WSU Excavation/Boring Permit FAQ

All Fields Must Be Filled Out Completely  
Incomplete Forms Will Be Returned and Work Will Be Delayed

A map of the exact location must be attached to this permit and the area must be marked in white paint/flags per O.U.P.S. regulations. [http://www.oups.org/](http://www.oups.org/)

Permit application MUST be submitted to WSU at least 72 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

Submit completed permit to: digpermit@wright.edu

I. In what situations should a dig permit be submitted?

a. Tent Installation (when stakes are used)  
b. Excavating  
c. Boring  
d. Post Hole Digging  
e. Installing Sign Posts  
f. Installing Fencing  
g. Any time the ground at WSU is going to be dug, bored, scratched, or otherwise disturbed in anyway.

II. Who performs underground utility locating?

a. The Wright State University CaTS Telecommunication Department performs locates on their telecommunication lines.  
b. The university has contracted with The Underground Detectives (TUD) to perform utility locates on campus. TUD contact is Rob Harris: (513) 693-4639  
   The Underground Detectives  
   9192 Colerain Ave  
   Cincinnati, OH 45251  
   1-888-747-3799  

III. What is the time frame that a Dig Permit should be submitted?

a. Permit application MUST be submitted to WSU at least 72 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project. Submit completed permit to: digpermit@wright.edu
IV. Who is responsible for the Dig Permit being submitted?

   a. Whoever is performing the actual work is the responsible party for filling out and submitting the permit. Be it an outside contractor, or internal WSU personnel. It is the Project Manager’s responsibility along with the contractor/individual performing the work to make sure that a Dig Permit is submitted by email to: digpermit@wright.edu

V. Who is responsible for contacting OUPS?

   a. All contractors performing work need to acquire their OUPS number as defined by Ohio Law. ORC Sec. 3781.28. The Ohio Revised Code defines excavator as “the person or persons responsible for making the actual excavation” (ORC Sec. 3781.25 (K)).

   b. OUPS numbers can be acquired by using the i-Dig web page http://www.oups.org/Newtin/i-dig-Newtin-RTE/Training or by calling 1-800-362-2764.

VI. What is the procedure for submitting a Dig Permit?

   a. The area of work must be marked in WHITE paint/flags. This is a requirement of OUPS
   b. Contact OUPS and record the confirmation number on the Dig Permit
   c. Fill out the remainder of the Dig Permit – all areas of the form MUST be filled out
   d. The Dig Permit is to be emailed to: digpermit@wright.edu – Do not hand deliver or leave in a mail box or on someone’s desk/chair.

VII. What happens once a Dig Permit is submitted?

   a. Once a dig permit is submitted a utility map will be created and attached to the permit.
   b. A copy of the permit is sent to CaTS and The Underground Detectives
   c. CaTS and The Underground Detectives will mark the specified area
   d. The Dig Permit is then signed and dated by CaTS and emailed to the applicants email address
   e. The Underground Detectives will send an Onsite Report email to the applicants email address once the marking is completed. The email will come from noreply@cometracker.com (make sure that email address is not blocked by your email provider)
   f. Once the applicant has the signed permit from CaTS and the Onsite Report email work is allowed to proceed.

VIII. What happens upon completion of the excavation/boring project?

   a. Upon completion of the excavation/boring project, as-built drawings of the work performed shall be submitted to the university. These drawings shall include positional data (including elevation) for all items that were installed as part of the excavation project.
BY LAW, EVERYONE MUST CONTACT THE OHIO UTILITIES PROTECTION SERVICE, (OUPS) 1-800-362-2764, AT LEAST 48 HOURS BUT NO MORE THAN 10 WORKING DAYS (EXCLUDING WEEKENDS AND LEGAL HOLIDAYS) BEFORE BEGINNING ANY DIGGING PROJECT. IN ADDITION A WSU DIG PERMIT MUST BE SUBMITTED TO THE ENGINEERING & CONSTRUCTION DEPT. THEN SIGNED, AND RETURNED TO THE CONTRACTOR BEFORE ANY WORK IS TO TAKE PLACE. IF YOU HAVE ANY QUESTIONS CONTACT: (937) 775-2587.

D. KENDRICK

1"=100'
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05/43 - AU.4

7/13/2015

R:pm-restricted\T2-Utility Drawings\WSU Printed Utility Set\02 - AU - All Utilities
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Submit completed WSU Excavation/Boring Permit to: digpermit@wright.edu

All Fields Must Be Filled Out Completely
Incomplete Forms Will Be Returned and Work Will Be Delayed

Permit application shall be submitted to WSU a minimum of 72 hours prior to the start of the proposed excavation/boring.

