td>
<td>Safety green</td>
</tr>
</tbody>
</table>

n) If the facility has any outside dimension that is eight inches or larger, the operator shall mark its facility so that the outside dimensions of the facility can be easily determined by the excavator.

o) If the facility has any outside dimension that is smaller than eight inches, the operator shall mark its facility so that the location of the facility can be easily determined by the excavator.

p) The requirement to notify the excavator that the tier 1 operator has no facilities in the area described in the notice of intent of excavation shall be met by performing one of the following:
   1. Marking the excavation site in a manner indicating that the operator has no facilities at that site; or
   2. Contacting the excavator by telephone, facsimile, or any other means of communication. Two documented attempts by the operator to reach an excavator by telephone during normal business hours shall constitute compliance with this paragraph.
q) If the notice of intent of excavation contains a request for a meet on site, the operator shall meet with the excavator at a mutually agreed-upon time within two working days after the day on which the notice of intent of excavation was given.

r) After attending a meet on site, the operator shall inform the excavator of the tolerance zone of the operator’s facilities in the area of the planned excavation within two working days before the excavation scheduled start date that was agreed to at the meet on site.

s) Any operator may request that the excavator whiteline the proposed excavation site.

t) If the operator requests that the excavator whiteline the excavation site, the operator shall have two working days after the whitelining is completed to provide the location of the tolerance zone.

u) If the operator requests that the excavator use whitelining at the excavation site, the operator shall document the whitelining request and any subsequent meetings regarding the facility location for that excavation site. The operator shall maintain records of the whitelining documentation for two years after the excavation scheduled start date. The documentation shall include the following:
   1. A record stating the name and contact information of the excavator contacted for the request for whitelining;
   2. Verification that both parties understand the description of the excavation site;
   3. The agreed-upon excavation scheduled start date; and
   4. The date and time of the request for whitelining.

v) Each operator that received more than 2,000 requests for facility locations in the preceding calendar year shall file a damage summary report at least semiannually with the Kansas corporation commission. The report shall include information on each incident of facility damage resulting from excavation activity that was discovered by the operator during that period. For each incident, at a minimum the following data, if known, shall be included in the report:
   1. The type of operator;
   2. The type of excavator;
   3. The type of excavation equipment;
   4. The city or county, or both, in which the damage occurred;
   5. The type of facility that was damaged;
   6. The date of damage, specifying the month and year;
   7. The type of locator;
   8. The existence of a valid notice of intent of excavation; and
   9. The primary cause of the damage.
w) The damage summary report for the first six months of the calendar year shall be due on or before August 1 of the same calendar year. The damage summary report for the last six months of the calendar year shall be due on or before February 1 of the next calendar year.

82-14-4. Notification center requirements.

In addition to the provisions of K.S.A. 66-1805 and amendments thereto, the executive director of the notification center shall ensure that the following requirements are met:

a) Notice shall be provided to each affected operator of a tier 1 facility of any excavation site for which the location has been requested pursuant to K.S.A. 66-1804(e), and amendments thereto, and K.A.R. 82-14-2(e) or (f) if the affected operator is a tier 1 member and has facilities recorded with the notification center in the area of the proposed excavation site.

b) If the affected operator is a tier 2 member and has a facility recorded with the notification center in the area of the proposed excavation, the notification center shall provide the excavator with the name of the tier 2 member and contact information for the tier 2 member.

c) If the affected operator is a tier 3 member and has facilities recorded with the notification center in the area of the proposed excavation, the notification center shall provide the excavator with the name of the tier 3 member and the preferred method of contact for the tier 3 member.

d) Notice provided by the notification center directly to the operators of tier 2 facilities of any excavation site shall be deemed to meet the requirements of subsections (b) and (c) if the operator agrees to the method of notification.

e) A record of receipts for each notice of intent of excavation shall be maintained by the notification center for two years, including an audio record of each notice of intent of excavation, if available, and a written or electronic version of the notification sent to each operator that is a tier 1 member.

f) A copy of the notification center’s record documenting the notice of intent of excavation shall be provided to the commission or to the person giving the notice of intent of excavation, upon request.
g) A quality control program shall be established and maintained by the notification center. The program shall ensure that the employees receiving and recording the notices of intent of excavation are adequately trained.

