




Indiana 811[®]



Know what's **below**. **Call** before you dig.



EXCAVATOR MANUAL



811 or 1.800.382.5544
www.indiana811.org

COLOR CODES FOR MARKING UNDERGROUND UTILITY LINES

RED

Electric Power Lines, Cables, Conduit and Lighting Cables

YELLOW

Gas, Oil, Steam, Petroleum or Gaseous Materials

ORANGE

Communication, Alarm or Signal Lines, Cables or Conduit

BLUE

Potable Water

GREEN

Sewers and Drain Lines

PURPLE

Reclaimed Water, Irrigation and Slurry Lines

PINK

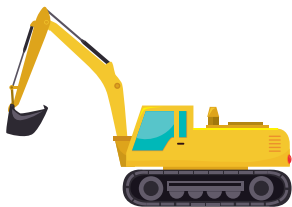
Temporary Survey Markings

WHITE

Proposed Excavation

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PREFACE

This booklet provides basic information on safe excavation practices in Indiana. It is intended as an educational resource only. Please be advised of the following:

- This booklet is not a legal reference. You should consult your attorney, if necessary, for advice on interpreting the law.
- It does not contain the complete text of Indiana Code IC 8-1-26. Log onto the Indiana 811 website (www.indiana811.org) for the full-text version of this law.
- The information in this booklet is subject to change without notice.

Throughout this manual, you will see this symbol.



Please pay special attention to the tips provided with these symbols to help in the process of a safe excavation.



Indiana 811 does not locate or mark underground facilities. Locating and marking facilities is the responsibility of our member underground facility owners.



WHY DO I NEED TO CONTACT INDIANA 811 BEFORE I DIG?

It all begins with planning your work. A careful review of your plans and your work-area prior to the actual excavation can help save you and your company from unexpected downtime, loss of revenue and potential injury.

A safe excavation can be achieved by following the suggestions and processes outlined in this manual.

FIVE STEPS TO SAFE DIGGING

**Plan
Your
Project**

**Contact
Indiana
811**

**Wait for
The
Marks**

**Respect
The
Marks**

**Dig
With
Care**

Click [HERE](#) to watch 5 Steps to Safe Digging.



There may be other company regulations or policies for you to follow, so you should also check with your supervisor.

WHY INDIANA 811?

Indiana 811 is a private, nonprofit, statewide organization established by law (**IC 8-1-26**). It has the responsibility to manage the “call before you dig” process for Indiana.

Indiana 811 is a link between the excavator and the utility owner operators.

The Indiana 811 mission is to serve the needs of customers by providing a process to:

- Protect the public
- Protect the underground infrastructure
- Protect the environment

**Indiana 811
DOES NOT
MARK LINES**

Indiana 811 is only a call or click away:

- The Indiana 811 center operates 24 hours a day, 7 days a week answering calls from anyone who plans to dig in the state of Indiana.
- Professional excavators may submit requests for more than one address via Web Ticket entry at www.indiana811.org
- Indiana 811 also has a single address web ticket entry for homeowners and excavators. Visit www.811NOW.com to participate.



Contact us two full working days before you dig. It's fast, it's free and it's the law!

THE PROCESS OF SAFE DIGGING

The first step to a safe excavation begins during the planning stages. By planning your work, understanding your work area and deciding when to start your dig, you are on your way to digging safely.

Plan before you make the call:

- Determine the route of your excavation on your site.
- Gather all your information.
- Premark the location with white paint, flags or both.

Once you have done these things, please contact Indiana 811 to schedule a locate of your digging project online via web Ticket Entry or 811 single address entry, or by calling 811 or 1-800-382-5544.



By contacting Indiana 811 at least two full working days before you dig, you begin the process to a safe excavation.

Your Excavator ID# will be assigned on your first call to Indiana 811 and is specific to you or your company. It is meant to assist you when calling in a locate request to Indiana 811.

Excavator ID#: _____



WHAT HAPPENS DURING THE PROCESS?

