

Digging, Trenching, and Excavating Permit

PERMIT EXPIRATION DATE

Digging, Trenching, and Excavating Permit Process

Step 1 - NASA/SSC Initiator:

1. Initiator to complete the Digging, Trenching, and Excavating Permit, NASA C-927.
2. Notify the Ohio Utilities Protection Service (OUPS) for excavations on areas/project segments external to NASA's security fencing.
3. Notify the surveyor 48 hours in advance of the need for marking utilities.
4. Surveyor contacts shall be coordinated with the appropriate NASA contact.

Step 2 - Soil Characteristics (By GRC Soil Coordinator):

1. Ensure that soil handling requirements have been sufficiently determined.
2. Notify NASA Surveyor that pre-excavation identification/marketing activities can proceed.
3. Attach approved Soil Determination Checklist, NASA C-133.

Step 3 - NASA Surveyor:

1. Identify and mark known underground utilities based upon details provided by the contractor.
2. The NASA Surveyor is to: a) Locate existing utilities, and b) Provide a civil site drawing to the contractor.

Step 4 - Safety, Health, and Environmental Division (SHed) Notification:

SHed shall be contacted prior to the commencement of field activities to ensure that a preliminary confined space determination is made.

Step 5 - Point of Contact (POC) Notification:

NASA Initiators shall sign the application to ensure that any known or potential impacts are addressed. "Not Applicable" (N/A) shall be noted if a review is not required.

Step 6 - Verification of Field Activities:

The Digging, Trenching, and Excavating Permit Log (Page 3) shall be used to document the field activities that are performed.

Step 1. NASA/SSC Initiator

NASA/SSC INITIATOR	TELEPHONE NUMBER	DATE
ORGANIZATIONAL NAME/CODE	TELEPHONE NUMBER	MAIL STOP
CONTRACT NUMBER/PROJECT TITLE		
PRIME CONTRACTOR	TELEPHONE NUMBER	
EXCAVATION CONTRACTOR	TELEPHONE NUMBER	
CONTRACTOR REPRESENTATIVE	TELEPHONE NUMBER	
PROJECT SCOPE AND LIMITS		

Excavation Location and Details (Attach NASA Map):

- a. Construction Projects: [Attach Civil Site drawing(s) and highlight/cloud excavation area/segment].
- b. Maintenance Projects: [Attach drawing(s), sketches-indicate location, length, width, depth, and deepest depth of excavation].

Excavation dates: Projected start = _____ Finish = _____

The contractor must contact OUPS at 1-800-362-2764 or 811. YES NOT APPLICABLE

The contractor must mark the excavation area/segment at the site. YES NOT APPLICABLE

The NASA Quality Assurance (QA) must acquire an area clearance. YES NOT APPLICABLE

Will flammable liquids/solvents be used in the excavation by the contractor? YES NOT APPLICABLE

Will the contractor perform hot work activities during installation? YES NOT APPLICABLE

THE HASP/JHA/SPA MUST BE APPROVED PRIOR TO THE START OF WORK.

NASA TASK ORDER (To be completed by surveyor):

NASA SURVEY FIELD BOOK #

PAGE #

Step 2. GRC Soil Coordinator

Soil Characteristics:

GRC Soil Coordinator shall assess soil conditions for contaminants in designated excavation area/segment. The completed Soil Determination Checklist, NASA C-133, shall be attached to the NASA C-927.

NOTES:

GRC SOIL COORDINATOR: _____ DATE: _____

Step 3. NASA Surveyor

Excavation Identification/Marking:

The contractor must mark the centerline of the new utility to be installed in the area/project segment to be excavated. The NASA Surveyor shall mark the location of any existing utility line that may be encountered during excavation. The NASA contact shall coordinate all interfaces between the contractor and the NASA Surveyor.

NOTES:

NASA SURVEYOR (Signature): _____ DATE: _____

Step 4. Safety, Health, and Environmental Division (SHeD)

SHeD Evaluation:

SHeD shall perform a preliminary confined space determination based upon the following:

- < 4 feet deep: No confined space determination is required.
- 4 feet < depth < 20 feet: a confined space determination will be made based on project drawings/data.
- > 20 feet: Permitted confined space —▶ A Confined Space Entry Permit, NASA C-199, is required.

OTHER ISSUES:

A NASA C-199 is required.

SHeD DETERMINATION BY (Signature): _____ DATE: _____

Step 5. Point of Contact (POC) Notification

The following individuals (POCs) shall be contacted by the NASA/SSC initiator prior to the start of planned digging, trenching and excavating activities to ensure that affected personnel are aware of impacts to facility activities; system operations; and vehicular, pedestrian, and emergency evacuation routes. Notification must be made and acknowledgment must be documented. If an impact is not applicable, the individual shall enter N/A on the signature line.

FACILITY MANAGER: _____ TELEPHONE NUMBER: _____

SYSTEM MANAGER
(For the utility being installed): _____ TELEPHONE NUMBER: _____

CIVIL SYSTEM MANAGER: _____ TELEPHONE NUMBER: _____

BUILDING MANAGER: _____ TELEPHONE NUMBER: _____

FD TRAFFIC COORDINATOR: Has the coordinator been notified? YES NO
(Lew is field only)

All excavation activities (digging, inspection, confined space determination, work activity verification, etc., shall be documented on the Digging, Trenching, and Excavating Permit Log, NASA C-927, page 3 of 3.