82-14-5. Tier 3 member notification requirements.

In addition to meeting the requirements of K.A.R. 82-14-3(e), each tier 3 member shall ensure that the following requirements are met:

a) A record of receipts for each notice of intent of excavation shall be maintained for at least two years, including an audio record, if available, of each notice of intent of excavation and a written or electronic version of the notification.

b) A copy of the tier 3 member’s record documenting the notice of intent of excavation resulting in a response from the member shall be provided to the commission or to the person giving the notice of intent of excavation, upon request.

c) A quality control program shall be established and maintained. The program shall establish procedures for receiving and recording the notices of intent of excavation.

82-14-6. Violation of act; enforcement procedures.

a) After investigation, if the commission staff believes that there has been a violation or violations of K.S.A. 66-1801 et seq. and amendments thereto or any regulation or commission order issued pursuant to the Kansas underground utility damage prevention act and the commission staff determines that penalties or remedial action is necessary to correct the violation or violations, the commission staff may serve a notice of probable noncompliance on the person or persons against whom a violation is alleged. Service shall be made by registered mail or hand delivery.

b) Any notice of probable noncompliance issued under this regulation may include the following:

1. A statement of the provisions of the statutes, regulations, or commission orders that the respondent is alleged to have violated and a statement of the evidence upon which the allegations are based;
2. A copy of this regulation; and
3. Any proposed remedial action or penalty assessments, or both, requested by the commission staff.

c) Within 30 days of receipt of a notice of probable noncompliance, the recipient shall respond by mail in at least one of the following ways:
1. Submit written explanations, a statement of general denial, or other materials contesting the allegations;
2. Submit a signed acknowledgment of commission staff’s findings of noncompliance; or
3. Submit a signed proposal for the completion of any remedial action that addresses the commission staff’s findings of noncompliance.

d) The commission staff may amend a notice of probable noncompliance at any time before issuance of a penalty assessment. If an amendment includes any new material allegations of fact or if the staff proposes an increased civil penalty amount or additional remedial action, the respondent shall have 30 days from service of the amendment to respond.

e) Unless good cause is shown or a consent agreement is executed by the commission staff and the respondent before the expiration of the 30-day time limit, the failure of a party to mail a timely response to a notice of probable noncompliance shall constitute an admission to all factual allegations made by the commission staff and may be used against the respondent in future proceedings.

f) At any time before an order is issued assessing penalties or requiring remedial action or before a hearing, the commission staff and the respondent may agree to dispose of the case by joint execution of a consent agreement. The consent agreement may allow for a smaller penalty than otherwise required. The consent agreement may also allow for nonmonetary remedial penalties. Upon joint execution, the consent agreement shall become effective when the commission issues an order approving the consent agreement.

g) Each consent agreement shall include the following:
   1. An admission by the respondent of all jurisdictional facts;
   2. An express waiver of any further procedural steps and of the right to seek judicial review or otherwise challenge or contest the validity of the commission’s show cause order;
   3. An acknowledgment that the notice of probable noncompliance may be used to construe the terms of the order approving the consent agreement; and
   4. A statement of the actions required of the respondent and the time by which the actions shall be completed.

h) If any violation resulting in a notice of probable noncompliance is not settled with a consent agreement, a penalty order may be issued by the commission no sooner than 30 days after the respondent has been served with a notice of probable noncompliance.
i) The respondent shall remit payment for any civil assessments imposed by a penalty order within 20 days of service of the order.

j) The respondent may request a hearing to challenge the allegations set forth in the penalty order by filing a motion with the commission within 15 days of service of a penalty order. The respondent’s failure to respond within 15 days shall be considered an admission of noncompliance.

k) An order may be issued by the commission to open a formal investigation docket regarding any potential noncompliance with the Kansas underground utility damage prevention act, and amendments thereto, or any regulations or orders pursuant to that act. If the commission finds evidence that any party to the investigation docket was not in compliance, a show cause order may be issued by the commission. If a show cause order is issued during the course of a formal investigation, the staff shall not be required to issue a notice of probable noncompliance.
CALL BEFORE YOU DIG!
1-800-344-7233
WICHITA:
667-2470
IT'S THE LAW

LOCATION REQUEST FORM
Ticket No.