When you click or call Indiana 811, you will need the following information regarding your digging project. You will want to have as much of this information ready as possible:

INDIANA 811 LOCATE WORK ORDER

COUNTY

TOWNSHIP

LOCATION OF WORK-STREET ADDRESS

INTERSECTING STREETS/ROADS

DISTANCE FROM INTERSECTION

DIRECTION

EXTENT OF WORK FROM FRONT/REAR/BOTH SIDES

DATE OF EXCAVATION

START TIME OF EXCAVATION

TYPE OF WORK

CALLER'S NAME

CONTACT NUMBER

CONTRACTOR

FAX NUMBER

CONTACT PERSON/ADDITIONAL INFORMATION

TICKET NUMBER PROVIDED BY INDIANA 811

WHAT HAPPENS AFTER I CONTACT 811?

After you have given all the appropriate information to Indiana 811, this is what happens next:

- The operator will read all information back to you.
- You must listen carefully and verify its accuracy.
- You will be given a list of members that Indiana 811 notifies.
- You will be told when your locate ticket expires.
- You will be given a reference number that is proof of your call. Record the number and keep it for the duration of your excavation or longer when applicable.
- The area to be located must be accessible to our member companies.
- Not all of our members utilize a contract locator. There may be several companies that respond to your locate request.



SO...I'VE CONTACTED 811. WHAT DO I DO NOW? WAIT THE REQUIRED AMOUNT OF TIME.

IC 8-1-26-16: The notice required under subdivision (1) must be received at least (2) full working days, not including weekend or holidays, before the commencement of the work.

Within two full working days of your contact to Indiana 811, member facility operators with underground facilities at or near your excavation site will mark the approximate location of those facilities with color-coded paint or flags. Some notified member companies may clear the ticket by telephone or electronic communications. Make sure that you give accurate contact information when submitting the locate request.



I'VE WAITED MY TWO FULL WORKING DAYS...NOW IT'S TIME TO RESPECT THE MARKS

- Marks may be paint, flags or both.
- Marks may specify conduit or service, or other descriptions.
- There may also be marks that designate an “all clear,” meaning no buried facilities are present in the dig area for that particular utility.
- Marks may be confusing. If you have any questions, you should contact the utility directly.



Faded or Missing Marks

IC 8-1-26-20: Rain, snow, lawn mowing, traffic or other activities may cause you to lose your marks. Should this occur, notify Indiana 811 immediately and have your reference number ready to request a remark. An additional notice of two full working days is required for the remark, so plan accordingly.



Requesting a remark does require an additional notice of two full working days for our members to respond to refresh their marks.

I SEE MY LOCATE MARKS. NOW, CAN I DIG WITH CARE?

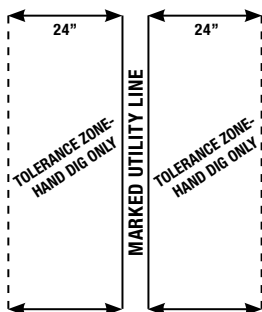
- YOU have planned.
- YOU have made the necessary calls.
- YOU have received your locate marks/flags.
- YOU are now ready to dig...

What do you do now?

Working Within the Tolerance Zone

IC 8-1-26-20: The tolerance zone is a horizontal area, measured from the marks, where the excavator shall excavate in a safe and prudent manner, using hand tools (or other non-invasive tools) to protect the marked underground facility until it is exposed.

Indiana law requires that the excavator observe the tolerance zone during excavation: An area equal to the width of the underground facility plus 24 inches on each side of the buried utility.



Safe and prudent digging within the tolerance zone allows you to safely and fully expose the facility on all sides.

WHAT IS AN EXCAVATION?

IC 8-1-26-6: As used in this chapter, “excavate” means an operation for the movement, placement or removal of earth, rock, or other materials in or on the ground by use of tools or mechanized equipment or by discharge of explosives, including augering, backfilling, boring, digging, ditching, drilling, driving, grading, jacking, plowing in, pulling in, ripping, scraping, trenching and tunneling.

Excavations include, but are not limited to: demolition of buildings or other structures, even if you don’t expect to disturb the earth during demolition.



EXCAVATION METHODS

Approved methods of excavation within a specified tolerance zone include, but not limited to:

- Hand digging
- Pot holding
- Vacuum excavation

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Directional Boring or Horizontal Directional Drilling (HDD) excavators should always properly expose or support each utility facility at each crossing.

Always refer to your HDD Guidelines Book for suggestions when digging within the tolerance zone with this equipment.

Interstate Pipeline companies may have other requirements for their facilities.