O.U.P.S. Confirmation Number: _____________________________________________

Name and Title of Requestor: ________________________________________________

Applicant Email: __________________________________________________________

Applicant Phone/Cell Phone: ________________________________________________

Applicant Fax Number: _____________________________________________________

Applicant Address: _________________________________________________________

________________________________________________________________________

Project Name: _____________________________________________________________

WSU Project Manager/Contact: ______________________________________________

Description of Project: _____________________________________________________

Map of exact location must be attached to this permit and area must be marked in white paint/flags per O.U.P.S. regulations. Visit www.oups.org for more information

Location of Work - Address/Street: __________________________________________

Cross Street 1: _____________________________________________________________

Cross Street 2: _____________________________________________________________

Work is at the intersection? Yes □ No □ Work is between cross streets? Yes □ No □

Work Type: ______________________________________________________________

Means of Excavation: _______________________________________________________

Work for: __________________________________________________________________

Work performed by: __________________________________________________________________

Start date for proposed excavation work: ____________WSU Project Number: _________
GENERAL PROVISIONS

1) This permitting process is designed to help prevent damage during excavation operations on the WSU campus. It is not intended to modify a project’s drawings and specifications. Any discrepancies between items contained in the contract drawings and specifications and the general provisions of this permit shall be resolved in writing prior to the commencement of any excavation/boring work. **No excavation/boring work shall take place until this form has been submitted and approved in full by WSU.**

2) The Applicant shall review in detail the proposed area of excavation with the WSU Project Manager prior to commencing any excavation work related to this project. The Applicant shall receive written approval of the area to be excavated from WSU prior to starting any work via a signed copy of this permit. Any deviation, or changes encountered during excavation shall also require written approval by the WSU Project Manager. The applicant shall provide a drawing indicating the location of the excavation.

3) Horizontal Boring procedures shall include line and grade control by a licensed surveyor or professional engineer. The procedures shall include verification and a summary of the work performed by the licensed surveyor or professional engineer and shall be submitted to the WSU Project Manager upon completion of the boring operation.

4) Upon completion of the excavation/boring project, **as-built drawings of the work performed shall be submitted** to the WSU Project Manager. These drawings shall include positional data (including elevation) for all items that were installed as part of the excavation project.

5) The Applicant shall clearly mark the boundary of the proposed excavation/boring site with white paint per OUPS Regulations

6) The Applicant shall take industry standard precautions necessary to insure that the excavation/boring work shall not damage any existing underground facilities. Further, the Applicant shall hold WSU harmless for any and all claims that may arise from construction activities associated with this excavation/boring work.

**APPLICANT CERTIFICATION**

In requesting this permit the undersigned, representing the Applicant, certifies that he/she has read and understands all of the foregoing provisions; that he/she has authority to sign for and bind the Applicant; and that by virtue of his/her signature the Applicant is bound by all conditions set forth herein.

______________________________  __________________________  __________________________  ______________________
Printed/Typed Name                                                    Signature                                       Title                             Date

**UNIVERSITY APPROVALS**

Underground Detectives will send an Onsite Report email to the applicants email address once the marking is completed. The email will come from noreply@comettracker.com (make sure that email address is not blocked by your email provider)

CATS Approval: ____________________________________________ Date & Time: ______________

Submit completed permit and map to: digpermit@wright.edu
WSU Excavation/Boring Permit Process

1. Contractor (Original Submitter) sends scanned completed dig permit to digpermit@wright.edu (OUPS Number needs to be on permit already)

OR

1. WSU Personnel fills out a dig permit and sends a scanned copy to digpermit@wright.edu - Physical Plant Customer Service acquires OUPS number

2. Physical Plant Customer Service adds a utility map from the utility located at:
   R:\fpm-restricted\shared_utility_drawings\02_All Utilities.pdf

3. Email the final permit to:
   a. WSU: digpermit@wright.edu
   b. Underground Detectives: Rob Harris robh@ugdet.com
   c. Original Submitter

4. CaTS will send a signed permit to digpermit@wright.edu and the Original Submitter

5. Underground Detectives will send an onsite locate report to digpermit@wright.edu and the Original Submitter

WSU Email Alias: digpermit@wright.edu

Email list includes:

<table>
<thead>
<tr>
<th>Javan Conley</th>
<th>Dan Papay</th>
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<tbody>
<tr>
<td>Mike Coyle</td>
<td>Carolyn Peterson</td>
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<td>Jack Hockett</td>
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<td>Steve Nickell</td>
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The Underground Detective
Rob Harris 513-693-4639
robh@ugdet.com
http://undergrounddetective.com/