Utility Locating Policy

Iowa State University manages all utility locate requests and subsequent communication through the Iowa One Call system. All utility locate requests are to be completed by contacting Iowa One Call at 1-800- 292-8989 or 811, or by visiting iowaonecall.com.

Utility locate requests should be submitted to Iowa One Call by the individual(s) responsible for performing an excavation/installation. Verbal or written requests for locates will not be routed through Iowa State University utility staff. For questions or guidance on how to properly request utility locates on Iowa State University property contact 515-291-4828.

Requesting a Locate

All contractors, ISU staff, or ISU students performing a task that warrants the identification of underground utilities (see "What Types of Work Require a Locate" section below) on or off of Iowa State University property are required by law to notify Iowa One Call at 800-292-8989 or 811 for locates of utilities at least 48 hours prior to ALL excavations (not including weekends and University and legal holidays). No excavation work can commence until after this 48 hour time-period commencing with the issuance of a locate request or dig number from Iowa One Call has transpired or the ticket has been cleared by all utility companies on the Iowa One Call ticket check electronic management web site. Contractors, staff, and students shall be responsible for scheduling joint locating meetings as their project requires. Emergency locate requests shall also be made by contacting Iowa One Call.

Contractors

When contacting Iowa One Call contractors shall provide the following project location information to the operator for every locate requested: Iowa State University, Project Name, Street address as provided in the project contract documents, closest street, intersection, or existing building, GPS coordinates and/or other descriptions that define the work site. Contractors utilizing the Iowa One Call electronic online locate requests web site shall define the required minimum locate area on the provided Iowa One Call map.

Locating Authority

ISU Electric Distribution Department will locate all underground utilities owned and operated by the university in Story and Boone County. All non-ISU utilities in these areas and outside of Story and Boone County will be located by the utility owner.

What Types of Work Require aLocate

A locate is required prior to commencing work for almost any excavation and per Iowa law an excavation is defined as the following:

"...an operation in which a structure or earth, rock, or other material in or on the ground is moved, removed, or compressed, or otherwise displaced by means of any tools, equipment, or explosives and includes, but is not limited to, grading, trenching, tiling, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing, driving, and demolition of structures.

Excavation does not include normal farming operations, residential, commercial, or similar gardening, the opening of a grave site in a cemetery, normal activities involved in land surveying pursuant to chapter 114, operations in a solid waste disposal site which has planned for underground facilities, the replacement of an existing traffic sign at its current location and at no more than its current depth, and normal road or highway maintenance which does not change the original grade of the roadway or the ditch."

Unless the work falls under the exceptions listed above a request for locates must be submitted and sufficient time allowed for locates of the underground utilities to be completed before commencing any work.

White-Lining of Proposed work

White-lining is the process of utilizing white paint and/or white flags to indicate the area included in the proposed work or excavation covered in the locate request. The requestor should white-line or flag the work area sufficiently to allow the locator to easily identify the area prior to submitting the locate request. If the locate request includes multiple sites and work areas each location should be white-lined or flagged.

Utility Locates

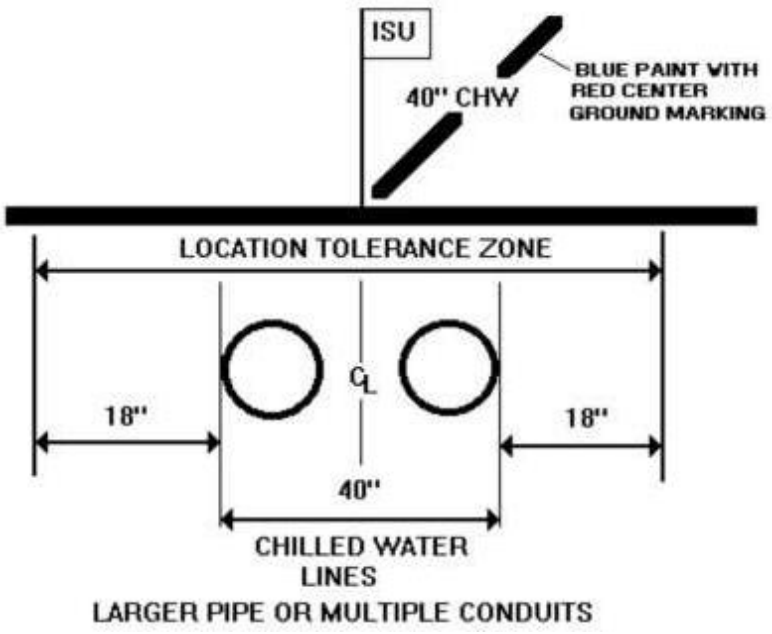
Locates of University owned and operated utilities will be made between the hours of 7:00 am to 3:30 pm Monday to Friday except during University Holidays.

All affected utilities in the work area will be located. The markings extend approximately 20 feet outside of the indicated work area.

Abandoned utilities will not be located. Locate markings shall be accomplished by color-coding in accordance with the Uniform Color Code of the American Public Works Association as shown below. Locate markings should last five days on any non-permanent surface (i.e. grass) and ten days on any permanent surface (i.e. pavement).

