

Downstate New York Safe Excavation Checklist

Use this checklist as your step-by-step guide to help prevent dangerous and costly damage to underground natural gas pipelines and other utilities.

Supervisor: _____ 811 ticket number: _____

Job number: _____ NYC DOB permit number: _____

(NYC Department of Buildings)

Site location: _____

- 1. **State law requires you to call 811 or make an online request** for utility locates *at least two full working days* before any excavation starts, excluding the date of your call, weekends and legal holidays. At no cost to you, **New York 811** will notify member underground facility owners in the immediate area, so the location of buried lines can be marked prior to excavation. Allow more time for long, involved projects.
 - Brooklyn, Queens, Staten Island, Nassau, Suffolk and the Rockaways:
Call 811 or 1-800-272-4480 | newyork-811.com
- 2. **Notify facility owners** who are not members of **New York 811** of your excavation and request locates directly from them. **New York 811** can provide a list of these owners.
- 3. **Before notifying 811, pre-mark your dig area** with white paint, flags or stakes, so locators can more easily identify and mark affected utilities. Document your markings with photos or video.
- 4. **Retain your ticket number** and related documentation. Keep this proof of compliance handy at the job site in case of emergency.
- 5. **If digging in New York City and its five boroughs: The NYC Department of Buildings requires you to provide your 811 ticket number when making normal notification of the commencement of earthwork.** The ticket must address all street frontages associated with the excavation, and all documents related to the notification must be kept onsite and available upon request. To complete the DOB earthwork notification, call 1-212-393-2550.
- 6. **If you will be working within 15 feet of a high-pressure natural gas transmission pipeline or other critical utility:** Prior to digging, you are required to attend an onsite meeting and/or have contact with qualified National Grid representatives to help reduce the risk of excavation-related damage. National Grid **MUST** be onsite during the excavation.
- 7. **Expect a response from every facility operator**, confirming the absence or presence of utility lines in your work area. Document the responses. If you do not get a response, do not dig; call 811.
- 8. **Check the site on your planned excavation date** to confirm that your entire requested dig area has been located. Look for aboveground signs of utilities that have not been marked, such as meters, pipeline markers, valves, etc. Also check for signs of something buried after the locate was completed, such as a fresh trench. If you find unmarked facilities, do not begin work. Call 811.
- 9. **Begin excavation within 10 working days of your locate request.** If your excavation will be delayed, contact 811 to request a re-mark.
- 10. **Maintain the marks.** You are responsible for maintaining locate marks until your excavation is complete. Document marks with photos or video before you dig. If marks fade or are destroyed, call 811 to request a new ticket so the area can be located and marked again. Stop work until the relocates are done.

Smell Gas. Act Fast.



Know what's below.
811 before you dig.

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- 11. Respect the tolerance zone.** Do not use mechanical excavation equipment within the “tolerance zone,” which spans the width of a marked utility plus 24 inches from each indicated outside edge. For your safety, use ONLY hand tools or vacuum technology within this zone.
- 12. Visually verify the location and depth of a marked utility line** by carefully digging test holes with a blunt hand tool. When hand digging, approach from the side rather than the top, and do not use sharp probes. Be sure to find the actual facility, not just the tracer wire or warning tape.
- 13. Locate marks may not be accurate.** If you cannot visually verify the indicated line within the tolerance zone, stop work and notify 811 or the facility operator.
- 14. If you encounter an unmarked line,** stop digging and notify 811 or the facility operator. Never assume a line is abandoned. Always assume lines are in use and present a potential danger.
- 15. If you scrape the coating on a gas pipe or cut a tracer wire,** call National Grid and 811 immediately. Even apparently minor damage can cause the line to fail in the future or become unlocatable.
- 16. Once a natural gas pipeline has been exposed,** excavate around it with caution. Add support if necessary, using materials that will not damage the pipe or its coating. Backfill with care. Please consult National Grid for specific backfill rules.
- 17. Use special care to protect cast-iron pipelines** from damage. Notify National Grid whenever cast-iron gas pipe is exposed or falls within an excavation trench’s angle of repose.
- 18. If you contact a natural gas pipeline and/or suspect a gas leak, assume there’s a danger – even if the damage appears minor.** Warn others, leave the area quickly and stay away until utility personnel say it is safe to return. Do not use matches, lighters or anything electrical (even a phone), as a spark from these items could ignite the gas and cause an explosion. Leave the excavation open and do not attempt to stop the flow of gas. From a safe location, call 911 and National Grid. Also call **811** or **1-800-272-4480**.

To report gas emergencies, call 911 and National Grid immediately.

Brooklyn, Queens and Staten Island: **911** and **1-718-643-4050**

Nassau, Suffolk and the Rockaways: **911** and **1-800-490-0045**

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This is an important notice. Please have it translated.

Este é um aviso importante. Queira mandá-lo traduzir.
Este es un aviso importante. Sírvase mandarlo traducir.
Avis important. Veuillez traduire immédiatement.

Questa é un' informazione importante, si prega di tradurla.
ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY

Это очень важное сообщение.
Пожалуйста, попросите, чтобы
вам его перевели.