

Initial Comments of Midwest Energy, Inc.  
Docket No. 17-GIME-565-GIV

ATTACHMENT A

# EXCAVATOR'S *Manual*



**ONE CALL**

KANSAS



All Locate Requests  
24 Hours a day, 365 days a year  
[www.kansasonecall.com](http://www.kansasonecall.com)

**Wichita:**  
**316.687.2470**

**Nationwide:**  
**811**

**Statewide:**  
**800.dig.safe • 800.344.7233**

## Disclaimer

This manual is designed to serve as a guide to assist excavators with the process of placing an excavation notice and safe excavation practices. It does not, in any way, take the place of the Kansas Underground Utility Damage Prevention Act (KUUDPA) the state statute, or any regulations developed by the Kansas Corporation Commission (KCC). Kansas One-Call has made every attempt to ensure that all information in this booklet is both accurate and true. However, none of the information contained in this booklet should be used for litigation purposes whatsoever.

**All information in this booklet is subject to change without notice.**

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## I. PREFACE

This manual has been prepared for the professional excavator. It is intended to be a reference tool for interacting with Kansas One-Call, the notification center. It is suggested that this manual be kept on hand for future reference when questions or issues arise. It is recommended that this manual be given to all individuals who regularly contact Kansas One-Call. Familiarity with its contents will be very valuable to the user.

If required, additional copies can be obtained from the Kansas One-Call office by calling 316-687-2102. This manual has not been copyrighted by Kansas One-Call. Kansas One-Call authorizes and recommends its duplication.

The contents of this manual, Kansas Statute Annotated #66-1801 — 66-1815 and the Kansas Administrative Regulations are subject to change without notice.

## II. DETERMINING WHO AND WHEN TO CALL

Kansas Statute Annotated #66-1801 — 66-1815 requires anyone who engages in any type of excavation to provide advance notice of at least two full working days, but not more than 15 calendar days, excluding weekends and holidays.

Kansas One-Call was created and organized to provide excavators and the general public with the ability to inform multiple owners of underground facilities of intended excavation with just one phone call.

Kansas One-Call is the communications link between the excavator and the underground facility owner(s) in the state of Kansas. Kansas One-Call **does not** locate any underground facilities. Underground facility markings and flagging are the responsibility of the facility owner. Kansas One-Call is open 24 hours a day, seven days a week to take your excavation requests. Holidays are defined by state statute 66-1802 (s).

Please be advised that calling Kansas One-Call does not affect or impair local ordinances, charters, or other provisions of law requiring permits to be obtained before excavating.

The service provided by Kansas One-Call to excavators is free of charge. The cost of Kansas One-Call is paid, in full, by the underground facility owners/members.

Kansas One-Call should NOT be contacted for any of the following reasons:

- A. To report any type of service outage.
- B. To resolve any type of utility billing problem.
- C. To report any excavation outside the state of Kansas.
- D. To request any type of facility removal or relocation, including meter removals.
- E. To request initiation of any type of utility service.

*(To resolve these items, contact the facility owner directly.)*

Remember that an **emergency** is defined by state law as “Any condition constituting a clear and present danger to life, health, property, or a customer service outage.”

**Call Timeline:**

	Date of the call - does not count.
	Waiting period for locates, includes weekends and holidays.
	Date when digging may begin.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Mon		1	2	ok							
Tue			1	2	ok						
Wed				1	2	ok					
Thu					1		2	ok			
Fri						1	2	ok			
Sat								1	2	ok	
Sun								1	2	ok	

**Locates are valid for 15 calendar days.**

### III. TYPES OF CALLS HANDLED BY KANSAS ONE-CALL

Kansas One-Call accepts and processes three types of calls:

- Excavation or Demolition
- Design and Survey Requests for Planning Purposes
- Emergency Locate Requests

#### Excavation or Demolition Calls

Excavation calls are the most common. In this case, advance notice is being given to underground facility owners of planned excavation. State law requires that notice be given at least two full working days, but not more than 15 calendar days in advance of the beginning of the work.

#### Design/Survey Requests

A second type of call processed by Kansas One-Call is the design/survey request. In this case, excavation in the immediate future is not intended. Rather, a construction project is in the planning stage and information on the location of existing facilities is being sought. Kansas One-Call operators will process a planning notice generally the same way they would an excavation notice.

#### Emergency Requests

An **emergency** locate request is defined as an underground locate request where excavation or demolition must begin prior to the standard two full working days. Under state law, an emergency exists only when one or more of the following conditions are met:

- The unforeseen excavation which, if not performed, could threaten life or health.
- The excavation is required to repair or restore service.
- Excavation is required prior to the two working days in order to prevent property damage.
- An unstable condition exists which may result in any of the conditions listed above (for example, a leak in any service or main, or a fault in a primary or secondary wire or cable). When requesting an emergency request, inform the operator that an emergency situation exists and be prepared to explain which of the above conditions is in effect. The operator will prepare the request for immediate transmission and will issue a start date equal to the time the excavation is scheduled to begin.

Do Not declare an emergency request for any of the following:

- Installation of new utility service.
- Installation of a fence or deck.
- Planting of trees and/or landscaping.

- Installation of a sprinkler system.
- Road construction.
- Any other excavation that can wait for two working days.

### IV. PREPARING LOCATE REQUESTS

Kansas One-Call operators are professionally trained to obtain specific information concerning locate requests. The operators enter information into a computer terminal and, therefore, the order of the questions is preset. There is a definite reason for each question asked. Locate request processing is easy, if the caller is "prepared" to answer all questions. Preparation is the key. The best way to prepare a call is to use the following form to make sure all information is ready and available, before placing the call.

#### Location Request Form

Ticket No. \_\_\_\_\_

Please fill in the form below and be prepared before you call us. It could save you time, money, and protect you from personal injury, property damage, and costly downtime.

Your ID# \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ AM-PM

Your Company Phone: \_\_\_\_\_ Person Calling: \_\_\_\_\_

Your Company Address: \_\_\_\_\_

Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Alternate Person: \_\_\_\_\_

Assigned Start Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ AM-PM

Duration: \_\_\_ Days Boring or Trenchless Excavation Yes or No?

Explosives Yes or No? Type of Work: \_\_\_\_\_

Work Being Done For: \_\_\_\_\_

County: \_\_\_\_\_ City: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Sect-Qtr: \_\_\_\_\_

Location: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

On what street, how far and what direction from nearest cross street, on what side of street? Or street address: \_\_\_\_\_



Following is a brief explanation of each question asked by Kansas One-Call center operators.

**Caller Identification.** Both state law and One-Call policies require the Center to determine the identification of the person calling in a locate request. Mailing address information is obtained so we can use the list to mail information from time to time. In order to speed the process of taking locate requests in the future, a caller identification number (not a billing account) is established for each caller.

