

Virginia State University
Policies Manual

Title: Excavation

Policy: 5903

Purpose

Virginia State University (VSU) has adopted this Excavation Policy in order to protect people, property, and all underground utility services serving VSU facilities. Additionally, the policy assures the fulfillment of requirements of Title 56 – Public Service Companies – Chapter 10.3 Underground Utility Damage Prevention Act of the *Code of Virginia*, and other local codes.

Authority, Responsibility, and Duties

All excavations, as defined below, require an approved excavation permit from Capital Outlay and Facilities Management before any excavation is started. The University has developed a procedure (*VSU Excavation Procedures and Responsibilities*) which explains the process of acquiring an excavation permit in addition to the responsibilities of all parties involved in the excavation process. The purpose of the policy and the excavation procedures is to eliminate damages to the utility systems on the VSU Campus. The VSU Department, organization, individual or group performing or authorizing an excavation on VSU property shall be responsible for communicating the University's expectation of full compliance with this policy to the contractor. The VSU Department, organization, individual or group will be responsible for all costs associated with marking all VSU private utilities.

If any existing utility service is disrupted or damaged as a result of the failure to follow the *VSU Excavation Procedures and Responsibilities*, the utility service shall be restored immediately at no additional expense to the University. The VSU Department, organization, individual or group performing or authorizing the excavation shall be responsible for the costs for any and all damages, either through the contractor or by other means. These costs include restoration of utilities and associated damages due to an unplanned service disruption.

If any utility service is disrupted or damaged as a result of improperly or inaccurately marked utilities, the utility service shall be repaired or restored immediately at no additional expense to the University. The utility owner's locating contractor shall be responsible for the costs for any and all damages. These costs include restoration of utilities and associated damages due to an unplanned service disruption.

If any utility service is disrupted or damaged as a result of the excavator's failure to follow the *VSU Excavation Procedures and Responsibilities* and/or *Underground Utility Damage Prevention Act*, the utility service shall be repaired or restored immediately at no additional expense to the University. The contractor performing the excavation shall be responsible for the costs for any and all damages. These costs include restoration of utilities and associated damages due to an unplanned service disruption.

Definitions

Excavation: "Excavate" or "excavation" means any operation in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of any tools, equipment, or explosives and includes, without limitation, grading, trenching, digging, ditching, dredging, drilling, auguring, tunneling, scraping, cable or pipe plowing and driving, wrecking, razing, rendering, moving, or removing any structure or mass of material. "Excavate" or "excavation" shall not include installation of a sign that consists of metal, plastic, or wooden poles placed in the ground by hand or by foot without the use of tools or equipment.

Policy Statements

Failure to follow this policy could result in serious injury to workers, damage to utilities and property, and service interruptions.

Any requests for an exception to this policy must be submitted in writing to the University's Vice President for Finance and Chief Financial Officer. A written response will be provided to the requestor. If an exception to the policy is granted, in no way does this absolve the requestor from meeting the requirements of the *Underground Utility Damage Prevention Act*.

References

Professional Excavators Manual

<http://www.scc.virginia.gov/urs/mutility/docs/exman11.pdf>

Underground Utility Damage Prevention Act

<http://law.lis.virginia.gov/vacode/title56/chapter10.3/>

Approved By: _____
President

Date: _____