

Louisiana State University

Office of Facility Services

Operating Instruction 6104

Revision: 5
Effective Date: December 1, 2010
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SUBJECT: EXCAVATION PERMIT

I. General Information

- A. The excavation permit provides a method for Facility & Utility Operations to locate the known underground utilities on the LSU campus prior to the start of any excavation performed either by Facility Services, contractors or any third parties.
- B. Excavation is defined as any work that disturbs the original ground surface at the point of the work. This includes items such as removing sign posts or removing concrete walks.

II. Procedures

- A. The party performing the excavation will obtain a copy of the Excavation Permit form from the Utility Systems office or online at www.ofs.lsu.edu. The permit is to be completed in accordance with the instructions printed on the form. This permit requires that the applicant also notify Louisiana One-Call system of the intent to excavate. The applicant should read the "General Instructions" available upon request or online.
- B. The completed permit shall be returned to the Utility Systems department to initiate the utility marking procedure. Utilities are marked on Tuesdays and Thursdays only.

- C. Any excavation permit lacking sufficient details to perform the required utility marking will be returned to the applicant so noted. Applicants will be responsible for providing corrected description of work area and re-submitting the permit. The utility locations will only start after the extent of the proposed excavation is fully understood.
- D. Any excavation permit lacking sufficient detail to perform the required utility marking will be returned to the applicant so noted. Applicants will be responsible for providing corrected description of work area and resubmitting the permit. The utility location will only start after the extent of the proposed excavation is fully understood.
- E. The excavation permit shall be routed to the Utility Plumbing department for the initiation of the utility marking.
- F. The six (6) departments with delineated signatures at the bottom of the permit will mark all known utility locations within the area delineated by the permit. Due to known existing conditions and factors, these departments can also provide restrictions as to the method of excavations that will be allowed.
- F. When the six (6) departments have completed the utility marking and have signed the permit adjacent to their departmental slot, the excavation permit will be forwarded to the Assistant Director of Utility Systems for proper distribution and notification of the applicant. The applicant will be responsible for correcting any issue that the permit disapproved.
- G. The applicant will receive the original white copy of the permit and will maintain this copy at the site of the excavation during the excavation process.
- H. If during the excavation procedures any utilities are discovered that are not marked, the personnel performing the excavation are to immediately stop excavating and notify Work Control at 578-3186. Work Control will contact the appropriate personnel to identify the unknown utility.