The easiest way to bring up your caller information (if you have called in the past) is by giving the operator your caller ID number. If you do not have that information, the operator can find your information by your phone number. If an account has already been established, all of the information under "Caller ID" is supplied by the computer database. If you are calling the One-Call Center for the first time, the information will be obtained and an ID number will be assigned, so these questions do not have to be asked each time you call. Make a note of the caller ID number given by the operator in order to speed the processing of future locate requests.

- **Type of Request.** Kansas One-Call operators will not specifically ask what type of call is being placed. This generally becomes clear from the caller's opening remarks. Your locate request will be coded into one of the following categories:
- **First Request.** This is the first time you have called to have underground lines located for this particular excavation or demolition job. Most requests fall into this category.
- **Design/Survey Request.** As explained earlier, this is a request for the location of underground lines at a site where work will be performed in the future. The location of lines is needed now for planning purposes.
- **Emergency.** The definition of emergencies was discussed in Section III.
- **Major Project.** A major project is one which will continue for a significant distance or length of time. The operator will get general information about the work to be done and the general location of the work in order to determine which members might have facilities along the path of the work. (**Note:** This category should rarely be used as most projects can be broken into smaller identifiable pieces which can be easily described).
- **Non-Response Request.** If a member has not responded to an earlier request, a second request for marking can be taken for the member(s) who did not respond. In these cases, the operator will ask for the ticket number assigned to the earlier request. If you do not remember or have lost the earlier ticket number, the operator will file another new request but it will take longer, another two working days. So, it is very important that you record the ticket number for every call you place with the call center.

- **Change of Information.** Should you discover that some information provided in an earlier request was incorrect (e.g. you gave the operator N. Maple and it should be S. Maple), or there is a change in marking instructions, it is imperative that you contact the One-Call center with the ticket number assigned to the earlier request and allow the utilities another two full working days notice.
- **Cancel Request.** Should something happen and your excavation/demolition project is not going forward at this time, the locate request should be cancelled so members do not waste time locating underground lines unnecessarily.
- **Update.** If your work has not been completed within 15 calendar days from the start date of the prior request, you may re-validate the locate request. The operator will ask for the ticket number of the earlier request. Also, you must allow the facility owners another two full working days notice.
- **Relocate.** A request to have the lines remarked.
- **Work Date and Time.** When do you plan to begin work? The state law requires that advance notice be given at least two full working days, but not more than 15 calendar days, before the work begins. The operator will tell you when the two full working days will be up. If you request the lines be located in less than two full working days, the operator will take the locate information and it will be transmitted to the members in the area. Members will make every effort to locate their lines before you begin your work. However, you should be aware that the state law gives utilities two full working days to locate their underground lines. This information will be passed onto the Kansas Corporation Commission for possible action. Any damage done within these two full working days could lead to serious consequences.
- **Use of Explosives?** Will any type of explosives be used in the proposed excavation or job?
- **Duration?** How long will the excavation take?
- **Type of Work Being Done.** Field locators need to know the extent of the job. Operators, therefore, need to identify the specific reason for the work, not just the work method. For example, "installation of a sanitary sewer lateral" is much more helpful than "digging for a sewer line."
- **Work Being Done For.** The identification of who the work is being performed for is another resource for obtaining additional information about the project. The customer's name or the general contractor's name is sufficient.
- **Trenchless Excavation.** Is any excavation performed in a manner that does not allow the excavator to visually observe the placement of the new facility. This term shall include underground boring, tunneling, horizontal augering, directional drilling, plowing, and geo-probing.



- **Work Location.** One-Call operators must get specific information concerning the location, within 300 ft. of the work to be done in order to determine which members are to be notified. The member utilities must be able to find the excavation site in order to locate their underground lines.
- **County.** Kansas One-Call takes locate requests in all 105 of the state's counties. In which county will the work be done?
- **City or Town.** If the work is to be done in a city, town or community, tell the operator. If the location is in a rural area, provide the closest city or town to the excavation site.
- **Address.** If the work site is in a city, town or community, the operator will ask for the specific street address of the location. Keep in mind that some streets are known only by their general name (Main) when in fact it is divided into N. Main and S. Main. Also keep in mind that there may be a Maple Street and a Maple Lane. A specific address shall be provided whenever possible. If a street address is not available, operators will ask for the following information:

- a) What is the name of the street;
- b) What side (N,S,E,W) of that street;
- c) Name of an intersecting street; and
- d) How far and in what direction is the site from the intersection.

The following are examples of the proper information when identifying the location of the job site:

- a) 1973 Industrial Blvd.
- b) On the east side of 19th Street, approximately 1/2 block north of Main Street.

Because different members might need to be notified for different locations, Kansas One-Call policies require that a separate locate request be filed for each job site. In other words, the installation of 15 sewer laterals will result in the filing of 15 separate locate requests. Large projects can be covered by one request provided the work is one continuous job and can be properly described on a single request form and is estimated to be completed within fifteen calendar days.

**Rural Areas:** In all areas, member service areas are determined by the geographic location (**within 300 feet**) of the job site. The processing of your request will be faster and more accurate if you can supply the latitude and Longitude or township, range, section and quarter-section of the site (legals). Since a section covers one square mile in area, the operator still needs to know the location of the site within the section. In this case, the following locations would be adequate:

- On North side of County Road #171, 200 ft. west of the intersection with County Road #93
- From the north city limits of Smithtown, take Highway #123 north 3 miles, turn east on county road #47, go 6 miles, then north on county road #85 for 1 mile. Job site is across from Friendship Baptist Church.

Another method to identify the work location is by **Latitude and Longitude**. With a GPS receiver, identify the degrees, minutes and seconds or the degrees in decimal form of your job site. The Kansas One-Call operator will also ask you which map projection your GPS unit is set to; NAD 27 or NAD 83. The Kansas One-Call operator will still require driving directions from the nearest town even if you know the lat/long or the legal's so the locator can arrive at defined location and mark your excavation area. The following is an example using a GPS receiver:

- I need to file a locate request using Latitude and Longitude. The Latitude is 35 degrees, 47 minutes and 53 seconds. The Longitude is 95 degrees, 22 minutes and 05 seconds. From the north city limits of Smithtown, take Highway #123 north 3 miles, turn east on county road #47, go 6 miles, then north on county road #85 for 1 mile. Job site is across from Friendship Baptist Church on the northwest corner of the intersection. I need the area marked in a 500 foot radius of the white flag or stake.

**Marking Instructions.** After identifying the location of the job site, Kansas One-Call operators will identify what portion of the job site is to be marked out. In identifying this area, the following guidelines should be considered:

- Right and left should **not** be used as directions since they are relative points of view.
- If the excavation is in a roadway, marking instructions could include:
  - a) Mark curb to curb.
  - b) Mark from lot line to lot line in the road right-of-way.
  - c) Mark from the center line of road to N,S,E,W lot line or curb.
- Kansas One-Call operators try not to use "mark the entire lot". Many lots are very large and are, therefore, difficult to mark. If possible, try to list the specific area to be marked.

