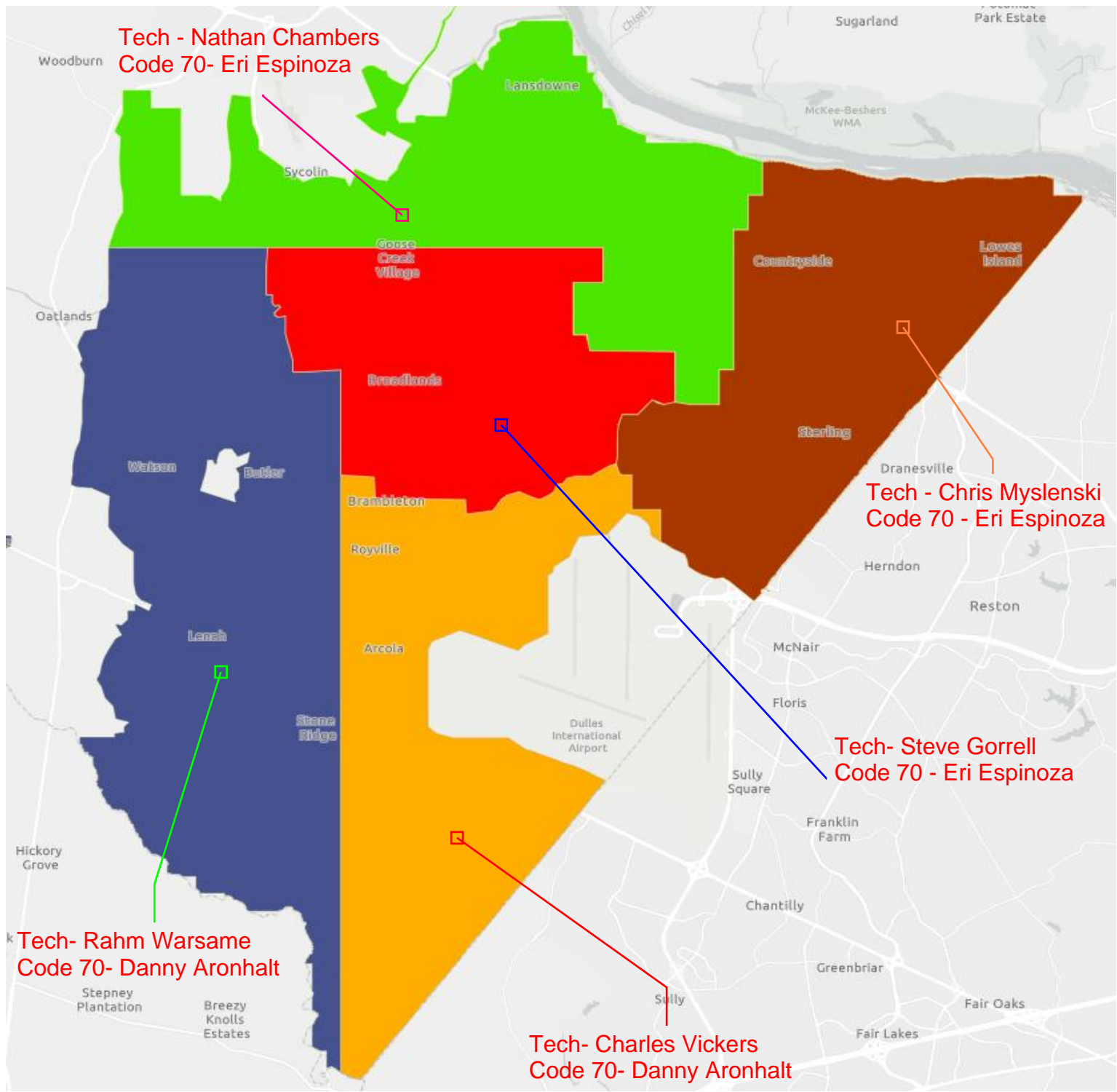


# **Workflow Information Packet**

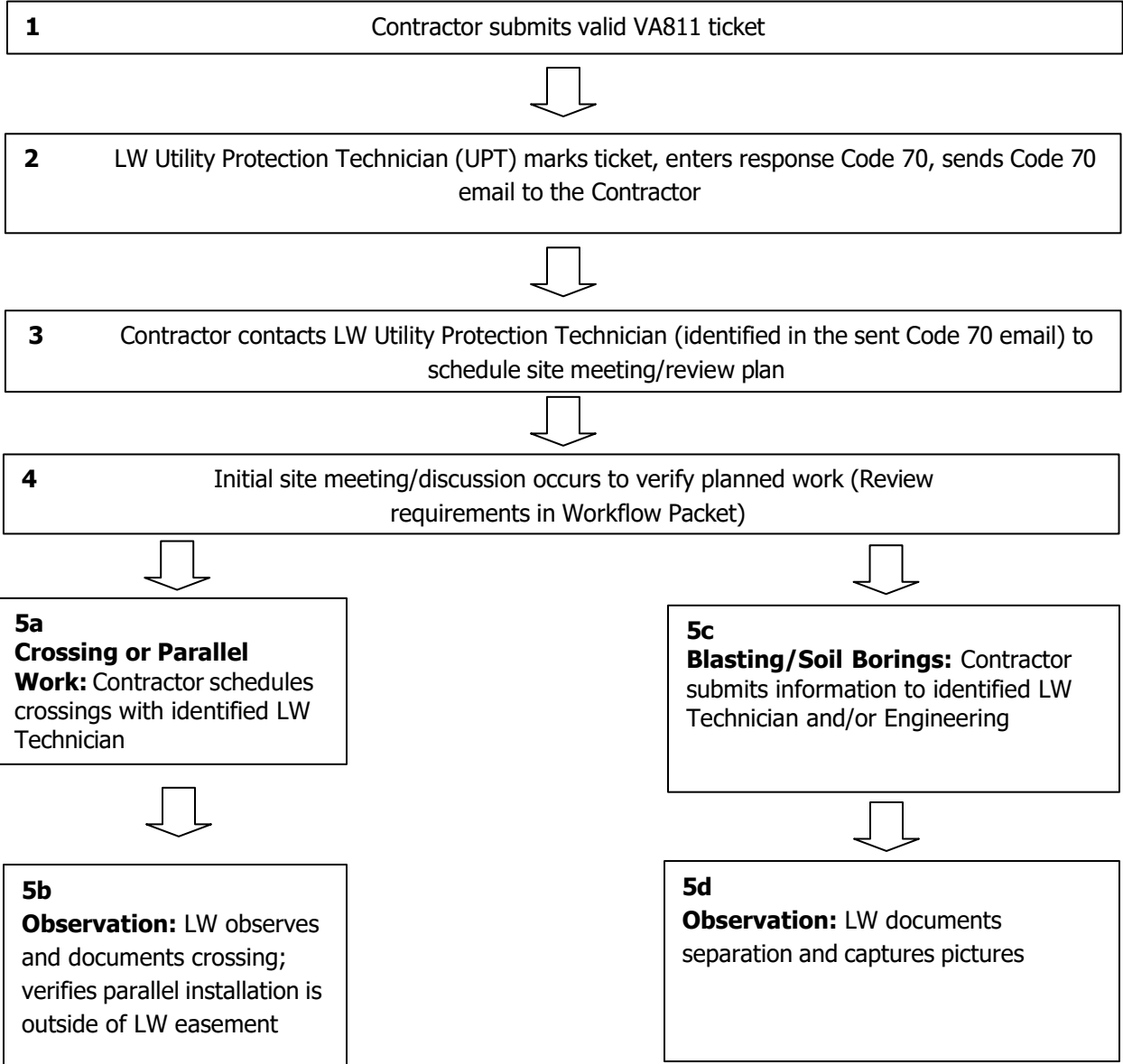
## **Utility Protection**

This packet is intended to assist the Contractor with general information regarding excavation as well as guidelines for crossing, working, or blasting near and around Loudoun Water utilities.

For LW Utility Protection Technician location contacts, see map below:



# Typical Communication for Utility Protection of Crossings, Excavation, or Blasting Near or Around Loudoun Water (LW) Assets



## General Workflow Procedure

### 1. Contractor submits valid VA811 ticket, and confirms:

- Ticket is current
- Ticket must be submitted for each Contractor performing excavation work on site
- Ticket scope is accurate for work to be performed
- Correct field contact information is entered (Name, phone number, email)
- Correct email is listed to receive any LW notices from the LW Utility Protection Team

### 2. LW Utility Protection Technician marks ticket, enters response Code 70, sends Code 70 email to the Contractor:

- Send Code 70 email to Contractor field contact so that requirements are known prior to excavation commencing
- Contact LW Utility Protection Technician (identified in the sent Code 70 email) before any excavation occurs
- Code 70 response may be used for crossings, potential easement issues, blasting near assets, or for any reason deemed necessary by the LW Technician to protect LW assets

