



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNA/AACINST 11300.5
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USNA/AAC INSTRUCTION 11300.5

From: Superintendent, U.S. Naval Academy/Annapolis Area Coordinator

Subj: POLICY AND PROCEDURES GOVERNING UTILITY OUTAGES AND DIGGING PERMITS

Encl: (1) Scheduled Utility Outage Procedures
(2) Unscheduled Utility Outage Procedures
(3) Digging Permit Procedures
(4) Work Clearance Request (USNA H 11300/2 (8-98))
(5) Point of Contact List
(6) Utility Marking Colors

1. Purpose. To establish procedures for requesting, scheduling, coordinating, approving, conducting, and canceling utility outages and for requesting excavation and drilling (digging) permits within the U.S. Naval Academy and Annapolis Area Complex (USNA/AAC) boundaries.

2. Scope. This instruction is applicable to all activities, organizations, and commercial concerns wishing to perform or performing work involving utility outages, excavation, trenching, or drilling within the boundaries of the USNA/AAC.

3. Background. Scheduled utility outages (a planned loss of utility service) and digging at the USNA/AAC, if not properly scheduled and coordinated, can pose a safety hazard to personnel, are an inconvenience to customers/tenants, and can impact mission accomplishment. With the continued high levels of construction, maintenance, and repair on these facilities, notification, approval, and documentation are critical to meeting mission requirements.

4. Objective. The goal of this program is to ensure the safety of personnel and property and timely notification to the customer/tenant and chain of command. In addition, this program will clarify the roles of key personnel involved with utility outages and digging permit procedures at the USNA/AAC.

5. Procedures. The specific instructions for scheduled utility outages, unscheduled utility outages, and digging permit procedures are outlined in enclosures (1) through (3), respectively.

6. Responsibilities.

a. Approval Authority. The approving official is the Energy and Utilities Division (EUD) Director. In his/her absence, the next higher person in the Chain of Command will be contacted. The Deputy for Operations is the approving official for road closures.

b. Fourteen days before the desired start date, the requesting activity must notify the EUD Director using the Work Clearance Request, enclosure (4). The requesting activity will also notify the proper lead work-center, if known, for each request. In an effort to streamline this procedure, the form may be submitted through electronic mail to the EUD Director and a copy to the EUD secretary and the lead work-center foreman.

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c. Coordinators and Locators.

(1) Coordinators are defined as the lead work-center personnel responsible for notification and coordination of utility outages with all affected building customers. The coordinators are also responsible for notifying the EUD Director after notifying all affected customers. The coordinators will also conduct the outage procedure.

(2) Enclosure (5) is the primary and alternate point-of-contact list for coordinators, locators, and approving officials.

(3) Locators are defined as the personnel responsible for marking utility lines at the digging permit site. The locators will meet with the requesting activity on site and locate all utilities prior to approval of the digging permit. The site will be marked per enclosure (6).

d. The Environmental Division Director will also review digging permits which will require dewatering or stockpiling of materials prior to approval by the EUD Director.

e. When the outage or digging permit request includes a vehicular traffic flow change, the Security Officer, (410) 293-5764, must be notified by the requester. Enclosure (4) may be used for road closures; however, the EUD Director and Shops Engineer will not be responsible for approval. The coordination and notification of all road closures is the responsibility of the requester.

f. Utility outages only. Upon completion of notification to the customer/tenants by the coordinator, the EUD Director will notify the Chain of Command up to Deputy for Operations. When this notification is complete, the EUD Director will approve the utility outage request and return enclosure (4) to the requesting activity.

g. Digging permits only. Upon completion of the on-site meeting to locate utilities for excavation or drilling projects, the EUD Director will approve the request and return enclosure (4) to the requesting activity.


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Distribution:

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Scheduled Utility Outage Procedures