The following are examples:

- a) Mark the west 20 feet of the lot.
- b) Mark from the front of the house to the curb.
- c) Mark the NW corner of the lot.
- d) Mark the area from the house north approximately 100 feet to the barn.
- e) Mark a 20 foot radius around the perimeter of the house.



- In all cases, Kansas One-Call is looking for a description of the area to be marked. Operators will **not** accept instructions to mark a particular facility (e.g., “mark the gas line at this address”).
- If the information seems incomplete, the operator will note that the information obtained is the best available. The locate request will be transmitted to members who may need additional information before locating their facilities.

**Meet on Site** - This type of request may be filed indicating that you wish to meet with the locator to define the excavation in more detail. This is considered a **special request** and allows the utilities **four working days** to mark the area. You will not be given a start date & time from the Kansas One-Call Operator. Please review the full Meet On Site language in the Kansas Administrative Regulations. (Section XII)

#### “DEFINITIONS”

- A. Center Lane(s) - In a four lane street, the two lanes at the center of the pavement.
- B. Cul de Sac Street - A local street open at one end with a special provision for turning around.
- C. Culvert - Any pipe or structure under a roadway/driveway to facilitate drainage of surface water.
- D. Curb Lane(s) - Traffic or parking lane immediately adjacent to the curb.
- E. Curb to Curb - The paved area of a road right-of-way between the two curblines.
- F. Curb to Property Line - The area between the curb and the front property line including terrace and/or sidewalk.
- G. Curblines - The point where the curb meets the edge of the street pavement.
- H. Easement - A right to use or control the property of another for designated purposes.
- I. Frontage Road - A local street or road auxiliary to and located on the side of an arterial highway for service to abutting property and adjacent areas and for control of access.
- J. Front Lot Line - (Same as street right-of-way line) The property line adjacent to the street right-of-way.
- K. Highway - A public way for purpose of vehicular travel, including the entire area within the highway right-of-way.

- L. Intersection - The general area where two or more highways join or cross, within which are included the roadway and roadside facilities for traffic movements in that area.
- M. Interchange - A system of interconnecting roadways in conjunction with one or more grade separations providing for the movement of traffic between two or more roadways on different levels.
- N. Long Side - Indicates excavations on both sides of the pavement with probable bore of pavement.
- O. Lot Line - A line marking the legal limits of an individual's property.
- P. Lot Line to Lot Line - The area between the two side lot lines on private property or the entire road right-of-way.
- Q. Median - The portion of a divided highway separating the traveled ways for traffic in opposite directions.
- R. Parkway - The area between the edge of pavement and the sidewalk or property line if no sidewalk exists.
- S. Property Line - See Lot Line (O).
- T. Rear Lot Line(s) - Property lot line at the rear of the lot (area opposite street) that connects the two side lot lines.
- U. Right-of-Way - Dedicated street area bounded by two generally parallel lines called right-of-way lines. Another name for these lines is front property lines.
- V. Road - Highway in rural area
- W. Road Bore - See Long Side (N).
- X. Roadside - A general term denoting the area adjoining the outer edge of the roadway. Extensive area between the roadways of a divided highway may also be considered roadside.

**Whitelined?** Whenever possible, it is suggested that the proposed work area be identified with white paint, flags or stakes. This will provide locators with an accurate understanding of the proposed excavation area. When the location of proposed excavation is identified in this manner, the boundaries of the proposed site should be indicated in white to avoid conflict with the colors used to identify existing underground facilities. **See 66-1804 and the Kansas Administrative Regulations for more information.**



**Meet on Site & Whitelining** - Most locate requests can be explained to an operator over the phone. In situations where excavation projects are large and complicated, a meeting with utility locators can simplify an explanation of the project. One-Call operators will take a request for a meeting and will pass it along to the members. However, it should be understood that One-Call operators cannot schedule utility work crews. If the requested time is not convenient, the utility should contact the excavator to arrange a new time. Even if a meeting is requested, the operator still must be given sufficient information about the location and extent of the planned work for the center to be able to determine which members are to be notified. For example, suppose a caller says the work is to be done in the 500 block of Main Street and requests a meeting at 9 a.m. on Wednesday. At the meeting, the excavator explains that work also will be done on Oak and Maple running north from Main Street. Other members who might have facilities on Oak or Maple but not on Main might not have been notified of the job. If a meeting is requested, it should be set for the job site. Do not ask for a meeting at Fred's Café.

A meeting should be requested only when it seems impossible to explain the entire project over the phone. Many times, what seems to be a complicated project can be easily described over the phone if it is broken into several pieces. For example, instead of trying to describe a major project involving work on four streets, break the project down into four locate requests involving the work on each of the four streets. If the job site does not involve streets but rather, a complex route in an open field, it would be best to mark the route of the project with white stakes or paint. Ask the Kansas One-Call operator to "mark the staked route between the barn and a point approximately 1000 feet west". See 66-1804 (e) and the Kansas Administrative Regulations for more information on these topics.

## V.

### WHAT HAPPENS AFTER THE CALL IS MADE

After the operator completes the locate request, the ticket is processed by a computer at Kansas One-Call. The computer analyzes the address of the job site on the ticket. The computer determines which underground facility members have elected to receive the information based upon the address of the job site on the ticket. The computer then transmits the message to the members via various communications links. Some members receive the information through a direct phone conversation with the staff at the call center. The locate information is received at the utilities' mapping or screening departments. Trained personnel review the locate request in comparison with their maps and records. It is their


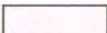




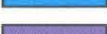

responsibility to decide whether or not the location of the work site is close to existing underground facilities. If the underground facility member has no underground facilities in the area of the proposed excavation they shall notify the excavator that it has no facilities in the area of proposed excavation. See KSA 66-1806 ( a & b ) Once it is determined that markings are required, the ticket is dispatched to a field locator who will locate and mark the excavation site with paint, stakes, and/or flags. Members generally mark facilities according to specific guidelines and color codes (see Section VI).

**Note: In some cases, the underground facilities belong to the owner of the property rather than to the utility. For example, the utility may own the pipe/conductor up to a meter at the edge of the property. The pipe/conductor from the meter to the house or out-buildings may belong to the home/property owner. Some members may locate these lines on the property even though they are owned by the home/property owner, while other members will not locate lines they do not own.**

## VI.

### RESPONSIBILITIES OF THE FACILITY OWNER

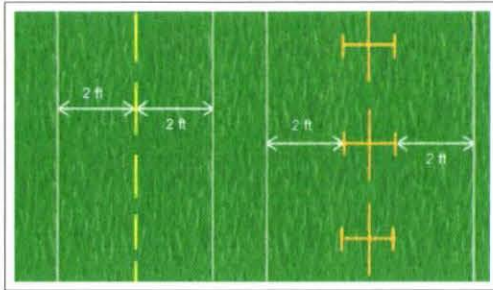
After receiving and screening the locate request, each underground facility member will mark, in a reasonable manner, the location of facilities in the field in order to enable the excavator to easily recognize the location of buried facilities. Underground facility members will mark or otherwise identify facilities according to the following color codes.