### 3. Contractor contacts identified Utility Protection Technician to schedule site meeting/review plan

- Require 24-72 hours' notice (depending on work to be performed) before performing work in and around a Loudoun Water asset so that coordination can occur

### 4. Initial site meeting/discussion occurs to verify planned work

- Review Workflow Packet requirements for work

## 5. Specific Work

### 5a. Crossing/Parallel Work: Contractor schedules with identified Utility Protection Technician

- Require 24-48 hours' notice before performing work in and around a Loudoun Water asset

### 5b. Observation:

- LW documents separation and captures pictures
- LW verifies parallel installation is outside of LW easement & documents

**5c. Blasting/Soil Borings:**

- Contractor submits information to identified Utility Protection Technician and possibly to Engineering at least 72 hours prior to work commencing

**5d. Observation:**

- LW documents separation and captures pictures

**Other Pre-Excavation Meeting items:**

- For any existing LW assets on the construction site or as new LW assets are installed, the Contractor should follow all protocols regarding maintaining clear access to the asset easement for marking, maintaining crossing clearances, etc.

**NOTE:** This packet also includes requirements for heavy equipment crossings over or near Loudoun Water utilities (page 7).

## Requirements for Crossing or Parallel Work In and Around a Loudoun Water Asset

- Crossings of Loudoun Water utilities must be scheduled with the identified Utility Protection Technician and take place between business hours of 7:00am-2:30pm; **no crossings are allowed at night, on weekends, or on any LW recognized holidays.**
- Provide the following information for work to be performed (email or paper copy of most current plan):
  - Minimum/Maximum depths
  - Minimum soil coverage required
  - Number and size of utilities
  - Concrete encased?
  - Any structures?
  - Open trench and boring locations
- Crossing or Parallel:
  - Must expose and verify depth and diameter of LW asset, following excavation standards for potholing. If excavation work is done at separate time from initial pothole, must again expose LW asset for boring depth verification.
  - LW Utility Protection Technician to witness once LW utility exposed (schedule with Technician 24-48 hrs in advance)
- Structures:
  - No structures within LW easement
  - Minimum of 6-foot horizontal separation between below-grade structures and LW asset in ROW
  - Minimum of 15-foot horizontal separation between above-grade structures and LW asset
- Parallel Installation:
  - No parallel utility installation in LW easement
  - ROW – Minimum 6-foot separation between utilities
- Vertical separation requirements:
  - Water/Reclaimed: Utility crossings must be under LW assets
  - Minimum separations for all assets are required, most stringent to be upheld
- All stone bedding, tracer wire, detectable warning tape, cathodic protection, etc. associated with the Loudoun Water asset must be restored to Loudoun Water standards after crossing/installation is complete
- **If coordination with this Code 70 work is not performed, course of action required by LW could include:**
  - The crossing must be uncovered to allow Loudoun Water to verify separation and LW asset restoration.
  - Any utilities or structures attempting to be placed in a LW easement will be referred to the Engineering office for further action.

## Requirements for Blasting / Soil Borings Near Loudoun Water Assets

- Code 70 required meetings associated with the work must be scheduled with the identified Utility Protection Technician and take place between business hours of 7:00am-2:30pm.
  
- Blasting:
  - Provide information about your blasting activity to the Utility Protection Technician via email:
    - Where will the drilling and blasting occur on the site?
    - Where is the drilling occurring in relation to the LW assets?
    - Are there circumstances where blasting will get closer to LW assets?
    - What is the depth, width, and overall radius of blasting activity?
    - Schedule for blasting activities?
  - Blasting activities cannot occur within 25 ft of any Loudoun Water asset.
  - Based on information received/discussed with the Utility Protection Technician, it will be determined if additional information is required and whether the LW Engineering office will need to be involved. Additional requirements can be found in the LW *Engineering Design Manual Section 2.1.C.1*.  
[https://www.loudounwater.org/sites/default/files/manual\\_Oct\\_2016.pdf](https://www.loudounwater.org/sites/default/files/manual_Oct_2016.pdf).
  
- Soil Borings:
  - Provide information about the soil boring activity to the Utility Protection Technician via email:
    - Provide boring location map and depth of bores to the Utility Protection Technician via email. Note that boring locations must be outside of LW easement(s).
    - All boring locations must be staked and LW assets marked.
  - Based on information received/discussed with the Utility Protection Technician, it will be determined if additional information is required and whether the LW Engineering office will need to be involved.
  
