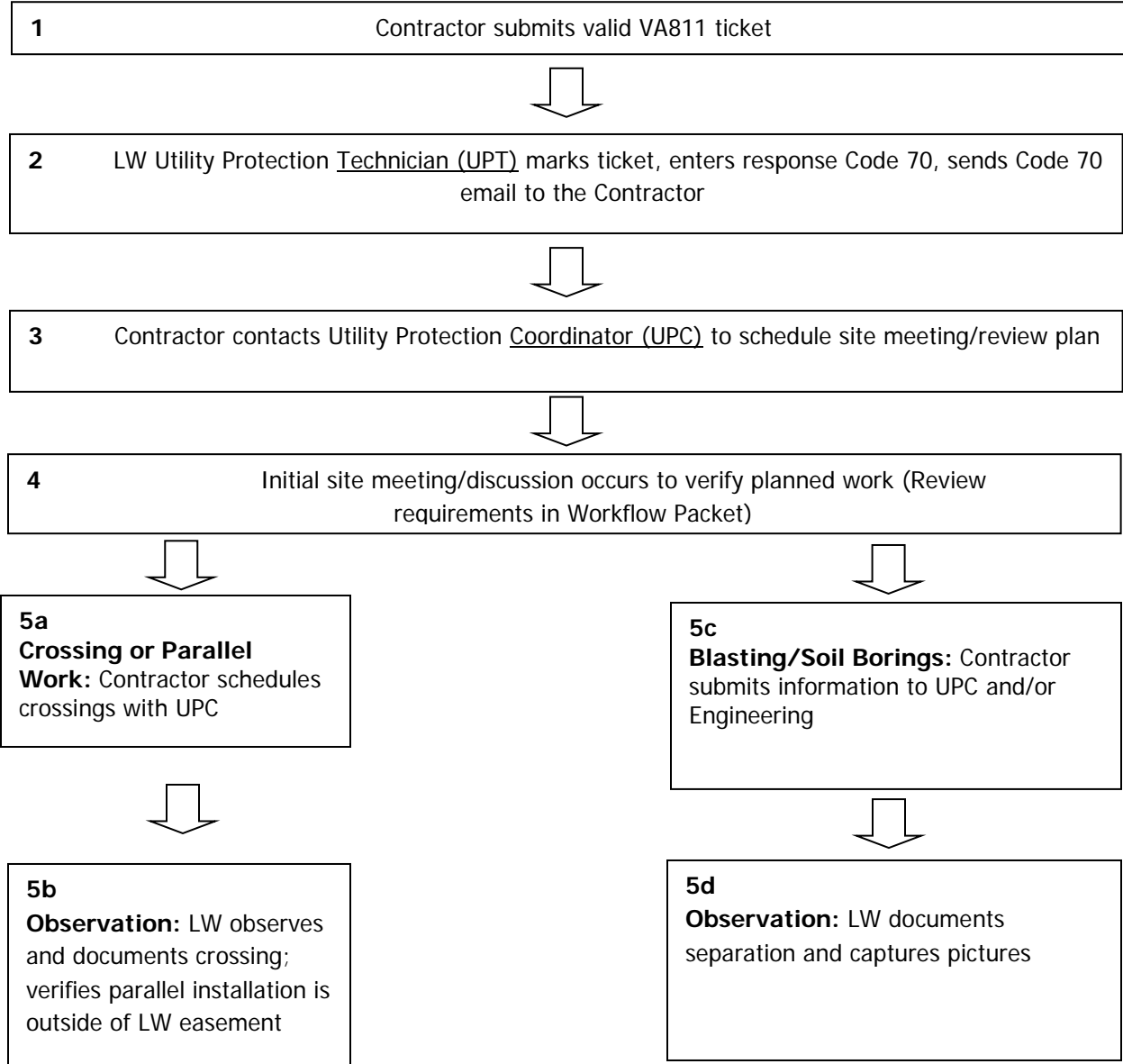


Workflow Information Packet

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.

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 Utility Protection Technician/Coordinator

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

- Forward Code 70 email to Contractor field contact so that requirements are known prior to excavation commencing
- Contact Utility Protection Coordinator 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 Utility Protection Coordinator to schedule site meeting/review plan

- Require 72 hours' notice 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 Utility Protection 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. Blasting/Soil Borings:

- Contractor submits information to UPC 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 Utility Protection Coordinator (UPC) 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 Coordinator to witness once LW utility exposed (schedule with 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, 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 Utility Protection Coordinator (UPC) and take place between business hours of 7:00am-2:30pm.
- Blasting:
 - Provide information about your blasting activity to the UPC 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 UPC, 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.
- Soil Borings:
 - Provide information about the soil boring activity to the UPC via email:
 - Provide boring location map and depth of bores to the UPC 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 UPC, 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

Utility Protection Team:

Charlie Thompson – Supervisor – 703-508-7168

Justin Scarlett – Utility Protection Coordinator – 571-919-1657

Jamie Elliott – Technician – 571-233-8374

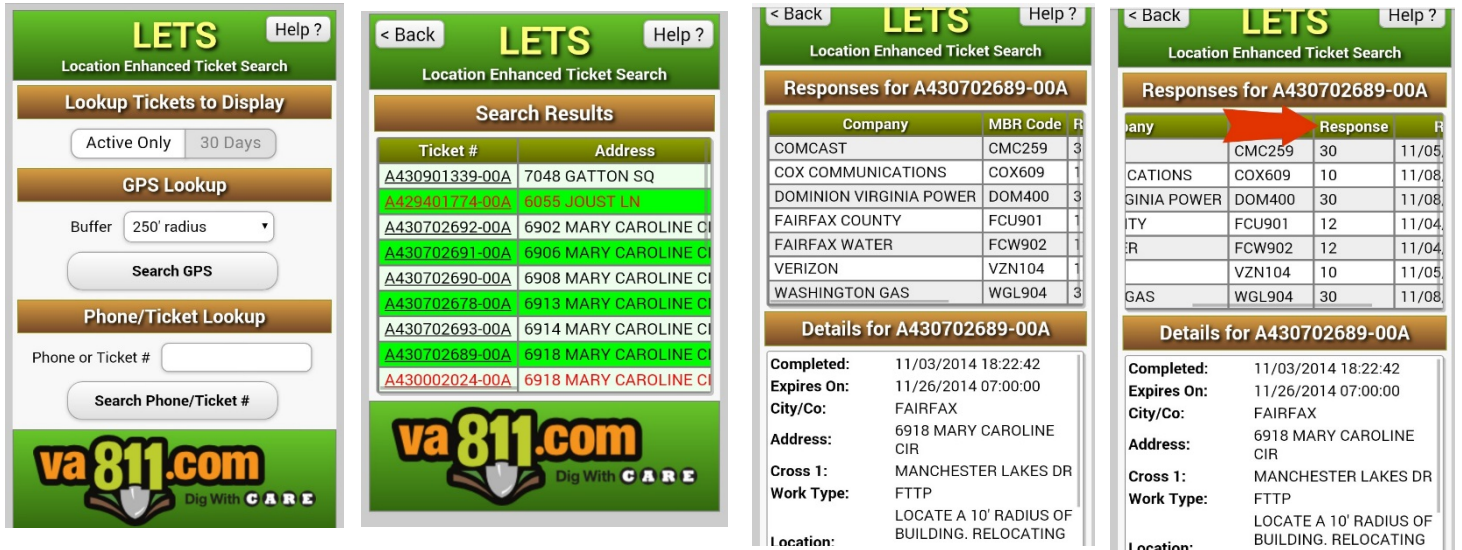
Michael Cox – Technician – 571-439-9862

Nathan Vannoy – Technician – 571-919-9877

Eri Baires – Technician – 571-440-1881

Jeff Malcolm – Technician – 571-509-1684

Using Location Enhanced Ticket Search (LETS)



The screenshots illustrate the LETS interface. The first shows the main search options: "Active Only" and "30 Days" for ticket lookup, and "GPS Lookup" with a "250' radius" buffer and "Search GPS" button. The second shows search results for ticket A430702689-00A, listing addresses such as 7048 GATTON SQ and 6055 JOUST LN. The third shows response details for A430702689-00A, including completion and expiration dates, city/co (FAIRFAX), address (6918 MARY CAROLINE CIR), cross street (MANCHESTER LAKES DR), work type (FTTP), and location (LOCATE A 10' RADIUS OF BUILDING. RELOCATING). The fourth shows response details for A430702689-00A with a red arrow pointing to the 'Response' column in the table.

Company	MBR Code	R
COMCAST	CMC259	3
COX COMMUNICATIONS	COX609	1
DOMINION VIRGINIA POWER	DOM400	3
FAIRFAX COUNTY	FCU901	1
FAIRFAX WATER	FCW902	1
VERIZON	VZN104	1
WASHINGTON GAS	WGL904	3

Company	Response	R
COMCAST	30	11/05
COX COMMUNICATIONS	10	11/08
DOMINION VIRGINIA POWER	30	11/08
FAIRFAX COUNTY	12	11/04
FAIRFAX WATER	12	11/04
VERIZON	10	11/05
WASHINGTON GAS	30	11/08

- 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, click on “Tickets” button and “Ticket Search”

Free Training Available from VA811!

VA811 offers a variety of free training, online and in person.

Online

Underground Utility Damage Prevention Act (Law Training) via Computer Based Training – VA811 offers training on the Underground Utility Damage Prevention Act and trenchless excavation. Go to va811.com/computer-based-training-programs for more information.

Web Ticket Entry Training via Teleconference – Learn how to enter tickets online! VA811 offer Web Ticket Entry training via teleconference for those who have experience calling in tickets.

In Person

Web Ticket Entry Training – Learn how to enter tickets online! In the Northern Virginia region, this training is offered at the HCCA's offices in Manassas. Find upcoming trainings on the VA811 website.

Underground Utility Damage Prevention Act (Law Training) in SPANISH – Currently, the law presentation is only offered in Spanish in person.

<https://va811.com/>

<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.