	<b>WHITE</b> - Proposed Excavation
	<b>PINK</b> - Temporary Survey Markings
	<b>RED</b> - Electric Power Lines, Cables, Conduit and Lighting Cables
	<b>YELLOW</b> - Gas, Oil, Steam, Petroleum or Gaseous Materials
	<b>ORANGE</b> - Communication, Alarm or Signal Lines, Cables or Conduit
	<b>BLUE</b> - Potable Water
	<b>PURPLE</b> - Reclaimed Water, Irrigation and Slurry Lines
	<b>GREEN</b> - Sewers and Storm Drain Lines

Underground facility members will use stakes, flags, paint or other suitable materials in varying combinations dependent upon the type of surface to be marked. These marks will be in sufficient quantity to clearly identify the routes of the facility. The markings may also include the initials of the underground facility owner.



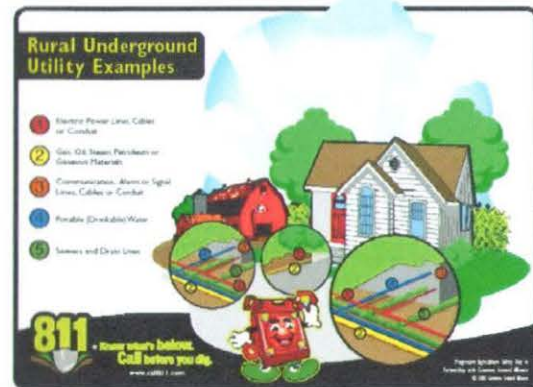
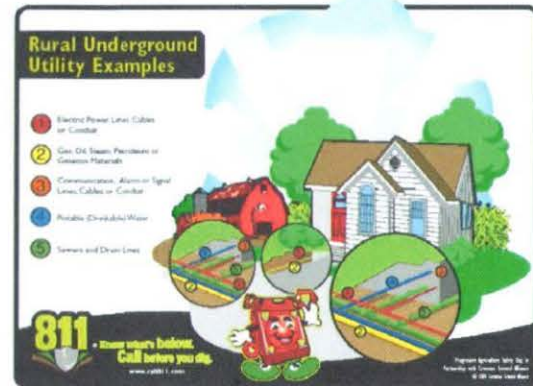
**NOTE: LOCATION MARKINGS ARE ESTIMATES AND THE EXACT LOCATION MAY VARY BY UP TO 24 INCHES on either side of the marks. (See KSA 66-1802, P).**



When the surface over the underground facility is expected to be destroyed, supplemental offset markings may be required. Such markings shall identify the direction and distance to actual facility.

Emergency locates are given top priority. Underground facility members shall make a reasonable effort to mark their facilities within two hours of receiving notification or before excavation is scheduled to begin, whichever is later.

Underground facility members will, upon receiving a request through Kansas One-Call re-mark a job site. If the re-marking request is received within two working days of the original start date, members will re-mark facilities, generally within one working day.



Please be aware that facility members are required to locate **only** those facilities which they own or operate. (See the definition of "operator" in KSA #66-1802, J)

## VII. RESPONSIBILITIES OF THE EXCAVATOR (AFTER MAKING THE CALL)

Many people believe that, by notifying Kansas One-Call of intended excavation, they have completed all of their responsibilities with respect to the locating process. This is not the case. Notifying Kansas One-Call is only the first step and there are several other responsibilities which need to be considered.

**After the markings have been made, excavators are required to maintain a minimum clearance of two feet between a marked and unexposed utility underground facility and the cutting edge or point of any power-operated excavating or earth moving equipment. IF EXCAVATION IS REQUIRED WITHIN TWO FEET, HORIZONTALLY, OF ANY MARKING, THE EXCAVATION SHOULD BE PERFORMED WITH EXTREME CARE AND WITHOUT DAMAGE. (See KSA #66-1802, P and 66-1809.) Hand digging is recommended in these areas!**

Excavators are cautioned that equipment may disturb the soil just by the nature of the equipment, or by weight and/or other characteristics of the equipment. If, during the course of excavation, a facility has been exposed, it is the excavator's responsibility to inspect and support these facilities prior to backfilling. The excavator also must ascertain if the facilities have been struck or damaged in any capacity, including being pulled on or "kinked." **If damage of any kind is discovered or any suspicion of damage exists, it is the excavator's responsibility to immediately notify the facility owner directly (KSA #66-1810). The excavator must take any other action deemed necessary to protect persons and property and to minimize hazards until the arrival of the operator's personnel or emergency first responders arrive. In other words, stay on the job site. If the protective covering of an electrical line is penetrated or dangerous gases or fluids are escaping from a broken line, the excavator immediately shall inform emergency personnel (911) of the municipality in which such electrical short or broken line is located.**

Excavators should plan their work so as to minimize damage to markings. Repeatedly having to call for re-marks could be evidence of a violation for failure to excavate in a prudent manner. Many excavators mistakenly believe that Kansas One-Call is responsible for the actual markings of facilities. This is not the case. Kansas One-Call takes information from the excavator and relays it to the underground facility members. Each facility member is responsible for ensuring that their facility is properly marked. When one underground facility member indicates that



they have no facilities in conflict with a specific excavation, the excavator must realize that this does not mean that "Kansas One-Call" has cleared the site; nor does it mean that other facilities are not at that location. Excavators are reminded not to begin excavation until all underground facilities have been marked, including those that might be operated by facility owners not participating in Kansas One-Call.



**Once the utility lines have been marked and you're ready to dig in the vicinity of utility lines...**

- ✓ Use only rounded/blunt edged tools.



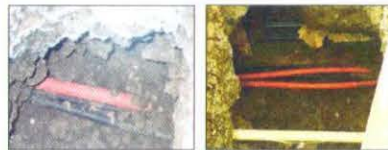
- ✗ Don't use axes, hand or powered posthole diggers, picks, mattocks, pry/probing bars or mechanized equipment, as these often result in damage.

- ✓ Keep the face of the shovel parallel with the utility line markings.

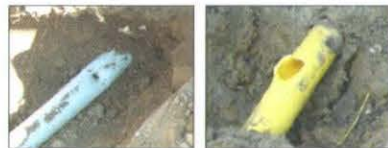


- ✓ If the utility line is visible, keep the face of the shovel parallel with the utility line and use all precautions when removing the soil from around the utility line.
- ✗ Don't be aggressive with digging close to utility lines.

- ✗ Don't pry against a utility line.
- ✗ Don't take for granted that a utility line will be at a certain depth.
- ✗ Don't assume an unmarked line is abandoned.
- ✗ Don't assume that a utility line that is uncovered will be the only one. There may be another line underneath or close by.