- **If coordination with this Code 70 work is not performed, course of action required by LW could include:**
  - Requesting the Contractor to uncover the LW asset to prove no damage
  - Request Contractor to provide CCTV (sanitary) or water leak check (reclaimed, potable) results to LW verifying no damage to asset.

## Requirements for Heavy Equipment Crossings Over or Near Loudoun Water Assets

- Any questions regarding LW asset depths in association with heavy equipment crossings, should be directed to the LW Engineering Office. <https://www.loudounwater.org/content/engineering-inquiry-form>
- If it is determined through Engineer review that the protection of the asset is needed, the Engineer may request that the contractor provide the following:
  - Provide minimum equipment load information
  - Provide plan for protecting LW assets (mats, etc.)
  - If the placement of additional soil over the asset is used to cushion a Loudoun Water asset at a temporary crossing, the added material must be removed immediately after construction activities cease, unless otherwise directed by Loudoun Water.

## **Loudoun Water Utility Protection – General Information for Excavators**

- A valid VA811 ticket is required for all excavation work, throughout the life of the project.
  - o When to call in ticket?
    - Within 30 working days of work commencing
  - o How long does it take LW to respond to a ticket?
    - LW has 48 hours to respond to a ticket and the active ticket is valid for 15 working days
  - o What is required for a ticket?
    - Less than 1 mile of work per ticket
    - Less than 15 working days of work to be performed
    - Communicate accurate scope for ticket
    - White lining is encouraged
  - o When to update ticket?
    - If the work exceeds 15 working days
    - Update ticket on day 12 to avoid expired excavation ticket
    - If scope of work on ticket has changed, enter new ticket before old ticket expires and update the scope

**NOTE: Excavator must make every effort to protect the marks.**

- For excavation work occurring within the property lines of Loudoun Water owned facilities, a VA811 ticket may be responded to as “private utilities” by Loudoun Water; however, the Contractor will still coordinate with a Loudoun Water Technician for private markings inside the property area, as required under the contract.
- The Contractor must adhere to all excavation guidelines set forth by the Underground Utility Damage Prevention Act and any additional Loudoun Water project specific needs, i.e.,
  - o Hand digging vs mechanized equipment near utilities
  - o Blasting near utilities
  - o Heavy equipment crossing utilities

<u>Code</u>	<u>Description</u>
10	Marked.
11	Marked; abandoned utility lines may be in the area.
12	Marked up to privately owned utility; contact private utility owner for locate.
13	Marked up to privately owned utility; contact private utility owner for locate. Abandoned utility lines may be in the area.
30	No conflict; utility is outside of stated work area.
31	No conflict; utility is outside of stated work area. Abandoned utility lines may be in the area.
32	No conflict; privately owned utility on property. Contact private utility owner for locate
33	No conflict; privately owned utility on property. Contact private utility owner for locate. Abandoned utility lines may be in the area.
35	Used in response to excavator's 3-hour ticket after having observed clear evidence of the presence of an unmarked Verizon utility line in proposed excavation. If Verizon has determined it has no utility lines in conflict with the proposed excavation as delineated on the ticket, Verizon shall, within 30 minutes, respond to the excavator-operator information exchange system (Positive Response) with Code 35.
40	Agree to meeting as proposed by excavator.
41	Mutually agreed to alternative meeting time and location.
50	Installation records, maps or other documents have been provided.
51	Records or information regarding private sewer laterals have been provided.
52	Records regarding private sewer laterals have been provided on an accessible electronic system.
53	Agreed to an on-site meeting to provide additional information regarding private sewer laterals.
60	Locator and excavator agreed and documented marking schedule.
61	Locator and excavator agreed and documented marking schedule. Abandoned utility lines may be in the area.
70	Critical facility marked; locator or utility operator will contact excavator and operator must be present during excavation.
71	Critical facility not marked; locator or utility operator will contact excavator and operator must be present during excavation.
80	The status of the utility line has been determined to be abandoned.
81	Mutually agreed to alternative time to determine if the utility line is abandoned.
82	The utility line in question does not belong to this operator.
90	Locator could not gain access to property; locator will contact excavator.
91	Incorrect address information; please call Miss Utility and provide correct information.
93	Scope of work is too large; please call Miss Utility to reschedule.
94	Marking instructions are unclear; please call Miss Utility to reschedule.
96	No response required from this terminal.
97	Extraordinary circumstances exist.