Please fill in the form below and be prepared before you call us. It could save you time, money, and protect you from personal injury, property damage, and costly downtime.

YOUR ID#: ______________________ DATE: ____/____/____ TIME: ____:____AM-PM
YOUR COMPANY PHONE: ________________ PERSON CALLING: ________________
YOUR COMPANY ADDRESS: ______________________________________________________
________________________________
FAX#: ________________ EMAIL ADDRESS: ____________________________
ALTERNATE PHONE#: ________________ ALTERNATE PERSON: ______________________
ASSIGNED START DATE: ____/____/____ TIME: ____:____AM-PM
DURATION: _______ DAYS Boring or Trenchless Excavation: Yes or No
TYPE OF WORK: ____________________________________________________________
WORK BEING DONE FOR: __________________________________________________
COUNTY: ______________________ CITY: ______________________
TOWNSHIP: ___________ RANGE: ___________ SECT-QTR: ______________
LOCATION: Latitude ___________ Longitude ___________

On what street, how far and in what direction from nearest cross street, on what side of street? Or street address. ____________________________________________________________
________________________________________

CALL BACK INFORMATION RECORD

<table>
<thead>
<tr>
<th>Call Back Information Record</th>
<th>Gas</th>
<th>Tele.</th>
<th>Elec.</th>
<th>Wtr.</th>
<th>Swr.</th>
<th>Cable TV</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Notified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Notified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks Complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Conflict</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person Calling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once the utility lines have been marked and you’re ready to dig in the vicinity of utility lines...

**Safe Digging Tips**

- **Use only rounded/blunt edged tools.**
- **Don’t use axes, hand or powered posthole diggers, picks, mattocks, pry/probing bars or mechanized equipment, as these often result in damage.**
- **Keep the face of the shovel parallel with the utility line markings.**
- **Don’t pry against a utility line.**
- **Don’t take for granted that a utility line will be at a certain depth.**
- **Don’t assume an unmarked line is abandoned.**
- **Don’t assume that a utility line that is uncovered will be the only one. There may be another line underneath or close by.**
- **Don’t become frustrated if you do not encounter a utility line right away. Frustration can lead to carelessness and eventual damage to the utility line.**
- **Don’t expose excessive lengths of a utility line.**
- **Don’t leave utility lines exposed while unattended.**
- **Don’t attempt to move underground utility lines.**

---

**Yes**

- Use only rounded/blunt edged tools.
- Keep the face of the shovel parallel with the utility line markings.

**No**

- Don’t use axes, hand or powered posthole diggers, picks, mattocks, pry/probing bars or mechanized equipment, as these often result in damage.
- Don’t pry against a utility line.
- Don’t take for granted that a utility line will be at a certain depth.
- Don’t assume an unmarked line is abandoned.
- Don’t assume that a utility line that is uncovered will be the only one. There may be another line underneath or close by.
- Don’t become frustrated if you do not encounter a utility line right away. Frustration can lead to carelessness and eventual damage to the utility line.
- Don’t expose excessive lengths of a utility line.
- Don’t leave utility lines exposed while unattended.
- Don’t attempt to move underground utility lines.

---

800-DIG-SAFE
KansasOneCall.com
CALL Before You Dig before planting trees, putting in fences or other activities that require you to dig a hole, please review these “Best Practices” designed to help protect you from injury and expense. For more information, go to www.call811.com.

**1. CALL Before You Dig**

2. **WAIT Two Full Working Days** after contacting Kansas One Call for the utility companies to visit your dig site to mark the approximate location of their underground utility lines. See the chart below.