1. All requests for scheduled utility outages will be processed and approved through the EUD Director. The requester (Resident Officer In Charge of Construction (ROICC), Public Works Shops, Telcom, Information Technology, etc.) will be responsible for submission of the Work Clearance Request, enclosure (4), 14 calendar days prior to the requested outage date.
2. When scheduling utility outages, the requester should analyze the possibility of combining work elements into a single outage whenever possible. This will decrease the impact on the affected building occupants and the costs incurred by Public Works personnel.
3. First the requester must call the Public Works Trouble Desk, (410) 293-4594, between 0730 and 1530, Monday through Friday. The requester will receive a trouble call number which will be used by all personnel involved with the procedure. The trouble call number must be placed in the top right corner of the Work Clearance Request for tracking purposes.
4. Next submit the Work Clearance Request, enclosure (4), to the EUD Director. The form will be available through the internet in the future. The form should be hand delivered to the EUD Director until the web form is activated. The web form will be available to streamline the process and will also allow all parties to review the status of a request automatically. All personnel involved must fill out pertinent information in a timely and accurate manner. This will ensure timely approval of the scheduled outage request.
5. After the EUD Director receives the Work Clearance Request, he will forward it to the proper coordinator for action. The coordinator will then verify the date and time of the outage with all affected building first lieutenants. If a scheduled outage date and time is not acceptable, the coordinator must work with the first lieutenant and the requester to determine a reasonable alternate date and time. When all parties agree on the date and time, the coordinator will fill out the remarks and name and date portion of the form and return it to the EUD Director at least 5 working days in advance of the scheduled outage.
6. After coordination is complete, a minimum 4 working days in advance, the EUD Director will notify the chain of command up to the Deputy for Operations. This notification will include the type, date, time, and all buildings affected by the scheduled outage. After notification to the chain of command, the EUD Director will then approve the Work Clearance Request and send a copy to the requester, coordinator, and the Public Works Duty Officer at the Central Heating Plant.
7. In the event that it becomes necessary to reschedule an outage after it has been approved, the procedures outlined above must be followed to have the rescheduled outage approved.
8. Due to the time and costs involved in coordinating and scheduling an outage, cancellation without a compelling reason is discouraged. If an outage must be canceled, it is the responsibility of the requester to immediately notify the EUD Director and the coordinator of the cancellation. The coordinator will notify all affected building first lieutenants and the EUD Director will notify the chain of command and cancel the work clearance request.

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Unscheduled Utility Outage Procedures

1. Unscheduled utility outages (the unplanned loss of utility service) are unforeseen interruptions of utility service caused by equipment failures or acts of nature (winds, flooding, lightning, etc.). The immediate concern during an unscheduled utility outage is the protection of life and property and the prompt restoration of utility service.
2. During normal working hours, unscheduled utility outages will be immediately reported to the Public Works Trouble Desk, (410) 293-4594, who will refer the call to the proper lead work center for action. As soon as possible, the lead work center must notify the EUD Director of the situation and provide an estimated length of the outage. The EUD Director will then notify the chain of command of the status of the situation and the estimated length of the outage.
3. Outside normal working hours, unscheduled utility outages will be immediately reported to the Public Works Duty Officer at the Central Heating Plant, (410) 293-3598. The Public Works Duty Officer will immediately take all necessary actions to protect life and property and effect the prompt restoration of utility service. Upon stabilization of the situation, the Public Works Duty Officer will notify the EUD Director of the status and estimated length of the outage. The EUD Director will then notify the chain of command of the status of the situation and the estimated length of the outage.
4. All unscheduled utility outages will be reported to the EUD Director immediately. The Public Works Duty Officer will fill out enclosure (4) for all unscheduled outages during nonduty hours and submit by close of business the following day.

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Digging Permit Procedures

1. All requests for digging permits will be processed and approved through the EUD Director. The requester (ROICC, Public Works Shops, Telcom, Information Technology, etc.) will be responsible for submission of the Work Clearance Request, enclosure (4), 14 days prior to the requested digging permit date.
2. If the location and description of the proposed project will be submitted on drawings, the Request should be hand delivered by the requester to the EUD Director. All other digging Requests, should be submitted through the web form. To access the web site, type in sonar for the URL address. If you do not have access to the internet, you may also hand deliver the form to the EUD Director.
3. First the requester must call the Public Works Trouble Desk, (410) 293-4594, between 0730 and 1530, Monday through Friday. The requester will receive a trouble call number which will be used by all personnel involved with the procedure. The trouble call number must be placed in the top right corner of the Work Clearance Request for tracking purposes.
4. If the excavation or drilling operation will involve dewatering or stockpiling of materials, the requester must fill out the remarks section under Digging Permit Information, Part C, Dewatering and Stockpiling. The requester must include the method of handling dewatering and how much dewatering will be expected during the operation. When stockpiling materials, the requester must include the quantity, location, and silt fence location. The Work Clearance Request will then be forwarded to the Environmental Division Director for review. This step may take place concurrently with the coordination of the on-site meeting.
5. Upon receipt of the Request from the requester, the EUD Director will contact Work Center 03 and Information Technology, the locators, to schedule an on-site meeting with the requester to mark all utilities as outlined in enclosure (6). The on-site meeting will be held 10 calendar days prior to any excavation or drilling operations. It is the responsibility of the requester, Work Center 03, and Information Technology to communicate and coordinate the on-site meeting.
6. After completion of the on-site meeting and all utilities are marked, the locators must fill out the remarks and locator's name and date on the Work Clearance Request. The locators must then return the Request to the EUD Director for approval. The EUD Director must also have comments returned from the Environmental Division Director on dewatering and stockpiling prior to approving the request. Upon approval, the Work Clearance Request will be returned to the requester and a copy sent to the Shops Engineer, Work Center 03, and Information Technology.
7. In the event that it becomes necessary to reschedule a digging permit after it has been approved, the procedures outlined above must be followed to have the rescheduled digging permit approved.
8. Due to the time and costs involved in coordinating and scheduling a digging permit, the cancellation of a digging permit without a compelling reason is discouraged. If a digging permit must be canceled, it is the responsibility of the requester to immediately notify the EUD Director and the locators of the cancellation. The EUD Director will then cancel the digging permit.
9. A copy of the approved Work Clearance Request must be maintained on the job site with the excavation or drilling operator. If this form is not maintained at the job site, the operation will be shut down until the operator receives a copy of the form. If the work is being performed by a contractor, the ROICC Office must be notified immediately.

