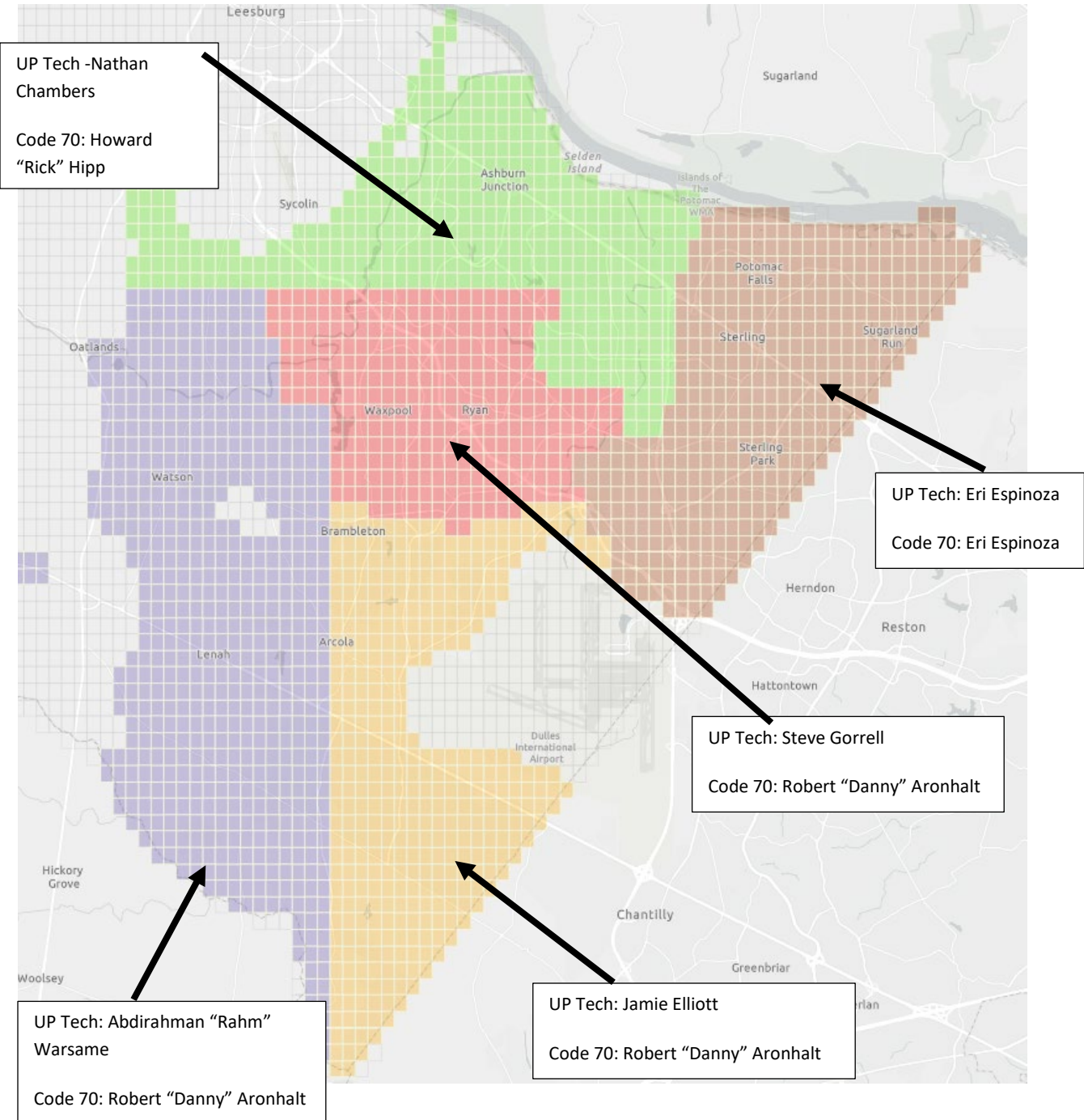


Workflow Information Packet

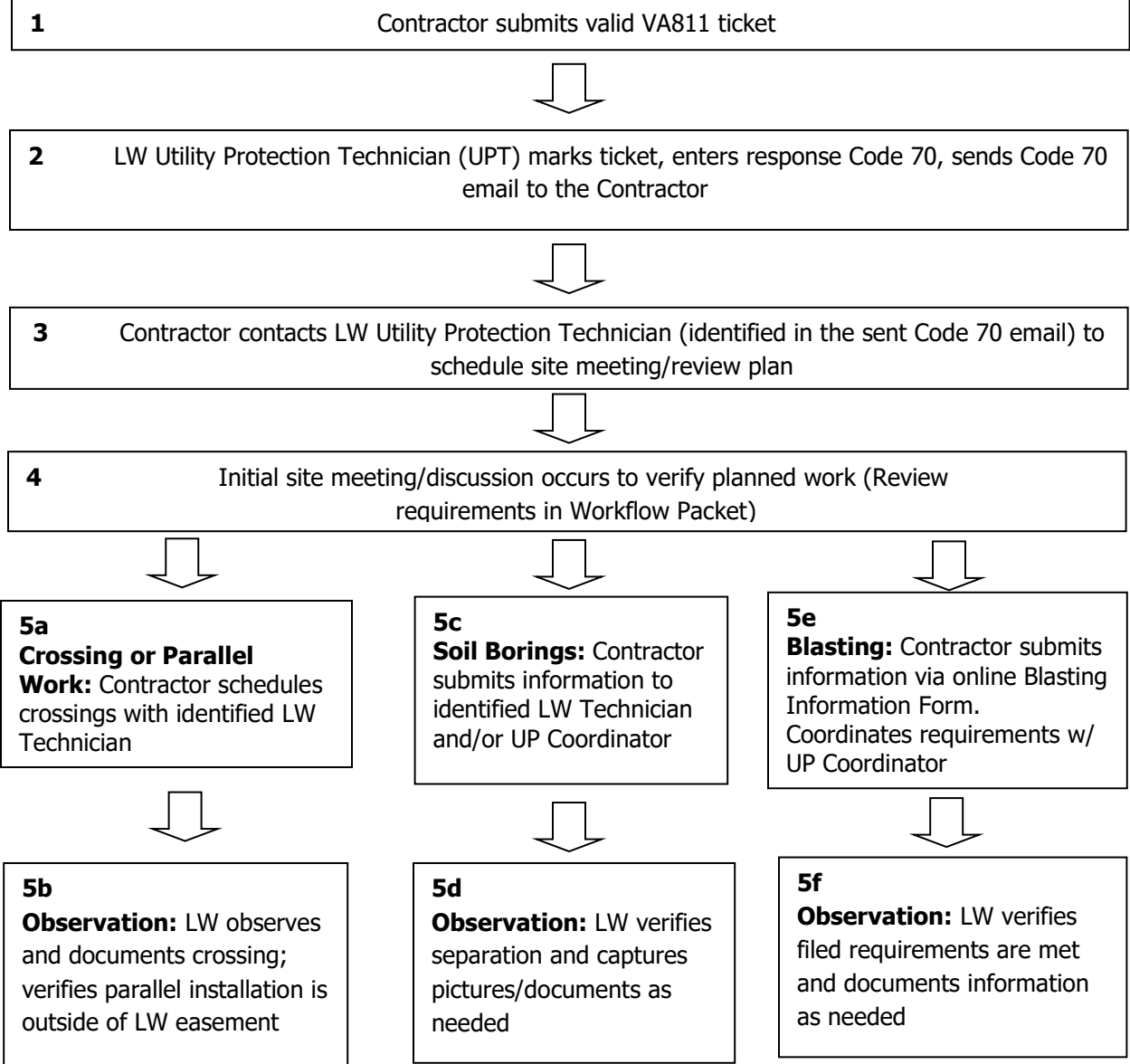
Utility Protection

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 and/or UP Coordinator 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/UP Coordinator

- 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. Soil Borings:

- Contractor submits information to identified Utility Protection Technician and/or UP Coordinator at least 24-48 hours prior to work commencing

5d. Observation:

- LW verifies separation and captures pictures/documents as needed

5e. Blasting:

- Contractor submits information via online Blasting Information Form and coordinates requirements with UP Manager and/or UP Coordinator

5f. Observation:

- LW verifies separation and captures pictures/documents as needed

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 /or UP Coordinator 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 and/or UP Coordinator to witness once LW utility exposed (schedule with Technician/Coordinator 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, Loudoun Water may require:**
 - 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/or UP Coordinator and take place between business hours of 7:00am-2:30pm.
- Blasting:
 - *Blasting activities cannot occur within 25 ft of any Loudoun Water asset.*
 - Provide information about your blasting activity via online Blasting Information Form [<https://www.loudounwater.org/content/blasting-information-form>].
 - Coordination with LW UP Manager and/or UP Coordinator will occur, prior to blasting, to determine any additional requirements needed to protect LW assets.
- Soil Borings:
 - Provide information about the soil boring activity to the Utility Protection Technician and/or UP Coordinator 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.
- *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 protection due to proposed heavy equipment crossings, should be directed to the LW Engineering Office.
 - Provide minimum equipment load information - online form can be found here: [Equipment Crossing Data Sheet Form- Fillable Form](#). Include this completed form with the Engineering Inquiry.
 - Provide information on confirmed depths of the assets being crossed (pot holes).
