

Standard Operating Procedures (SOP)
For the
MCB-Quantico Excavation Permit

1. All organizations, units, occupants or contractors who plan to excavate aboard MCB Quantico are required to obtain an approved excavation permit from DGR/Ops Section, Public Works Branch, G-5, Building 3252 prior to commencement of digging. The excavation permit process normally takes 10-14 calendar days from date of submission to obtain an approved permit which will allow excavating to begin.
2. The occupant or contractor/unit representative will initiate the excavation permit by bringing a scale drawing (or other acceptable drawing) of the area to be excavated to Building 3252, DGR/Ops Section. The requester will fill out items 1 thru 5 and sign the excavation permit form after reading the information in item 6 (all on page one).
3. DGR/Ops Section will assign a permit number in sequence. The number will consist of the current FY number, a dash and then a sequential number (ie 0-001 would be the first permit issued in FY00) by using the Excavation Log notebook. DGR/Ops will also sign the DGR/Ops line on page 2, required action (a) of the permit form. This indicates by whom and when the permit was first received.
4. DGR/Ops will make up to six copies of the permit and provide up to four of them to the requester (all dependent upon what area of base is being excavated). The requestor will ALWAYS be given a "Contractor copy" to be used to annotate the Miss Utility number (see paragraph 5). The contractor will also ALWAYS be given a copy for G-6 (Telecom Branch) and possibly a copy for Ameresco (formerly Select Energy) (if excavation location is Mainside) and HMX-1 Security (if within MCAF boundaries). The requester is required to drop off those copies and return to pick them up once those offices have completed the locate (Those offices will contact the contractor when the locate is completed). Those offices will sign the permit only after they have marked their utilities on-site. If none of their utilities exist, they will check the block "no conflict" and sign the form in their designated location.

5. The requestor will contact Miss Utility for the marking of any other non-Government utility. Miss Utility will provide the requester with a Work Order Number which the requester will write on the "Contractor copy" of the permit. Miss Utility normally takes 48 hours to locate commercial utilities.
6. DGR/Ops will make two copies of the permit request and forward them to the FLSS Utilities Shop with an appropriate service ticket issued in Maximo. Ops will indicate ticket number on original and the two copies and will highlight pipefitter on one copy and electrician on the other copy to be sent to the Utilities Shop. The Utilities Shop will sign the permits when they have completed the on-site marking of utilities. Shop will return signed permits to DGR/Ops.
7. DGR/Ops will also email or fax copies of the permit to NREA and Planning Office for their review, approval and signature. They will return signed copies to DGR/Ops by fax or email.
8. The requester will deliver to DGR/Ops the copy/copies with signatures from G-6, Select Energy (when required), HMX-1 Security (when required) and a Miss Utility Work Order Number.
9. When DGR/Ops has been provided all required signatures and the Miss Utility number, the permit will be reviewed by DGR/Ops and approved. The approval block at the bottom of the 2nd page of the permit will be checked and signed and dated. If any shop or office reviewing the permit has made a precautionary note on the permit, it will be identified to the requester. An approved permit will be good for 30 days from the date of approval (unless otherwise noted). The expiration date is annotated at the top left of the front page. **NOTE: Miss Utility does require a notification every 15 days and G-6 requires notification every 10 days as indicated on the permit form.** If the 30-day period ends before the excavation work is completed, the requester must request and obtain an extension approval from the DGR/Ops Section. Extensions are granted if requester has maintained all markings made by all parties. Requester must verify in writing or verbally that markings are maintained. DGR/Ops will write new extension date on

DGR/Ops copy and will indicate who verbally stated that markings are maintained.

10. If the permit is disapproved for any reason, the reason for disapproval will be discussed with the requester. Some cases may require a slight change to the area of excavation due to interference of existing utilities.
11. When the permit is approved, the requester will be given the original and will be required to have the original on-site at all times during excavation. DGR/Ops will maintain a copy of the approved permit. The requestor is also required to maintain all on-site utility markings during the entire excavation process.
12. If a utility is damaged during the excavation process, the requester must notify FLSS Work Reception immediately at 784-2072. It may be determined that the requester is liable for the damaged utilities and may be required to reimburse the Government or Miss Utility.
13. For any questions concerning excavation permits, contact DGR/Ops Maria Self at (703) 784-1405 or Dave Smith at (703) 784-1151.
14. **NOTE:** A Water Distribution System Permit is required in addition to an excavation permit for ANY and ALL connections to the MCB potable water distribution system. Contact the Deputy DGR/Utilities Engineer at 703-784-5102, or in person at Bldg 3252 (Barnett Ave), Suite 100.