- ✗ Don't become frustrated if you do not encounter a utility line right away. Frustration can lead to carelessness and eventual damage to the utility line.



- ✗ Don't expose excessive lengths of a utility line.
- ✗ Don't leave utility lines exposed while unattended.
- ✗ Don't attempt to move underground utility lines.

## VIII. REQUEST LIFEPSAN/REMARKING

**Locate Request Lifespan:** How long is a ticket valid? The state law states that excavators must give notice at least two full working days but not more than 15 calendar days before the work is to begin. If a project does not begin within 15 calendar days of the date of the locate request, or if work is interrupted for more than 15 calendar days, a new request needs to be filed with Kansas One-Call. As of Jan, 2003, the state law states that the notice of intent to excavate or any subsequent updates shall be valid for 15 calendar days after the excavation start date and such notice shall only describe an area in which the proposed excavation reasonably can be completed within the 15 calendar days. In order to keep the locate request valid for any excavation for any period longer than 15 calendar days, the excavator shall file an "update" with Kansas One-Call no later than the twelfth calendar day from the initial excavation start date.

**Updates and Re-Marking:** If lines need to be re-marked because work or weather has obliterated the original marks, you should call the One-Call Center with a "relocate" request and tell the operator that lines need to be re-marked and allow the facility owners another two full working days notice. **Keep in mind**, state law now states that "no person shall make repeated requests for remarking unless the request is due to circumstances not reasonably within the control of such person." In other words, updating a ticket repeatedly without any excavation taking place just to keep a ticket open or valid is now a **violation** of state law.

## IX. DEPTH OF FACILITIES

Kansas One-Call does not have information on the specific location or depth of buried facilities. In fact, facility owners themselves frequently are reluctant to provide depth information to the caller. While it is true that most facility owners follow certain depth requirements or guidelines when installing lines, they have no control over depth variation caused by human intervention, weather, erosion or other circumstances. For example, suppose a facility is buried three feet below the surface in a given area. Following installation, a landscaper adds one foot to the top soil. In this case, the facility is now four feet deep. On the other hand, if the landscaper were to remove one foot of dirt, that facility would only be two feet below the surface. In addition to human intervention, the effects of weather, such as erosion, can affect the depth of underground facilities.



Save Time?!  
Use the Internet to file your locates to  
Kansas One-Call.  
Call 1.800.344.7233 for more information.

## X. REPORTING PROBLEMS

There are several problems which the excavator may encounter during the locating process. Kansas One-Call and the Kansas Corporation Commission will assist in the resolution of these problems. Following are some of the more commonly experienced problems, with a brief description of the proper procedures to follow.

**Failure to Locate Facilities Prior to Start Date:** If the start date and time arrives and one or more members has failed to mark the facilities or has marked the facilities incorrectly, you can call Kansas One-Call and file a "non-response" ticket. This second request will be sent to the members who did not mark their lines and did not contact you to say it has no facilities at the dig site. To ensure the safety of the excavation crews and the general public, you should not begin work until you are confident that all facilities have been marked correctly.

If a member company consistently fails to mark facilities prior to the start date after you have given at least two working days notice, a complaint can be filed with the KCC. KCC personnel will investigate the problem and assist in seeking a resolution. Kansas One-Call and the KCC are interested in the excavator's concerns and will assist in any way possible to resolve problems. **You may contact the KCC by calling (800) 662-0027 to file a complaint.**

**Legal Matters:** Kansas One-Call maintains a complete record of all locate requests from excavators and of all dig notices to member operators. These records are kept for a minimum of five years. In addition, all phone calls regarding locate requests to and from the One-Call Center are recorded and the tapes are also kept for five years. Kansas One-Call can be of assistance in providing copies of these records in the case of a dispute. In some cases, there may be a fee involved in record retrieval. Kansas One-Call has various methods of searching for these records. The quickest method of obtaining a record is through the use of the ticket number assigned to the locate request. Records can be found from other

information, such as the date, the calling company and the excavation location, but the process is more difficult. The more information which can be supplied, the quicker the proper record can be found.

## XI. Chapter 66. - Public Utilities Article 18. - Underground Utility Damage Prevention Act

### With Changes Mandated by HB 2637 Statute 66-1802

Definitions. As used in this act:

- (a) "Damage" means any impact or contact with an underground facility, its appurtenances or its protective coating, or any weakening of the support for the facility or protective housing which requires repair.
- (b) "Emergency" means any condition constituting a clear and present danger to life, health or property, or a customer service outage.
- (c) "Excavation" means any operation in which earth, rock or other material below the surface is moved or otherwise displaced by any means, except tilling the soil for normal agricultural purposes, or railroad or road and ditch maintenance that does not change the existing railroad grade, road grade and/or ditch flowline, or operations related to exploration and production of crude oil or natural gas, or both.
- (d) "Excavator" means any person who engages directly in excavation activities within the state of Kansas, but shall not include any occupant of a dwelling who:
  - (1) Uses such dwelling as a primary residence; and
  - (2) excavates on the premises of such dwelling.
- (e) "Facility" means any sanitary sewer, underground line, system or structure used for transporting, gathering, storing, conveying, transmitting or distributing potable water, gas, electricity, communication, crude oil, refined or processed petroleum, petroleum products or hazardous liquids; facility shall not include, any stormwater sewers, production petroleum lead lines, salt water disposal lines or injection lines, which are not located on platted land or inside the corporate limits of any city.
- (f) "Locatable facility" means facilities for which the tolerance zone can be determined by the operator using generally accepted practices such as as-built construction drawings, system maps, probes, locator devices or any other type of proven technology for locating.
- (g) "Marking" means the use of stakes, paint, flags or other clearly



- identifiable materials to show the field location of underground facilities, in accordance with the rules and regulations promulgated by the state corporation commission in the administration and enforcement of this act.
- (h) "Municipality" means any city, county, municipal corporation, public district or public authority located in whole or in part within this state which provides firefighting, law enforcement, ambulance, emergency medical or other emergency services.
  - (i) "Notification center" means the statewide communication system operated by an organization which has as one of its purposes to receive and record notification of planned excavation in the state from excavators and to disseminate such notification of planned excavation to operators who are members and participants.
  - (j) "Operator" means any person who owns or operates an underground tier 1 or tier 2 facility, except for any person who is the owner of real property wherein is located underground facilities for the purpose of furnishing services or materials only to such person or occupants of such property.
  - (k) "Preengineered project" means a public project or a project which is approved by a public agency wherein the public agency responsible for the project, as part of its engineering and contract procedures, holds a meeting prior to the commencement of any construction work on such project in which all persons, determined by the public agency to have underground facilities located within the construction area of the project, are invited to attend and given an opportunity to verify or inform the public agency of the location of their underground facilities, if any, within the construction area and where the location of all known and underground facilities are duly located or noted on the engineering drawing as specifications for the project.
  - (l) "Permitted project" means a project where a permit for the work to be performed must be issued by a city, county, state or federal agency and, as a prerequisite to receiving such permit, the applicant must locate all underground facilities in the area of the work and in the vicinity of the excavation and notify each owner of such underground facilities.
  - (m) "Person" means any individual, partnership, corporation, association, franchise holder, state, city, county or any governmental subdivision or instrumentality of a state and its employees, agents or legal representatives.
  - (n) "Production petroleum lead line" means an underground facility used for production, gathering or processing on the lease or unit, or for delivery of hydrocarbon gas and/or liquids to an associated tank battery, separator or sales facility. Production petroleum lead lines shall include underground lines associated with lease fuel and saltwater disposal and injection.