EMERGENCY UTILITY REPAIRS

IC 8-1-26-8: As used in this chapter, “imminent danger to life, health, property or loss of service” means there is a substantial likelihood that loss of life, health, property or service will result before the procedures under sections 16 and 18 of this chapter can be completed.



Only actual emergencies should be designated as such when a dig notification is phoned to Indiana 811. Examples of an emergency include a broken natural gas pipe or water main, or interruption of your existing services.

IC 8-1-26-19(C): A person that knowingly provides false notice of an emergency excavation or demolition to the association under subsection (a) may be subject to a civil penalty in an amount recommended by the advisory committee and approved by the commission, not to exceed \$1,000.



WHAT TO DO IF A DAMAGE OR “HIT” OCCURS

Take reasonable appropriate actions needed to protect persons or property and to minimize safety hazards until those agencies and departments and the utility arrive at the scene.

As soon as any damage is discovered, including gouges, dents or breaks to coating, cable sheathes, and cathodic protection anodes or wiring, report the type and location of the damage to the utility and permit the utility a reasonable amount of time to make necessary repairs.



You should always have an updated list of emergency contact numbers for the excavation area including law enforcement, fire, gas and other utilities.



A LIST OF “TO DO’S” DURING EXCAVATION

- **“Do”** keep a reasonable clearance between any underground facility and the cutting edge or point of powered equipment.
- **“Do”** protect and preserve the color-coded markings until those markings are no longer needed for proper and safe excavation.
- **“Do”** call for a remark if the markings are destroyed or removed before excavation is complete and allow two full working days to remark the site.
- **“Do”** be sure someone other than the equipment operator, i.e. the spotter, is there to look for any sign of the underground facility.
- **“Do”** conduct the excavation near the underground facility carefully. Excavate by hand, if necessary, to be able to tell the exact location of the line and to prevent damage.
- **“Do”** protect and support exposed facilities during construction, and then take care while backfilling to maintain support to prevent damage. Be sure that backfill materials are free of any material that could damage the facility.
- **“Do”** request markings in segments as excavation progresses on projects that cover a larger area and progress from one area to the next over a period of time in order to coordinate markings with actual excavation.
- **“Do”** ensure the continuity of your locate request. If your job will last longer than 20 calendar days, you must renew it at least two full working days before it expires.



A LIST OF “DON'TS” DURING EXCAVATION

- **“Don’t”** assume that a pipeline or cable runs straight between line markers.
- **“Don’t”** assume the depth of a utility. Never assume that an underground facility is the same depth throughout the entire route of the excavation.
- **“Don’t”** excavate within the tolerance zones with any other equipment, except what has been recommended in this guide.
- **“Don’t”** phone in emergency locates that aren’t really emergencies.
- **“Don’t”** refresh the utility locators' marks with your own paint. Call Indiana 811 for a remark.
- **“Don’t”** work on someone else’s locate ticket number.
- **“Don’t”** assume all utilities have responded to your request. Assess the proposed excavation area for indications of unmarked facilities.
- **“Don’t”** bend over a gas line or self repair.
- **“Don’t”** ignore minor scrapes and gauges to any line.



THINGS TO REMEMBER

The Indiana 811 Center operates:

24/7/365

24 HOURS A DAY/7 DAYS A WEEK/365 DAYS A YEAR

Processing locate requests from anyone who intends to dig in the state of Indiana.

MAILING ADDRESS

P.O. Box 219
Greenwood, IN 46142

CALL

811 or 1-800-382-5544

ONLINE

www.811Now.com (for single address locate request)



The two full working days notice for utilities to provide locate marks excludes Saturdays, Sundays and State and Federal holidays.

OSHA mandates change regularly. Please make sure that you are up-to-date on any changes.



CLICK BEFORE YOU DIG!

For years, a call to 811 has been your first step for ensuring a safe and successful dig. But now you have an even faster, more convenient way to prepare for your home or small contractor project.

Introducing 811Now— a new online system that allows you to conveniently file a single address locate request. No calling needed.

Now you can complete and submit our easy online form any time of the day or night. Plus, you can review all of your answers before submitting, ensuring the correct information is being dispatched... NOW!

Remember, you must submit your request at least two full working days before the planned excavation.

For additional information and to make a single address request, please visit: 811Now.com