

EXCAVATION PERMIT COORDINATION FORM E

This Excavation Permit Coordination Form shall be used by contract and/or Dugway Proving Ground (Dugway) personnel prior to beginning any excavations. This form shall be used to ensure that proposed work conforms to Dugway Regulation 405-70.

Section I outlines the Standing Operating Procedures (SOPs) that shall be followed when obtaining an Excavation Permit. Section II contains the Excavation Permit Coordination Form.

I. Standing Operating Procedure (SOP)

I.A. Procedures:

- a. The Requester shall begin the process for an excavation permit as early in the development of the project as possible to assure the acceptability of the proposed work and site and to avoid complications from approval delay.
- b. The process begins with forwarding an e-mail or memorandum request to the BASEOPS Contractor. The request will indicate any critical time constraints and be accompanied by three items:
 - 1) A detailed map of the area showing where the undertaking will occur.
 - 2) A larger scale small map or sketch showing dimensions and depth of the proposed excavation along with distances and orientations from local landmarks.
 - 3) Name, telephone number and email (if applicable of a point of contact designated by the Excavation Requester.
- c. Within three (3) working days of receipt of these documents, the BASEOPS Contractor shall forward these documents to appropriate reviewers with suspense for comments.
 - 1) For areas east of Five (5) Mile Hill the BASEOPS Contractor will staff and coordinate with the BASEOPS Contractor internal utility specialists, the Information Management Communications office, the Directorate for Environmental Programs (DEP), the private utility providers and the Master Planner to complete the “Excavation Permit Coordination” form.
 - 2) For areas west of 5 Mile Hill the BASEOPS Contractor will staff and coordinate with the same group as east of 5 Mile Hill plus the Compliance Office, the Tech Escort Unit and the West Desert contracting Officer Representatives (COR) staff to complete the “Excavation Permit Coordination” form.
- d. The reviewers will be provided two weeks to review the request documents. At the end of that time, a signed approval form or detailed explanation of the problems and issues will be due back to the BASEOPS Contractor.
- e. When problems are encountered that would preclude the timely approval of the excavation

permit, notification will be given to the Chief, Installation Support Division, who will arrange for a meeting between the interested parties to resolve the problems.

- f. If resolution is not obtained during the above meeting, the Chief, Installation Support Division will take the issue to the Command Group for resolution.
- g. Once all Reviewer concerns are resolved, the BASEOPS Contractor will prepare an approval form for signature by the Chief, Installation Support Division and return a copy to the Requester upon completion.
- h. After notification of approval of the excavation permit, the requestor will notify the blue stake teams of the projected start dates. A 48-hour advance notice is needed so that the blue staking can be in place prior to start of the excavation. The requestor has the responsibility to mark the extents of the excavation and to protect the markings through blue stake procedures and excavation.
- i. In cases of emergency (and unforeseeable situation a risk to human life or health, a critical breakdown which will cause extensive additional damages if delayed, or a work stoppage on a critical test) a verbal excavation request approval may be obtained through concurrence from the Chief, Installation Support Division, the Director for Information Technology and the Installation Compliance officer. A follow up request for written excavation permit must be processed, however, during the next working day to cover the work.
- j. An approved Excavation Permit will be valid for a period of one year. An extension of this period can be granted if a site visit determines no indications of additional hazards having been introduced to the site, and the excavation remains within the original approved area.
- k. An excavation permit for a new project within the limits of a previous metal sweep can be granted without an additional metal sweep if a site visit produces no indications of additional hazards having been introduced to the site.
- I. In the event that changing conditions are anticipated which would nullify the original determination of suitability, a reviewer can explain the situation and request that the permit be issued with a clause indicating that a final check of that condition be scheduled with the reviewer within the last two weeks prior to anticipated start of the excavation.

Exemptions: The following are the only approved excavations that can be performed without an approved excavation permit.

- a. Removal of material from an existing gravel pit or borrow pit, within the marked limits of a previously cleared excavation permit is exempt from the requirement to obtain a new excavation permit
- b. Excavations within the marked limits of a previously cleared excavation permit are exempt from the requirement to obtain an additional metal sweep.
- c. Repairs to a broken underground utility line where the location is clearly indicated and no additional utilities have been placed over the line and no hazards have been introduced to the

area since the construction of the line.

- d. Recovery of test munitions on a designated clean range when recovery of such rounds was addressed in the test plan and agreed upon by safety and the environmental office.
- e. Excavations within the road shoulder area (though not adjoining berms) of the cantonment areas of English Village, Ditto, Avery and Baker. Work can proceed only after the BASEOPS Contractor utility shops, all private utility providers and the Communications Office have given a blue stake clearance.
- f. The placement of fences in the housing area and gardening or landscaping work in the English Village area. Work can proceed only after the BASEOPS Contractor utility shops, all private utility providers and the Communications Office have given blue stake clearance. Help in obtaining this blue stake approval can be obtained from the Installation Support Division after approval to perform this work is obtained from the housing office.
- g. The placement of stakes and wire flags as part of an ongoing survey anywhere on the installation as long as the individuals doing the survey have been trained by the Compliance Office in the recognition and response to uncovered hazards and the Compliance Office concurs in writing that the area to be surveyed is safe to proceed without a metal sweep.