### Call Timeline:

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Locates are valid for 15 calendar days**

3. **RESPECT the Marks!** The utility companies will use colored flags or paint to indicate the approximate location of their underground utilities. To assist the utility company, you may mark the area of excavation with white paint or white flags.

4. **Dig With Care!** The paint and flags placed by the utility company indicate the approximate location of their facilities, which may be anywhere in a 2 foot (24”) tolerance zone on either side of the line of paint or flags.

Please Note:

The notified facility/utility owners will not mark privately owned underground lines. These include but are not limited to; power or electric service, water and sewer pipes from the meter to your home, invisible fencing, sprinkler systems, well and septic systems, etc.

Some utility companies will locate private utility lines if requested. Check with your local utility companies for details.
UTILITIES: Contractor shall call both Kansas One-Call and University of Kansas Facilities Services prior to beginning any excavation work, for an on-site assistance in locating known underground utilities in the area of work.

Contractor shall contact University of Kansas Facilities Services prior to backfilling underground utility lines and shall allow adequate time during normal business hours for Facility Services personnel to survey and establish locations and depths of all lines.

Contractor shall also coordinate all use of and outages of utilities, etc. with University of Kansas Facilities Services, (785-393-4235 Cell).

Contractor shall notify Facility Services of any abandonment of utilities and removal of existing abandoned utilities.

Prior to excavation the contractor/subcontractor shall contact the University of Kansas Design & Construction Management project manager to arrange a utility coordination meeting with representatives of University of Kansas Facilities Services, Information Technology, the City of Lawrence Utilities, utility companies servicing the campus, subcontractors involved in the underground work, and other entities as appropriate. Prior to cutting or otherwise altering any utility line presumed to be abandoned, whether marked as abandoned or not, the contractor/subcontractor shall physically verify whether said utility line is inactive through standard test methods acceptable to the University of Kansas.

**Telephone**

SWB/AT&T  
520 W 23rd St.  
Lawrence, KS 66046  
(888) 294-9433

**Gas**  
Black Hills Energy  
Chuck Haag  
110 East 9th Street  
Lawrence, KS 66044  
(785) 832-3944

**Cable TV**  
WOW!  
One Riverfront Plaza  
Lawrence, KS 66044  
(785) 841-2100

**Campus**  
Water/Storm/Sanitary/Electric  
University of Kansas  
Facility Services  
1503 Sunflower Rd.  
Lawrence, KS 66045  
(785) 864-4770

**Campus**  
IT/Telephone/Cable  
Information Technology  
University of Kansas  
Eric Freeze  
Lawrence, KS 66045-3895  
(785) 864-9361

**Electric**  
Westar Energy  
801 NE US Highway 24  
Topeka, KS 66608  
(800) 383-1183

**Sanitary/Water**  
City of Lawrence  
Philip Ciesielski, PE  
P.O. Box 708  
Lawrence, KS 66044  
(785) 832-7831
The Five stages of locating

Stage 1: Evaluate the Job

- Verify the address of the job site.
- Read the locate ticket carefully and understand the scope of the locate ticket.
- Do not alter the scope of the ticket, unless it is a project ticket and changes are approved by your supervisor.
- Complete a Field Meet Sheet as Needed.
- Visually scan the entire job site.
- Check all prints and records thoroughly.

Stage 2: Identify High-Profile Facilities

- Determine whether high-profile facilities are present at the job site.
- Determine and consistently follow the appropriate procedures for locating high-profile facilities.

Stage 3: Prepare for the locate

- Select tools and equipment needed for the job.
- Set up all safety equipment for entering manholes as needed.
- Identify all access points and select the best one for locating each target facility.

Stage 4: Perform the locate

- Always use direction connection except for special circumstances.
- Create good ground, unbound as needed, and apply the signal appropriately.
- Use the lowest possible power and frequency settings, that will produce a detectable signal.
- Use paint to mark the entire scope of the locate ticket and flags as needed.
- Use appropriate troubleshooting procedures to ensure accuracy.
- Double access all High profile locates, verifying depth and current is relevant to the utility that you are locating.