Utility	Flags	Bristle Line Marker	Ground Painting
Electric and Traffic signals	Red with white lettering	Red	Red Dots
Electric Control Circuits	Pink with Black lettering	Pink	Pink Dots
Telephone and Data (Fiber optic cables)	Orange with white lettering	Orange	Orange Dots
Natural Gas	Yellow with black lettering	Yellow	Yellow Dots
Steam, Steam Tunnels, and Condensate	Yellow with blue lettering	Yellow	Yellow circle with Blue center
Domestic Water	Blue with white lettering	Blue	Blue Dots
Chilled Water	Blue with red lettering	Blue	Blue circle with red center
Sanitary Sewer	Green with black lettering	Green	Black circle with green center
Storm Sewer	Green with white lettering	Green	White circle with green center

The accuracy of the locates or tolerance zone shall be eighteen (18) inches on either side of the underground utility outside edge as shown below. On single pipes less than six (6) inches in diameter or direct buried cables the tolerance zone shall be eighteen (18) inches on either side of the center line. Depth of buried lines vary and will not be marked.



Iowa One Call

The Iowa One Call center provides statewide coverage for notification to Utility Companies to complete locates of their utilities as requested. ISU is a member of Iowa One Call and is notified of any locate request on ISU property in Story or Boone County. The following utilities are known to have facilities on university property:

Utility	Company	Ground Painting
Electric	City of Ames Electric	Red
Traffic Signals	City of Ames - Traffic	Red
Electric (Farms/Off campus)	Alliant Energy or Local REC	Red
Telecommunications	CenturyLink	Orange
Telecommunications	Iowa Communications Network	Orange
Telecommunications	ICS Advance Technologies	Orange
Telecommunications	AUREON	Orange
Telecommunications	Unite Private Networks	Orange
Telecommunications/Cable TV	Mediacom	Orange
Natural Gas	Alliant Energy	Yellow
Natural Gas	Northern Natural Gas Company	Yellow
Water	City of Ames Water and Pollution Control	Blue
Sanitary/Storm	City of Ames Water and Pollution Control	Green

Iowa One Call phone number is 1-800-292-8989 or 811, twenty-four hours a day.

Completion of Locates

When the locate of University owned and operated utilities is finished the ISU locator will place a white flag marked "Locates Complete" and paint "OK" near the flag in white paint. The flag will be placed near the center of the locate area on small jobs. On larger jobs (over 1000 square feet) multiple flags will be placed. Upon completion of the locate Electrical Distribution will contact the requestor either by email or phone confirming that the Iowa State University utilities have been located.

Proceeding with Proposed Excavation

Upon notification by Electrical Distribution that locates are complete and after the Iowa One Call required 48-hour time period has expired or the locate ticket is noted as all clear on the Iowa One Call ticket check electronic management web site (excluding weekends and University and legal holidays), work may commence.. Excavators have an obligation to dig in a reasonable and prudent manner at all times, taking all necessary and required measures to avoid damaging underground facilities.

Maintaining Locate Information

The requesting party should maintain the locate marks by appropriate methods to minimize locate recall. If markings will be destroyed or otherwise altered during the excavation or work, the requesting party must establish suitable reference points which enable the excavator to locate the underground facilities at all times during the work. It shall be the responsibility of the requesting party to remove and dispose of the flags and bristle line markers upon completion of the work.

Protection of Existing Utilities

Excavation adjacent to underground utilities shall be done with care, and then only after determining the exact location of them. Hand digging or pot-holing with acceptable methods shall be utilized to expose the affected utility to prevent rupture or breaking of the line. Extra caution shall be utilized when working around direct buried electric lines, fiber optic cables and gas mains. Where the excavation undermines an existing utility, an owner approved method of support shall be utilized.

Damages to Existing Utilities

Cost of repairing any damages to existing utilities within the tolerance zone or work performed without requesting locates shall be the responsibility of by the requester. Cost of repairing damages caused by missed locates (actual utility found outside the tolerance zone) shall be the responsibility of ISU Electrical Distribution.

Billing-Internal to Facilities Planning and Management

Billing for locates requested will be handled as follows:

- Capital Projects - A work order will be issued to Electric Distribution by the project construction manager. Examples: Buildings, major remodeling, roads.
- Cost Center Work - A work order will be issued to Electric Distribution by the requester to cover the cost of all locates. Examples: snow fencing, plant material, signage post.
- Utility project work - Utility projects locates will be charged to standing work orders under the Electric Distribution locating cost center. Examples: water main, sewer, sidewalk lighting cables.
- Work on non-ISU utilities - Locates will be charged to the Electric Distribution locating cost center standing work order. Examples: a contractor working on the City of Ames water main or CenturyLink repairing telecommunications cables.

The locate requester being billed shall provide a valid account number on the Request for Locates form .

Billing-External to Facilities Planning and Management

Requested locates by all other University Administrative, Service or Department Offices, Student Organizations, or other Campus Groups will require an account number be provided. The requester will be billed for services rendered

Updated 12/21/16