- (o) "Platted land" means a tract or parcel of land which has been subdivided into lots of less than five acres for the purpose of building developments, including housing developments, and for which a surveyor's plat has been filed of record in the office of the register of deeds in the county where the land is located.
- (p) "Tier 1 facility" means an underground facility used for transporting, gathering, storing, conveying, transmitting or distributing gas, electricity, communications, crude oil, refined or reprocessed petroleum, petroleum products or hazardous liquids.
- (q) "Tier 2 facility" means an underground facility used for transporting, gathering, storing, conveying, transmitting or distributing potable water or sanitary sewage.
- (r) "Tier 3 facility" means a water or wastewater system utility which serves more than 20,000 customers who elects to be a tier 3 member of the notification center pursuant to this subsection. The operator of a tier 3 facility shall:
  - (1) Develop and operate a locate service website capable of receiving locate requests;
  - (2) publish and maintain a dedicated telephone number for locate services;
  - (3) maintain 24-hour response capability for emergency locates; and
  - (4) employ not less than two individuals whose primary job function shall be the location of underground utilities. Operators of tier 3 facilities shall make either such website or contact information available to the notification center. The notification center shall collect and charge a fee of \$500 a year for each tier 3 facility. No other fee, charge or cost shall be assessed to a tier 3 facility by the notification center. Tier 3 members shall be subject to all provisions of 66-1804, 66-1805, 66-1806 and amendments thereto.
- (s) "Tolerance zone" means the area ~~within~~ not less than 24 inches of the outside dimensions in all horizontal directions of an underground facility, except that a larger tolerance zone for a tier 1, 2, or 3 facility may be established by rules and regulations adopted under K.S.A. 2007 Supp. 66-1815, and amendments thereto. An operator of a water or wastewater facility may elect to use a tolerance zone for such water or wastewater facility in which tolerance zone means the area not less than 60 inches of the outside dimensions in all horizontal directions of an underground water or wastewater facility upon notification of the excavator, except that a larger tolerance zone may be established by rules and regulations adopted under K.S.A. 2007 Supp. 66-1815, and amendments thereto.
- (t) "Update" means an additional request from the excavator to extend the



time period of the request for intent to excavate beyond the 15 calendar day duration of the request.

- (u) "Whitelining" means the act of marking by the excavator the route or boundary of the proposed excavation site with white paint, white stakes or white flags.
- (v) "Working day" means every day, Monday through Friday beginning at 12:01 a.m., except for the following officially recognized holidays: New Year's day, Memorial day, Independence day, Labor day, Thanksgiving day, the day after Thanksgiving and Christmas.

#### **Statute 66-1803**

Excavator's duty to ascertain location of facilities.

An excavator shall not engage in excavation near the location of any underground facility without first having ascertained, in the manner prescribed in this act, a location of all underground facilities in the proposed area of the excavation.

*History: L. 1993, ch. 217, S. 3; July 1*

#### **Statute 66-1804**

Notice of intent of excavation.

- (a) Except in the case of an emergency, an excavator shall serve notice of intent of excavation at least two full working days, but not more than 15 calendar days before the scheduled excavation start date, on each operator having underground tier 1 facilities located in the proposed area of excavation.
- (b) An excavator may serve notice of intent of excavation at least two full working days, but not more than 15 calendar days before the scheduled excavation start date, on each operator of tier 2 facilities located in the proposed area of excavation.
- (c) The notice of intent to excavate or any subsequent updates shall be valid for 15 calendar days after the excavation start date and such notice shall only describe an area in which the proposed excavation reasonably can be completed within the 15 calendar days.
- (d) No person shall make repeated requests for remarking unless the request is due to circumstances not reasonably within the control of such person.
- (e) The notice of intent of excavation shall contain the name, address and telephone number of the person filing the notice of intent, the name of the excavator, the date the excavation activity is to commence and the type of excavation being planned. The notice shall also contain the specific location of the excavation.
- (f) The person filing the notice of intent to excavate shall, at the request of the operator, whitenline the proposed excavation site when the

description of the excavation location cannot be described with sufficient detail to enable the operator to ascertain the location of the proposed excavation.

- (g) The provisions of this section shall not apply to a preengineered project or a permitted project, except that the excavators shall be required to give notification in accordance with this section prior to starting such project.

#### **Statute 66-1805**

Notification center.

- (a) This act recognizes the establishment of a single notification center for the state of Kansas. Each operator who has an underground facility shall become a member of the notification center.
- (b) For operators of tier 1 facilities or operators of tier 2 facilities that desire notification in the same manner as operators of tier 1 facilities, the notification center shall provide prompt notice of any proposed excavation to each affected operator that has facilities recorded with the notification center in the area of a proposed excavation site.
- (c) For operators of tier 2 facilities that desire direct contact with the excavator, the notification center shall provide the excavator with the name and contact information of the affected operator that has facilities recorded with the notification center in the area of the proposed excavation.
- (d) Notification, to operators as defined in subsection (b) shall be given by notifying the notification center by telephone at the toll free number or by other communication methods approved by the notification center. The content of such notification shall be as required by K.S.A. 2001 Supp. 66-1804, and amendments thereto.
- (e) Notification to operators as defined in subsection (c) may be given by notifying the operator of tier 2 facilities using the contact information provided by the notification center. The content of such notification shall be as required by K.S.A. 66-1804, and amendments thereto.
- (f) Each operator who has an underground facility within the state shall be afforded the opportunity to become a member of the notification center on the same terms as the original members.
- (g) A suitable record shall be maintained by the notification center to document the receipt of notices from excavators as required by this act.
- (h) A suitable record shall be maintained by operators of tier 2 facilities that desire direct contact with the excavator pursuant to subsection (c) to document the receipt of notices from excavators.
- (i) The notification center shall charge and collect an annual membership fee in the amount of \$25 from each tier 2 facility member.
- (j) The notification center shall charge a referral fee to tier 2 facility



members in an amount no more than 50% of the referral fee rate charged to tier 1 facility members.

