



Procedure: <i>USA DigAlert Marking</i>	Revision: 2 Effective: 8/16/2019	Prepared By: CQ Approved By: RH
Department: <i>Engineering and Operations</i> Activity: <i>Inland Empire Brine Line</i>	Filename: <i>sop_usa_digalert_marking_081619_update</i> Document No: <i>BRINE LINE – USA DIGALERT – 01</i>	

1. Purpose/Background

Per California Government Code 4216, all owners of subsurface installations, except Caltrans, must register with the USA DigAlert Regional Notification Service. The DigAlert Regional Notification Service must be contacted at least 48 hours prior to any excavation activities (CGC 4216 allows for some exceptions to this rule in emergency situations). SAWPA, is registered with USA DigAlert and receives notifications when excavation activities are proposed near the Brine Line. Per updated California Government Code 4216, the day when a ticket is called does not count as part of the 48-hour notification requirement.

This document establishes the procedures to respond to a USA DigAlert request for markings prior to excavations near the Brine Line, as well as the documentation process associated with such response.

2. Definitions

Excavator – Any contractor or entity conducting any subsurface exploration, including, but not limited to excavation, drilling, etc.

Field staff – Person designated by the Executive Manager of Engineering and Operations as responsible to look USA DigAlert tickets, respond according to the type of ticket received, and document all information related to the marking of the Brine Line in response to the USA DigAlert ticket.

GIS – Geographic Information System

High Priority Utility – High pressure sewer main.

MAS – Maintenance Access Structure

Meet and Mark – A site meeting at the proposed work location requested by either the party conducting the excavation or the owner of the utility to get clarification as to the type of work being conducted and location of the underground utility.

SAWPA – Santa Ana Watershed Project Authority

SOP – Standard Operating Procedure

USA DigAlert – Underground Service Alert

3. Materials/Equipment

- a. Inland Empire Brine Line As-Built records



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- b. 3M Dynatel 1420 Marker Locator, including pods.
- c. Utility Marking Paint (Green, White, and Black)
- d. Measuring tools (wheel, tape)
- e. Vacuum truck
- f. Traffic control instruments (signs, cones)

4. Procedures

4.1. USA DigAlert Tickets

In general, the sequence for USA DigAlert ticket marking is as follows:

- a. Check DigAlert tickets using the Brine Line GIS Application tool. Specific instructions are provided in Section 4.3. The USA DigAlert tickets have a ticket number, as well as an identifier based on the timing of the activity, as well as specific instruction related to the type of ticket:

NORM	Normal ticket
RUSH	Usually reserved for emergency work
NEW	New tickets
UPDT	Updated tickets (no action required)
REMK	Previously called ticket and remarks required
SHRT	Short notice tickets
RXMT	Ticket re-transmittal when part of the work description location is changed
DMEX	Damaged/Exposed facility

- b. All USA DigAlert tickets include the type of work being performed, the Contractor performing the work, the work location, and a contact name. Field staff should always look at this information, understand the type of work proposed, assess the potential impact to the Brine Line based on type of work (some activities present higher risk to the Brine Line than others), contact the responsible party for the excavation to determine more details if they are not provided (such as start time, clarification on work area, request for meet and mark, etc), determine resources required to perform field markings (such as traffic control, assistance from other field staff, etc).



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- c. Field staff are required to visit the work area and provide adequate markings. Specific instructions are provided in Section 4.2.
- d. All information related to the response to the USA DigAlert ticket needs to be entered in the Brine line GIS application. Instructions are provided in Section 4.3.

4.2. USA DigAlert Tickets Markings

USA DigAlert tickets are sent by USA DigAlert of Southern California via e-mail. Tickets can also be accessed through the USA DigAlert web page:

<http://www.digalert.org>

Under ‘Web Services’ select ‘Access Web Services’ and enter SAWPA’s login information.

Tickets can be accessed from a 2-week period at a time from the ‘Ticket Search’ option.

In general, the following information should be included in the marking:

Pipe Material

Pipe Diameter (in inches)

HP (circled) indicating a High Priority Installation

Arrows showing flow direction at each edge of the Brine Line

SAW01 – SAWPA’s DigAlert Facility identifier (SAWPA in lieu of SAW01 is acceptable).