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WORK CLEARANCE REQUEST				DATE PREPARED	Service Call #
	Utility Outage Request	Digging Permit			
1. Clearance is requested for the following work (<i>Brief description</i>):					
Public Works #				Contract #	
Sketch Attached involved	The area		Has	Has not	been staked or clearly marked.
2. TYPE OF FACILITY/WORK INVOLVED					
A. High Temp Hot Water	B. Steam Distribution	C. Electric High Voltage Low Voltage	D. Fire Protection Systems	E. Communication Overhead Underground	
F. Water Distribution	G. Wastewater Distribution	H. Vehicular Traffic Flow	I. Bancroft Hall/Other (<i>Specify</i>)		
3. INSTRUCTIONS: The USNA work clearance request is used for any work (contract or in-house) that may disrupt vehicular traffic flow, base utility services, protection provided by fire and intrusion alarm system, or routine activities of the installation. This form is used to coordinate the required work with key base activities and keep customer inconvenience to a minimum. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The work clearance request is processed prior to the start of work. If delays are encountered and the conditions at the job site change (or may have changed) this work clearance request must be reprocessed.					
4. DATE CLEARANCE REQUESTED (14 day notice required)			5. TIME CLEARANCE REQUESTED		
6. REQUESTING OFFICIAL		7. PHONE NO.		8. REQUESTING ACTIVITY	
WORK CLEARANCE REVIEW					
DIGGING PERMIT INFORMATION	REMARKS (On site meeting held, locating complete, etc.)		LOCATORS NAME AND COMPLETION DATE		
A. WC-03 (Locator)					
B. Information Technology (locator)					
C. Dewatering or Stockpiling (must include quantity and handling procedure)					
OUTAGE REQUEST INFORMATION	REMARKS (Date/time changes, building #'s, etc.)		COORDINATORS NAME AND DATE		
A. Lead Work Center (Coordinator)					
B. Customers/Buildings affected and notified					
APPROVED			DISAPPROVED		
Date Clearance Canceled		Other Information			
DATE		SIGNATURE OF APPROVING OFFICIAL (Energy and Utilities Division Director or Shops Engineer)			
NOTE: UPON APPROVAL OF UTILITY OUTAGES, CHAIN OF COMMAND (UP TO DEPUTY FOR OPERATIONS) MUST BE NOTIFIED BY THE APPROVING OFFICIAL.					

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Point of Contact List

1. Coordinator/Lead Work Center

High Temp Hot Water, Steam Generators, Heat Exchangers - WC-23

Mike Galvin, Virgil Poe, Larry McVay, Joe Smelgus

(410) 293-3598/3106

Bancroft Hall Distribution System- WC-17

Bob McCreary, Bill Miles, Russel Lafferty

(410) 293-3177

Steam/Water/Chilled Water Distribution - WC-03

Dave Kirchner, Don Nichols

(410) 293-5712

High Voltage Electric - WC-21

Charlie Boyd, Ken Webber

(410) 293-5746

Low Voltage Electric – WC-06

Fred Witter

(410) 293-3753

Chilled Water Plant

Rick Serfass

(410) 293-3783

Water/Wastewater Treatment Plants

Al Myers

(410) 293-3294

2. Locators

Work Center 03

Dave Kirchner, Don Nichols

(410) 293-5712

Information Technology

Allen Fischer, Tom Faro

(410) 293-1402, 1407

3. Approving Officials

EUD Director

LTJG Gary Graham

(410) 293-2106

Shops Engineer

LT Dennis Smythe

(410) 293-3681

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Utility Marking Colors

1. All underground utilities will be marked by Work Center 03 and Information Technology at the digging permit on-site meeting with the requester as follows:

Water	Blue
Wastewater	Dark Brown
Chilled Water	Light Blue
Steam	Green
Electric	Red
Gas	Yellow
Communications	Orange
HTHW	Light Blue (--HTW--)