The UW Eau Claire Facilities Management Utilities Locate Policy and Procedure can be accessed at: [http://www.uwec.edu/Facmgt/policies.htm](http://www.uwec.edu/Facmgt/policies.htm)

Wisconsin state statute 182.0175 requires a party to notify Diggers Hotline and owners of private facilities before excavating, grading, trenching, digging, drilling, boring, auguring, tunneling, scraping, driving stakes, or plowing in cable or pipe into earth (hereafter referred to simply as “excavating”).

UW-Eau Claire privately owns many subsurface utility systems on campus lands as well as in street right-of-ways adjoining campus lands.

**UW-Eau Claire staff that are planning “excavating”**

1. Submit a work request to Facilities Management for a “Utilities Locate” (see **Timeline below**).
2. Immediately following, complete a “Request for Utilities Locate” form (copy attached)
3. Clearly mark project area with highlighter on a map of the area
4. Scan in color and email the completed form and map to FACMGT50@uwec.edu

**Timeline**

The work request and Request for Utilities Locate form must reach Facilities Management no later than 5 working days prior to the planned excavation date.

**Funding**

Utilities locate work associated with GPR-funded projects will be funded by Facilities Management. The requestor shall physically outline the “project area” in the field with white paint as well and white excavation if necessary.

**After Request is Submitted**

1. The UW-Eau Claire Facilities Management Electrical/Plumbing/Mechanical Shop Supervisor, upon receiving the work order, will notify both Diggers Hotline and Facilities Management Shops of the need to locate.
2. The shop technicians will mark utilities in the “project area” with colored paint (see paint guide at end of this document).
3. The Supervisor will in turn inform the requestor of the “legal start date” (assigned by Diggers Hotline) that is the earliest that “excavation” can begin.

“Excavation” may begin between the “legal start date” and ten calendar days following, as long as the locate marks remain intact and visible. If the “excavation” is delayed beyond ten days, or locate marks are no longer visible, request a “relocate” by contacting the Facilities Management Workflow Desk at (715) 836-3411.
Contractors and engineers planning “excavating” on UW-Eau Claire campus lands or in the right-of-way of adjoining streets are required to comply with the law and notify Diggers Hotline directly. By law, they are also required to notify UW-Eau Claire Facilities Management as well. To satisfy this requirement, a contractor or engineer must follow the same procedure just outlined but submit the filled out “Request for Utilities Locate Form” to the Campus Project Manager they are already working with. The Campus Project Manager will create the work request needed.

Both Diggers Hotline and UW-EC FM employ the following color codes for its flags and markings:

- **White**: Excavation/Digging area
- **Red**: electrical, signal, and communication utilities
- **Yellow**: gas, steam, and condensate utilities
- **Blue**: water, irrigation, and chilled water utilities
- **Green**: sanitary sewer, storm sewer, and drainage utilities
- **Clear**: no utilities present in the defined “excavation” area for the type of utility(s)

“Excavating” within 18 inches of either side of a marked utility must be done only with hand digging.
Requests for a utilities locate must be received by Facilities Management between FIVE and FOURTEEN DAYS (not including weekends or holidays) before excavation, grading, trenching, digging, drilling, boring, auguring, tunneling, scraping, driving, or plowing (“excavation”) is scheduled to begin.

Requester Information:

(Print first and last name) / (Department/Company) / (Date that excavation is scheduled to begin) / (Phone) / (Email address) / (Name of field representative: (If different from above) / (Phone) / (Email address)

UW-Eau Claire funding account number or describe the project that the excavation is associated with:


Work Information: Describe the type of excavation planned -- including the depth of the excavation.


Location: Describe the location and boundaries of the planned excavation. (Attach a map or other exact detail.)


Will Boring Equipment be used for this excavation (please circle one)? NO YES

If Yes, what equipment will be used? ________________________________

Note: The requestor shall outline the boundaries at the actual location with WHITE PAINT AND/OR FLAGS ONLY.

This Section Completed By Facilities Management:

Date received: ________________________________

Work Order or Standing Work Order Number: ________________________________

Date utilities locate completed by Facilities Management:

Electrical: _______ Plumbing: _______ Grounds: _______ Heating Plant: _______

/ (Diggers Hotline contacted by) / (Diggers Hotline ticket no.) / (Diggers Hotline assigned legal start date)

(Requester notified by)