I.B Responsibilities:

- a. Chief, Installation Services Division. The Chief, Installation Support Division is responsible for reviewing and authorizing all excavations that take place on the installation. The Chief, Installation Support Division is responsible to assure that equipment operators for his or her contracts that are involved in excavations west of 5 Mile Hill have been trained by the Compliance Office in the recognition and response to uncovered hazards.
- b. BASEOPS Contractor: The BASEOPS Contractor is responsible to receive the initial excavation permit request, perform needed coordination in a timely manner, forward the completed excavation permit to the Chief, Installation Support Division for signature, advise requesters of current status and forward the signed excavation permit to the requester. The BASEOPS Contractor will also perform the review for utility line conflicts and as needed provide for marking of the locations of buried utility lines on site.
- c. Excavation Requester: The Requester is responsible to assure that a request for excavation permit is forwarded to the BASEOPS Contractor, assure that no excavation is begun before the excavation permit has been approved and assure that the site is properly marked to assure the permit can be processed. (The process for approval can take 30 days or more; so sufficient lead-time needs to be provided). The Requestor will also, once the permit is approved, will contact the blue stake teams (ITM and BASEOPS Contractor) a minimum of 48 hours prior to the scheduled start of excavation to permit time for the blue staking to occur. The Requestor is also responsible to protect to protect the blue stake markings through the excavation process.
- d. Compliance Office: The Compliance Office is responsible to review all excavation permit requests and determine which proposals require metal sweeps and which require lab analysis

of the soil. The Compliance Office is also responsible to provide training to earth moving equipment operators on recognizing and avoiding buried hazards.

- e. Chief, Information Technology Division: The Information Technology Office is responsible to review all excavation permit requests and determine which proposals require blue staking for communications lines. This office is also responsible to perform this blue stake identification to protect own assets. The Information Technology Office is responsible to assure that equipment operators from own crews and from own contracts that are involved in excavations west of 5 Mile Hill have been trained by the Compliance Office in the recognition and response to uncovered hazards.
- f. Director, Environmental Programs Office: The Directorate for Environmental Programs (DEP) is responsible to review all excavation permit requests and determines which proposals require cultural or natural resources area approval, which require contamination clean up and what level of NEPA documentation that will be required for each. The DEP is responsible to assure that equipment operators for their contracts that are involved in excavations west of 5 Mile Hill have been trained by the Compliance Office in the recognition and response to uncovered hazards.
- g. The Installation Master Planner: The Master Planner is responsible to review all excavation permit requests to confirm that proposed work conforms to the installation master plan and requires no additional planning board approvals.
- h. Chief, MID COR Office: The WD COR Office is responsible to task the Test Augmentation Contractor to perform metal sweeps, soil sample collection and removal of buried metal in support of the excavation permit process on a funding tasking basis. The WD COR Office is responsible to assure that Test Augmentation Contract equipment operators involved in excavations west of 5 Mile Hill have been trained by the Compliance Office in the recognition and response to uncovered hazards.
- i. Chief, WD Analytical Branch: The WD Analytical Branch is responsible to perform analysis of soil samples for explosive and chemical residues, as required, to confirm the acceptability of proposed sites in risk areas.
- j. Chief, WD Test Operations Division: The Chief, MID Test Operations Division is responsible to assure that internal equipment operators involved in excavations west of 5 Mile Hill have been trained by the Compliance Office in the recognition and response to uncovered hazards.
- k. Private Utility Provider: All private utility providers shall obtain needed excavation permits as a requester, to support their own needed excavations. In addition each will provide blue stake support for others excavations located near their lines.

II. EXCAVATION PERMIT COORDINATION FORM
(DPGR 405-70)

Permit number: _____

Project description: _____

Date: _____ **POC:** _____

Phone: _____ **E-mail:** _____

Safety Review

Is a metal sweep required? _____

Is a soil analysis required? _____

Signature _____ Date: _____

Utility Review

Is an underground electrical blue stake required? _____

Is a water line blue stake required? _____

Is a sewer line blue stake required? _____

Is a fuel line or tank blue stake required? _____

Signature _____ Date: _____

Communication Line Review

Is a communication line blue stake required? _____

Signature _____ Date: _____

TV/Computer Line Review

Is a TV/computer line blue stake required? _____

Signature _____ Date: _____

Environmental Review

Will an existing SWMU and/ or groundwater plume (review groundwater management area maps) impact the site? _____

Has a cultural resources survey been completed for the site? _____

If yes, are there any historic properties present? _____

What NEPA documentation will be required? _____

Signature _____ Date: _____

Planning Review

Is use compatible with existing designation? _____

Does project need to be presented to planning board? _____

Signature _____ Date: _____