- (k) Upon request of the operator, the person filing the notice of intent to excavate shall whitenline the proposed excavation site prior to locates being performed.
- (l) The notification center established pursuant to this section shall be and is hereby deemed to be a public agency and shall be subject to the provisions of the open records act, K.S.A. 45-215 et seq., and amendments thereto, and the open meetings act, K.S.A. 75-4317 et seq., and amendments thereto, except that the notification center or board of directors, or successor managing organization shall not disseminate, make available or otherwise distribute data or information provided by an operator of a tier 1, 2 or 3 facility unless such dissemination, making available or distributing is necessary for the state corporation commission or the notification center to carry out legal duties or specific statutory duties prescribed under this chapter.
- (m) On and after July 1, 2009, the notification center's board of directors shall include two members from tier 2 facilities and 1 member from tier 3 facilities.
- (n) The notification center shall prepare an annual report which describes the activities of such center. An annual audit of the notification center shall be conducted by an independent certified public accountant. The notification center shall provide copies of such reports to each member of the notification center and shall be subject to the open records act, K.S.A. 45-215, et seq., and amendments thereto.
- (o) The notification center shall solicit proposals for operation of the notification center not more than every five years which shall be awarded in an open meeting by the board of directors of the notification center. The bidding process prescribed by this subsection shall be subject to the open records act, K.S.A. 45-215 et seq., and amendments thereto.
- (p) The notification center shall conduct a cost of service audit not more than every five years or as otherwise requested by the board of directors of the notification center or a majority of the members of such center.

#### **Statute 66-1806**

Identification of location of facilities; duties of operator; liability for damages.

- (a) Within two working days, beginning on the later of the first working day after the excavator has filed notice of intent to excavate or the first day after the excavator has whitenlined the excavation site, an operator served with notice, unless otherwise agreed between the parties, shall inform the excavator of the tolerance zone of the underground facilities of the operator in the area of the planned excavation by marking,

flagging or other acceptable method.

- (b) If the operator of tier 2 facilities cannot accurately mark the tolerance zone, such operator shall mark the approximate location to the best of its ability, notify the excavator that the markings may not be accurate, and provide additional guidance to the excavator in locating the facilities as needed during the excavation.
- (c) The operator of tier 2 facilities shall not be required to provide notification of the tolerance zone for facilities which are at a depth at least two feet deeper than the excavator plans to excavate but does have to notify the excavator of their existence.
- (d) If the operator of a tier 1 facility has no underground facilities in the area of the proposed excavation, such operator, before the excavation start date, shall notify the excavator that it has no facilities in the area of proposed excavation by telephone, facsimile, marking the area all clear or by other technology that may be developed for such purposes.
- (e) If the excavator notifies the notification center, within two working days after the initial identification of the tolerance zone by the operator, that the identifiers have been improperly removed or altered, the operator shall make a reasonable effort to reidentify the tolerance zone within one working day after the operator receives actual notice from the notification center.
- (f) If the excavator has provided notice to an operator pursuant to K.S.A. 66-1804, and amendments thereto, and the operator fails to comply with subsections (a), (b) or (c) or notifies the excavator that it has no underground facilities in the area of the planned excavation, the excavator may proceed and shall not be liable to the operator for any direct or indirect damages resulting from contact with the operator's facilities, except that nothing in this act shall be construed to hold any excavator harmless from liability to the operator in those cases of gross negligence or willful and wanton conduct.
- (g) For economic damages in any civil court of this state, failure of an operator to inform the excavator within two working days of the tolerance zone of the underground facilities of the operator in the manner required by subsection (a) of K.S.A. 2001 Supp. 66- 1806, and amendments thereto, shall not give rise to a cause of action on the part of the excavator against an operator, except that nothing in this act shall be construed to hold any operator harmless from liability in those cases of inaccurate marking of the tolerance zone, gross negligence or willful and wanton conduct. Such failure may subject an operator to civil penalties as determined by the state corporation commission.
- (h) Any person claiming that an operator has failed to inform the excavator within two working days of the tolerance zone of the underground facilities of the operator shall file a complaint with the state corporation



commission requesting enforcement of subsection (a) within one year of becoming aware of the violation.

- (i) All tier 1 facilities installed by an operator after January 1, 2003, shall be locatable.
- (j) All tier 2 facilities installed by an operator after July 1, 2008, shall be locatable.

#### **Statute 66-1807**

Emergency excavations.

- (a) In the case of an emergency which involves danger to life, health or property or which requires immediate correction in order to continue the operation of an industrial plant or to assure the continuity of public utility service, excavation, maintenance or repairs may be made without using explosives, if notice and advice thereof, whether in writing or otherwise are given to the operator or notification center as soon as reasonably possible.
- (b) If an operator receives a request to locate its facilities for an emergency condition, such operator shall make a reasonable effort to identify the location of its facility within two hours of receiving notification or before excavation is scheduled to begin, whichever is later.
- (c) Any person providing a misrepresentation of an emergency excavation may be subject to the penalties set out in K.S.A. 2001 Supp. 66-1812, and amendments thereto.

*History:*

#### **Statute 66-1808**

Application of other laws.

This act shall not be construed to authorize, affect or impair local ordinances, resolutions or other provisions of law concerning excavating or tunneling in a public street or highway or private or public easement.

*History:* L. 1993, ch. 217, S. 8; July 1.

#### **Statute 66-1809**

Excavator's duty to exercise reasonable care.

- (a) Upon receiving information as provided in K.S.A. 2001 Supp. 68-1806, and amendments thereto, an excavator shall exercise such reasonable care as may be necessary for the protection of any underground facility in and near the construction area when working in close proximity to any such underground facility.
- (b) An excavator using a trenchless excavation technique shall meet minimum operating guidelines as prescribed in rules and regulations developed and adopted by the state corporation commission in support of this act.

*History:*

#### **Statute 66-1810**

Contact with or damage to facility; procedure.

When any contact with or damage to any underground facility occurs, the operator shall be informed immediately by the excavator. Upon receiving such notice, the operator immediately shall dispatch personnel to the location to provide necessary temporary or permanent repair of the damage. If the protective covering of an electrical line is penetrated or dangerous gases or fluids are escaping from a broken line, the excavator immediately shall inform emergency personnel of the municipality in which such electrical short or broken line is located and take any other action as may be reasonably necessary to protect persons and property and to minimize hazards until arrival of the operator's personnel or emergency first responders.

*History:*

#### **Statute 66-1811**

Effect of violation of act, liability for damages; application of other laws.

- (a) In a civil action in a court of this state when it is shown by competent evidence that personal injury, death or other damages, including damage to any underground facilities, occurred as a result of a violation of this act, there shall be a rebuttable presumption of negligence on the part of the violator.
- (b) In no event shall the excavator be responsible for any damage to underground facilities if such damage was caused by the failure of the operator to correctly and properly mark the location of the tolerance zone of the damaged facility.
- (c) Nothing in this act is intended to limit or modify the provisions of:
  - (1) K.S.A. 60-258a, and amendments thereto; or
  - (2) the national electrical safety code, which would otherwise be applicable.