 - Submit equipment load form and Engineering Inquiry here: [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 plan for protecting LW assets (mats, etc.)
 - All protective measures (mats, air bridging, etc.), including if the placement of additional soil over the asset is used to cushion a Loudoun Water asset at a temporary crossing, 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.

- An automated email response from Loudoun Water will be sent for key response codes, i.e., Code 32, Code 70.
- 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

Utility Protection Team

Justin Scarlett -Manager	571-919-1657
Howard "Rick" Hipp- Supervisor	571-577-2424
Nathan Chambers	571-479-9762
Jamie Elliott -Technician	571-233-8374
Eri Espinoza -Technician	571-440-1881
Abdirahman "Rahm" Warsame -Technician	571-498-2849
Steve Gorrell -Technician	703-303-1593
Robert “Danny” Aronhalt	571-541-8414

Using Location Enhanced Ticket Search (LETS)

The screenshots show the following interface elements:

- LETS - Location Enhanced Ticket Search** (Main Menu): Includes filters for "Active Only" and "30 Days", "GPS Lookup" with a "250' radius" buffer, and "Phone/Ticket Lookup".
- Search Results**: A table listing tickets with columns for Ticket # and Address. One ticket is highlighted in green.
- Responses for A430702689-00A**: A table with columns for Company, MBR Code, and Response. A red arrow points to the "Response" column.
- Details for A430702689-00A**: A form with fields for Completed, Expires On, City/Co, Address, Cross 1, Work Type, and Location.

- Use GPS to search for tickets within 1000 feet of your mobile device.
- Access by going to lets.va811.com. Bookmark this site!
- You can look for active tickets or any ticket that was active in the last 30 days.
- Check positive response codes, double check that scope and polygon cover excavation area, and confirm expiration date using information provided in LETS.
- OR – you can access ticket search online at va811.com: [Ticket Search \(va811.com\)](http://Ticket Search (va811.com))

Free Training Available from VA811!

VA811 offers a variety of free training. Visit the VA811 website for more information: Training - VA 811.

Code	Description
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.