EXCAVATION PERMIT REQUEST FORM

PERMIT EXPIRES**: _____ PERMIT#: _____ DATE APPROVED: _____

****Note: G-6 must be renewed every 10 days after signature; Miss Utility every 15 days**

1. REQUESTER:

NAME: _____
COMPANY: _____
PHONE: _____
CONTRACT # _____

Estimated Depth of Excavation ____ Ft

Planned Mobilization Date _____

2. LOCATION OF AREA TO BE EXCAVATED:

(NOTE: A to-scale drawing of the excavation site must be submitted along with this form. Excavation route must be staked or flagged by the requester every 10 feet.)

3. TYPE OF WORK TO BE PERFORMED: _____

4. MISC INFORMATION:

a. This excavation permit is used for any work that may disrupt underground utilities, communications, right of ways or any routine activities. Processing of this permit will take approximately **10-14 days**. Requester must have an approved excavation permit prior to commencement of work and permit must be kept on-site.

b. If utilities or communications have been located in the area to be excavated, hand digging will be used within a 10-foot radius until the exact location of all lines have been determined. It is the responsibility of the requester to maintain the markings after utilities have been located and marked.

c. The Government reserves the rights to have on-site personnel present during any excavation and will specify on this permit under precautionary measures if needed.

d. The requester shall take reasonable precautions to protect from damage all existing improvements, utilities, communications, and vegetation at or near the work site. The requester shall be liable for all damages to persons or property that occurs as a result of the requester's fault or negligence.

* e. Emergency requests are delivered directly to FLSS Work Reception Office and/or FLSS Utilities Shop for expeditious action. Requester is still required to contact Miss Utility, Ameresco, G-6, and PMO.

f. Any questions regarding this excavation permit may be directed to the PWB DGR Section at (703) 784-1405 or (703) 784-1151. **Any utility emergency encountered during excavation must be reported to the Base Trouble Desk (24/7) at 703-784-2072.**

g. A **Water Distribution System Permit** is required in addition to this excavation permit for any and all connections to the MCB potable water distribution system. Contact Carl Morgans, Commodities Engineer, at (703) 784-5201, or in person at 2004 Barnett Avenue in the 2nd deck Engineering/Planning Suite.

"I HAVE FULLY READ AND UNDERSTAND THE ADVISORIES AND REQUIREMENTS NOTED ABOVE".

Signature of requester/POC

Date

EXCAVATION PERMIT REQUEST FORM

5. **REQUIRED ACTION:** **PLANNED MOBILIZATION DATE:** _____ **PERMIT#:** _____
ESTIMATED DEPTH OF EXCAVATION: _____ Ft
- a. DGR Office _____ e. HMX-1 Physical Security (MCAF) _____
Work Order # _____ Marked No Conflict
- b. FLSS M&R Utilities Shop f. Miss Utility Work Order # _____
Pipefitters _____ Date: _____
 Marked No Conflict
- Linemen _____ Date: _____
 Marked No Conflict
- c. Ameresco (Mainside, MCAF, OCS) _____ g. NREAB (NEPA Action)
 Marked No Conflict Approved _____
 Disapproved _____
- d. G-6 _____ Expires: _____ h. PWB Planning Office
 Marked No Conflict Approved _____
 Disapproved _____
- i. PPV - Lincoln Property Company _____
 Marked No Conflict

DIRECTIONS FOR REQUESTER ACTION:

1. **DGR Office** 3252 Barnett Ave., Submit excavation permit applications to DGR for processing at least **14 days prior** to commencement of work. Requester must obtain approval prior to commencing work.
2. **FLSS M&R** 3252 Barnett Ave., see Director, M&R if there are concerns prior to excavation.
(703) 784-2372
3. **Ameresco** 7 Zeilin Rd (south end); formerly known as Select Energy
(703) 630-0363 POC: Wyatt Wilson or Jim McCoy. Emergency contact (571) 221-0153
4. **G-6** 1999 Elliot Rd., Obtain signature from Assistant Chief of Staff,
(703) 784-2500 G-6, Telephone Branch.
5. **HMX-1** Hangar 2103, 2nd deck, Obtain signature at Physical Security Office
(703) 784-4696
6. **Miss Utility** Call Miss Utility at least **48 HRS IN ADVANCE** of excavation.
1-800-552-7001 Provide them an address of the area to be excavated; they will issue
1-800-552-7002 a ticket number to the requestor. Miss Utility clearance must be updated
every 15 days.
7. **NREAB/PWB** DGR Office will forward all excavation permit applications to the
Planning/PPV Natural Resources & Environmental Affairs Branch (NREAB) for
National Environmental Policy Act (NEPA) review, to the Public Works
Branch (PWB) Planning Office for site approval and/or architectural
review, and to Lincoln Property Company for approval in Public Private
Venture (PPV) military housing areas, as applicable.

APPROVED: _____	DISAPPROVED: _____	AUTHORIZING OFFICIAL: _____
_____		_____
HEAD, PWB DGR Section		DATE