Offset footage – Indicate if the marking is off-set from the location of the Brine Line.

In dirt area, the use of any combination of flags, feathers, and wooden stakes is required. Flags/feathers/stakes should be located over the centerline of the pipe. Information should be identified with paint. However, paint over an unpaved area will fade quickly. In these cases, it is important to meet with the contractor performing the excavation and make them aware of the location of the flags and require them to call out a REMK ticket if excavation will take place near the Brine Line.

As a general rule, field staff should supervise any work in close proximity to the Brine Line. This includes all excavation within 10 feet of the Brine Line. If it’s determined that the work will not impact the Brine Line (in cases where excavation is close horizontally to the Brine Line but not as close vertically [5 feet or more]), field staff is not required to be present. If in doubt, contact Engineering and Operations staff and get direction.

The photo below shows an example of a marking offset from the Brine Line:



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Photograph showing a USA DigAlert marking:

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Note that SAWPA is not required to respond to a USA DigAlert request for any self-performed work. Mark-outs on the Brine Line as a result of work performed on the Brine Line by a SAWPA Contractor shall be decided on a case-by-case basis.

Field staff may be required to monitor the excavation activity if there is a high risk, as determined by Engineering and Operations staff, of damaging the Brine Line. In case the Brine Line or a SAWPA owned facility is damaged by the excavator, field staff should request that the Regional Notification Center is contacted reporting a damaged utility.

4.3 Documenting USA DigAlert Ticket Markings

DigAlerts are documented through the SAWPA developed web-based GIS tools. To access the tools go to:

<http://www.sawpa.net/saritoc/flex/saritoc.html>

SAWPA staff should use their username/password to log in the system. Select the DigAlert option on the left side of the screen:



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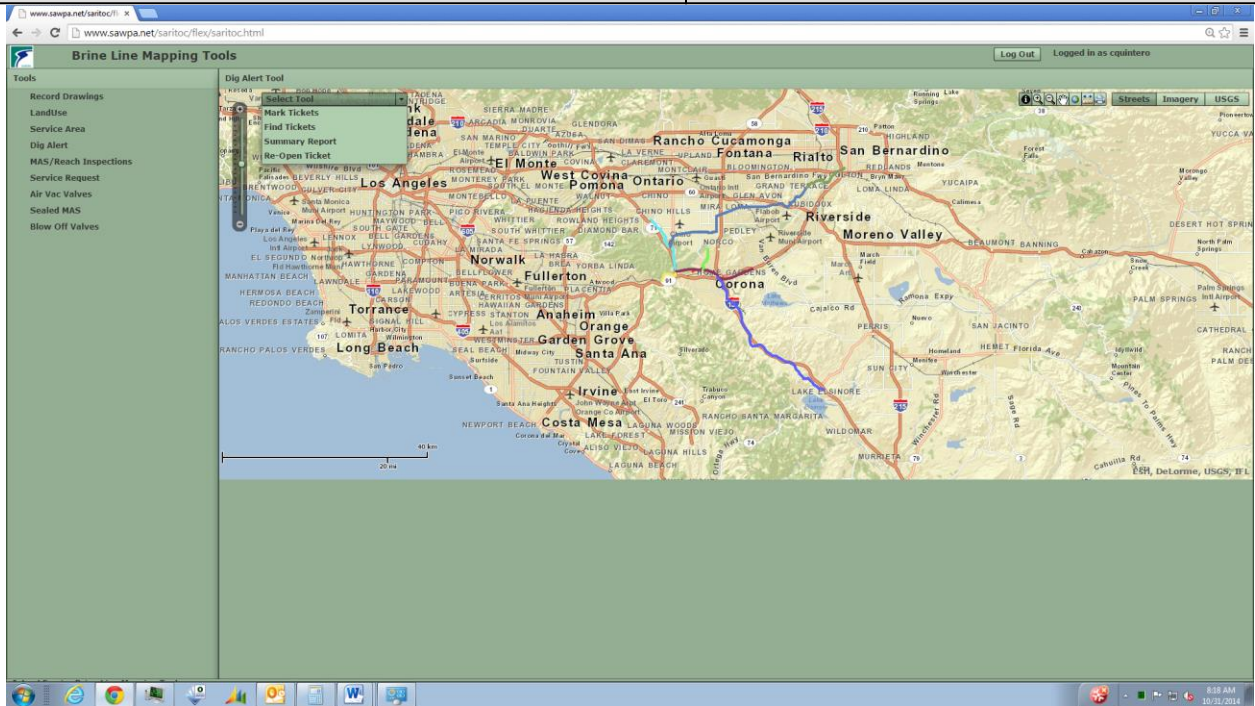
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Under 'Select Tools' click on Mark Tickets to display tickets available.