Stage 5

- Verify and Document
- Double check the ticket, prints and records to determine if locate marks are accurate and complete.
- Take photographs of the locate marks.
Using prints and Records as a Guide Never assume something is right.

- What types of facilities are buried in the area?
- What is the size if each underground facility in the area?
- Where are facilities generally buried
- Where is the best access point and where are alternate access points?
- When was the target facility installed and when were prints last revised?

**High Profile Locates:** A high profile is a facility that involves higher levels of safety and financial risk.

**Telephone lines**
- All telephone lines originating from a Central Office
- All 1200 pair or larger lines
- All fiber lines, composite lines and residential lines with 12 strands or less
- All trunk lines
- All toll lines
- All pulp cables
- All conduit runs except conduits unit that encases low-profile facilities under roads.
- All cables identified as "special"

**Electric Lines**
- All transmission lines
- All feeder cables
- All electric lines originating from a substation
- All 3 phase primaries
- All oil-Encased cables
- All conduit runs (including concrete-encased)

**Natural Gas**
- All 6-inch mains or larger
- All high-pressure mains
- All high pressure services

**Water and Wastewater**
- All 10-inch mains or larger
• All forced mains

Steps to be taken when locating both high-profile and low-profile facilities:
• Always refer to documentation provided for project locates
• Always use direct connection and the lowest possible frequency setting that will produce a detectable signal.
• Always perform a 360-degree sweep of the job site.
• Always use the null response mode to verify the accuracy of readings obtained in peak response mode.
• Always conduct a signal strength check and depth.
• Always check current reading of target facilities.
• Always follow each transmitter signal to its logical termination point.

When locating high-profile facilities:
Always verify your locate marks of high-profile facilities by using the following procedure.

Use an alternate (i.e., second) access point.

If an alternate access point is not available, notify your supervisor and inform him/her of the situation.

If any telephone duct runs are present within the scope of work, always verify the location of the duct runs, by using the following procedure:

Direct connect or ring clamp to multiple telephone cables for each duct run (i.e., four corner ducts and one center duct).

If manhole cannot be accessed for any reason, notify your supervisor and inform him/her of the situation.

Fiber Optic Lines

Dielectric is a plastic insulating material that separates the shield and the center of the cable.

Fiber optic cables are made of very small diameter optical glass fibers that carry signals by means of lights pulses over long distances with very low energy cost. Fiber optic cables may be constructed without a metallic sheath. Sometimes a tracer wire is installed on that do not have a metallic sheath. If a tracer wire is not installed a fiber optic cable without a metallic sheath cannot not be located. Source
KU SITE MEET SHEET

Ticket #____________________________________________________________

Project Name & Number______________________________________________

Location___________________________________________________________

Date & Time _______________________________________________________________________

Excavator/Employee__________________________________________________

Instructions Agreed Upon______________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Conflicts Noted/Location______________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

MAPPED DESCRIPTION OF INSTRUCTIONS AGREED UPON ON REVERSE SIDE

___________________________________________________________________

KU Tech Signature___________________________________________________

Excavator Signature__________________________________________________
University of Kansas
Utility Location Contacts

October 22, 2015

Kansas One-Call
Tel: 811 or 1-800-DIG-SAFE
Web: www.kansasonecall.com

KU Utility Location Coordinator
Kenn Leonard, Survey Crew Supervisor
Office: 785-864-3431
Direct: 785-864-5620
Mobile: 785-393-4235
Email: kennyli@ku.edu

KU Information Technology
Eric Freeze, Deputy Technology Officer
Office: 785-864-8080
Direct: 785-864-9361
Mobile:
Email: efreeze@ku.edu

KU Public Safety
Emergency: 911
Non-Emergency: 785-864-5900

KU Facilities Services
Main: 785-864-4770

KU Design & Construction Management
Main: 785-864-3431