



GA811 and KSU SOP for all Utility Locates and Excavations: 1-26-19

Note: The following standard operating procedure(SOP), as it relates to the contractor in charge of calling in the locate to GA811, does not relieve the contractor, subcontractor, or vendor of the burden and responsibilities that the PO or Contract requires, along with the rules and regulations of the State Mandated **GA811** Call Before You Dig Program.

KSU requires an **Intent to Dig** email notification (ksucampuslocates@kennesaw.edu) be sent to KSU Operations and a **mandatory** pre-dig meeting will be scheduled between the contractor and KSU Operations to review the following procedures:

- 1) Contractor calls GA811 to do locate on Campus (Kennesaw or Marietta Campus). Email a copy of locate ticket to ksucampuslocates@kennesaw.edu. In addition, email us a Google Geo Map, Campus map, or engineered drawing identifying location of excavation.
- 2) Contractor clearly describes the area to be located within the call to GA811. Provide building name and address and request **ALL** utilities be located.
- 3) Contractor clearly marks the site with white paint as required by GA811.
- 4) Contractor shall email KSU to be present when locate is scheduled. Operations copies UITS to attend.
- 5) Locating company gives sufficient notice to contractor to notify KSU when locate will be done.
- 6) When all parties meet at the locate site KSU will attempt to verify utility locations with the contractor and the locate technician.
- 7) KSU will have 48 hours to study locate and verify, to the best of his/her knowledge, if the locates are accurate.
- 8) KSU will notify the contractor of any issues and, during this time, the contractor will **not** proceed to excavate.
- 9) After 48 hours and having reviewed locate with KSU the contractor may proceed to excavate by hand or machine.
- 10) If utilities are located in the area of the dig, potholing should be performed to confirm utility or utility locations.
- 11) Drilling, coring, jackhammering, or saw cutting of existing concrete floors, walls, or roofs must be x-rayed.

Note: If at any time it appears a utility has not been located, all work is to stop immediately, KSU is to be notified and another locate requested to the locate company. The above procedures will start over with each new locate request.

KSU Email Distribution List: Operations, Design and Construction, UITS, Parking, Public Safety, Housing, Grounds, Sports Stadium Complex, Environmental Health and Safety, Town Point, KSU Center.