Tickets are selected by clicking on the ticket number (in the 'Ticket' column). The information required is:

System Information

- Brine Line Reach
- Identify if it's a Brine Line lateral or not
- Pipe diameter, and length impacted by the work area
- Gravity or pressurized section
- Nearest Brine Line structure (MAS, AirVac, Blowoff)

Marking Information

- Field staff name (select from pull down menu)
- Indicate if it's a re-mark



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-Indicate how the line was marked on the field (i.e. using paint, flags) and whether the markings are off-set from the Brine Line and length of the extent of the marking.

-Indicate if a meet-and-mark took place, including location of site visit, date, and time.

-Upload any photos taken of the USA DigAlert work boundary and where the Brine Line was marked.

Complete and Submit

-Add any comments, such as if potholing was performed, name of contractor’s representative, etc.

-Submit information

This information should be completed no more than 24 hours after the Brine Line has been identified and properly marked in response to the USA DigAlert ticket.

The USA DigAlert tickets include coordinates to identify the work area boundary. This is the work area displayed by the GIS system when the user clicks the address (under the ‘Location’ column).

Field staff should always check location of a ticket to determine proximity to the Brine Line. However, field staff should be aware that the coordinates of the work area are defined by USA DigAlert staff based on the description of the party that calls the USA DigAlert ticket. There are, from time to time, instances where the location indicated in the map does not match the location where the excavation is proposed. **It is field staff responsibility to make sure that the exact location where the work is taking place is identified.** Field staff can contact the foreman (or any other contact listed on the ticket) listed in the USA DigAlert ticket and request additional information or get clarification regarding the proposed work and location.



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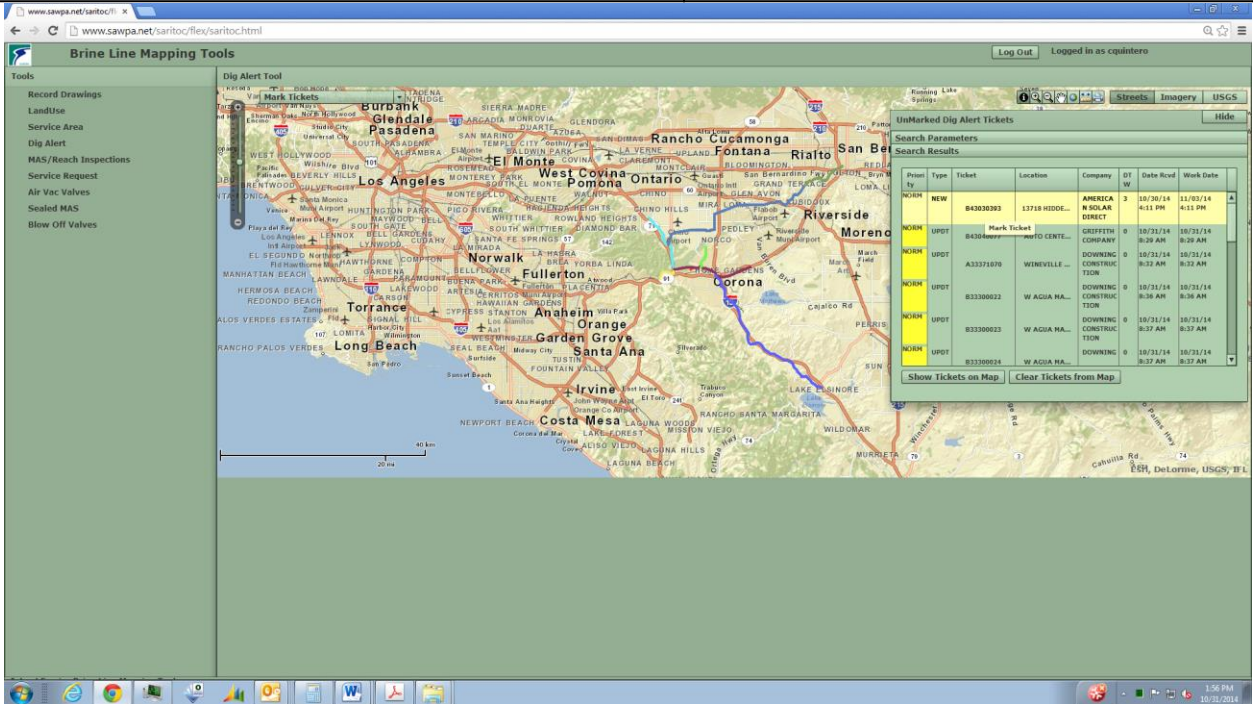
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Once the work location has been identified field staff can use the ‘Record Drawing’ tool in the GIS application to see a copy of the Brine Line as-built plan and determine the horizontal location of the pipe. SAWPA is not required to provide vertical data to any contractor excavating near the Brine Line. It is the responsibility of the contractor excavating to find the Brine Line and confirm actual depth.

