Kirkwood
COMMUNITY COLLEGE

College Procedure: 304.15 – Dig Permit

Policy Reference:	304 – Campus Safety and Security
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Operations
Effective Date:	10/15/2012
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Kirkwood Community College is responsible for its own private utilities. The majority of the College utilities/telecommunications distribution system is underground. Any trenching, excavation, or digging operation in an area with buried pipes, cables or other utilities poses a potential hazard to safety and property.

The Procedure

This procedure requires all employees, contracted services and companies digging on campus to submit a Iowa One Call ticket. This procedure does not include surface preparation of fields for row crops.

- The applicant for a Dig Permit must go to Iowa One Call to complete and ticket and waiting for clearance from the Iowa One call service.
- Kirkwood Facilities and Telecommunications departments participate in the Iowa One Call clearance process. These departments will identify and mark applicable private utilities within the requested area and report completion to Iowa One Call.
- No work activity covered by the Iowa One may take place until the applicant receives all clearances.
- The permit must be available for inspection at the work site for the duration of the proposed work.
- If the work extends beyond the permit expiration date, the original dig site, or the utility locates are no longer visible, the applicant must request an extension or remarking through Iowa One Call services.
- If at any time the holder of the permit discovers underground utilities or drainage tile that is not marked or represented where expected, Facilities must be notified by calling POC or 319-398-7777.

- Efforts to locate Communications and Utilities infrastructure will be indicated by flag or paint. Any depth indications are not relevant. No verbal, documented, implied, or electronic depth indications will be meaningful. Assuming any depth for any Utility or Communications infrastructure is at your risk. If crossing utilities is necessary, hand tools are recommended and the expected best practice at Kirkwood. Hand tools should be used at least 18" on either side of markings.

References

Iowa One Call

Definitions

Trenching Operation: The removal of earth to a predetermined depth, width and length in order that a continuous conductor, such as piping, electrical conductors or other channels, be emplaced and covered by the removed earth.

Excavation Operation: The removal of earth to a predetermined depth, width, and length.

Digging Operation: The moving of earth for any reason. This would include driving sign and other posts into the ground.

Drilling Operation: Boring a vertical in the earth regardless of whether the drill must first pass through concrete or asphalt, or other man-made material.

Horizontal Drilling: Any drilling operation where the borehole is not perpendicular to the surface from where the drilling commenced.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	10/15/2012	Troy McQuillen, Vice President, Facilities and Security	New procedure
2	09/03/2019	Cabinet	Procedure template
3	9/2/2026	Troy McQuillen, VP of Operations	Updates related to new Dig Permit Process