As-built drawings must be consulted to assist in finding the location of the Brine Line. Special attention should be made to existing surface features, existing utilities, or any established monuments. Engineering and Operations staff can assist field staff in scaling distances from the plans or try to identify the pipe using other features, such as proximity to existing utilities, older aerial images, etc.

All laterals to the Brine Line from the metering facility to their point of connection to the main line should be marked in response to a DigAlert request. Similarly, on Reach 5 of the Brine Line, all Air Release and Vacuum Valves and Blow-off Valve leader lines should be marked.

Engineering and Operations staff should be notified as soon as practical if a discrepancy is found in the as-built plans in relationship to known features observed in the field.

If at any point there is uncertainty regarding the location of the Brine Line, Engineering and Operations staff should be contacted to determine an appropriate course of action.



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5. Safety

Safety regarding USA DigAlert marking is described in SAWPA’s Injury and Illness Prevention Plan – Section 16

6. Responsibility & Authority

Responsibility for responding to USA DigAlert tickets rests on the Inland Empire Brine Line Engineering and Operations Department. Field staff is assigned the duty to respond to USA DigAlerts, including, but not limited to an assessment of the work location, field visit to identify the Brine Line alignment and placing marks on the ground per USA DigAlert requirements, coordinate and execute meet and marks, and supervision of any work near the Brine Line. If the proposed excavation work area is within 10 feet of the Brine Line, field staff shall require the excavator to physically locate the Brine Line through potholing or any other method as agreed upon by field staff and the excavator. Field staff does not have the authority to waive the potholing requirement. A potholing waiver can only be provided by the Executive Manager of Engineering and Operations, or a Project Manager only after it has been determined that there are no potential impacts to the Brine Line as a result of the proposed excavation activities.

7. References

- a. SAWPA Injury and Illness Prevention Plan
- b. USA DigAlert Delineation Guide
- c. California Government Code Section 4216

8. Procedure Change Approval Summary

All changes to this document shall be approved by the Manager Operations.

9. Attachments

- 9.1. California Government Code Section 4216, including updates effective 1/1/2017.
- 9.2. USA DigAlert Delineation Guide
- 9.3. Sample DigAlert ticket



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Procedure Change Approval Summary

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2	Revise Procedure Change	CQ (August 2019)	
1	Revise marking requirements for work on the Brine Line. Update SOP to incorporate changes to CA Government Code 4216.	CQ (January 2017)	
Revision Number	Summary of Change	Reviewer	Approval

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