*History:*

#### **Statute 66-1812**

Violation of act, civil penalties and injunctive relief.

Any person to whom this act applies, who violates any of the provisions contained in this act, shall be subject to civil penalties and injunctive relief as set out in K.S.A. 66-1,151, and amendments thereto, and any remedies established in rules and regulations promulgated by the state corporation commission in support of this act.

*History:*



**Statute 66-1813**

Administration and enforcement by corporation commission.

This act shall be administered and enforced by the state corporation commission of the state of Kansas. *History: L. 1993, ch. 217, S. 13; July 1.*

**Statute 66-1814**

Severability.

If any provision of this act or the application thereof to any person or circumstance is held invalid, the remainder of the act and the application of such provision to other persons or circumstances shall not be affected thereby.

*History: L. 1993, ch. 217, S. 14; July 1.*

**Statute 66-1815**

Providing for rules and regulations.

- (a) The state corporation commission shall have full power and authority to adopt all necessary rules and regulations for carrying out the provisions of K.S.A. 66-1801 through 66-1814, and amendments thereto.
- (b) This section shall be part of and supplemental to the Kansas underground utility damage prevention act.

## XII.

### Kansas Administrative Regulations Article 14. - Kansas Underground Utility Damage Prevention Act

**82-14-1. Definitions.** The following terms as used in the administration and enforcement of the Kansas underground utility damage prevention act, K.S.A. 66-1801 et seq. and amendments thereto, shall be defined as specified in this regulation.

- (a) "Backreaming" means the process of enlarging the diameter of a bore by pulling a specially designed tool through the bore from the bore exit point back to the bore entry point.
- (b) "Commission" means the state corporation commission of Kansas.
- (c) "Drill head" means the mechanical device connected to the drill pipe that is used to initiate the excavation in a directional boring operation. This term is sometimes referred to as the drill bit.
- (d) "Excavation scheduled start date" means the later of the start date stated in the notice of intent of excavation filed by the excavator with the notification center or the start date filed by the excavator with a tier 2 member or tier 3 member.

- (e) "Excavation site" means the area where excavation is to occur.
- (f) "Locatable" has the meaning of that word as used in "locatable facility," which is defined in K.S.A. 66-1802 and amendments thereto. In addition to the requirements for locating underground facilities, as specified in K.S.A. 66-1802 and amendments thereto, the operator shall be able to locate underground facilities within 24 inches of the outside dimensions in all horizontal directions of an underground facility using tracer wire, conductive material, GPS technology, or any other technology that provides the operator with the ability to locate the pipelines for at least 20 years.
- (g) "Locate" means the act of marking the tolerance zone of the operator's underground facilities by the operator.
- (h) "Locate ball" means an electronic marker device that is buried with the facility and is used to enhance signal reflection to a facility detection device.
- (i) "Meet on site" means a meeting between an operator and an excavator that occurs at the excavation site in order for the excavator to provide an accurate description of the excavation site.
- (j) "Notice of intent of excavation" means the written notification required by K.S.A. 66-1804 and amendments thereto.
- (k) "Notification center," as defined in K.S.A. 66-1802 and amendments thereto, means the underground utility notification center operated by Kansas One-Call, inc.
- (l) "Pullback operation" means the installation of facilities in a directional bore by pulling the facility from the bore exit point back to the bore entry point.
- (m) "Pullback device" means the apparatus used to connect drilling tools to the facility being installed in a directional bore.
- (n) "Reasonable care" means the precautions taken by an excavator to conduct an excavation in a careful and prudent manner. Reasonable care shall include the following:
  - (1) Providing for proper support and backfill around all existing underground facilities;
  - (2) using nonintrusive means, as necessary, to expose the existing facility in order to visually determine that there will be no conflict between the facility and the proposed excavation path when the path is within the tolerance zone of the existing facility;
  - (3) exposing the existing facility at intervals as often as necessary to avoid damage when the proposed excavation path is parallel to and within the tolerance zone of an existing facility; and
  - (4) maintaining the visibility of the markings that indicate the location of underground utilities throughout the excavation period.
- (o) "Tier 1 member" means any operator of a tier 1 facility, as defined



- in K.S.A. 66-1802 and amendments thereto, or any operator of a tier 2 facility, as defined in K.S.A. 66-1802 and amendments thereto, that elects to be a tier 1 member of the notification center pursuant to K.A.R. 82-14-3.
- (p) "Tier 2 member" means any operator of a tier 2 facility, as defined in K.S.A. 66-1802 and amendments thereto, that elects to be a tier 2 member of the notification center.
- (q) "Tier 3 member" means any operator of a tier 2 facility, as defined in K.S.A. 66-1802 and amendments thereto, that meets the requirements for a tier 3 facility, as defined in K.S.A. 66-1802 and amendments thereto, and elects to be a tier 3 member of the notification center.
- (r) "Tolerance zone" has the meaning specified in K.S.A. 66-1802 and amendments thereto. The tolerance zone shall not be greater than the following:
- (1) 25 inches for each tier 1 facility; and
  - (2) 61 inches for each tier 2 facility.
- (s) "Trenchless excavation" means any excavation performed in a manner that does not allow the excavator to visually observe the placement of the new facility. This term shall include underground boring, tunneling, horizontal auguring, directional drilling, plowing, and geoprobing. (Authorized by and implementing K.S.A. 2008 Supp. 66-1815; effective Jan. 19, 2007; amended P-\_\_\_\_\_.)

**82-14-2. Excavator requirements.** In addition to the provisions of K.S.A. 66-1804, K.S.A. 66-1807, K.S.A. 66-1809, and K.S.A. 66-1810 and amendments thereto, the following requirements shall apply to each excavator:

- (a) If an excavator directly contacts a tier 2 member or a tier 3 member, the excavation scheduled start date shall be the later of the following:
- (1) The excavation scheduled start date assigned by the notification center; or
  - (2) two full working days after the day of contact with the tier 2 member or tier 3 member.
- (b) Unless all affected operators have provided notification to the excavator, excavation shall not begin at any excavation site before the excavation scheduled start date.
- (c) If a meet on site is requested by the excavator, the excavation scheduled start date shall be no earlier than the fifth working day after the date on which the notice of intent of excavation was given to the notification center or to the tier 2 member or tier 3 member.
- (d) Each notice of intent of excavation shall include the name and telephone number of the individual who will be representing the excavator.

- (e) Each description of the excavation site shall include the following:
- (1) The street address, if available, and the specific location of the proposed excavation site at the street address; and
  - (2) an accurate description of the proposed excavation site using any available designations, including the closest street, road, or intersection, and any additional information requested by the notification center.
- (f) If the excavation site is outside the boundaries of any city or if a street address is not available, the description of the excavation site shall include one of the following:
- (1) An accurate description of the excavation site using any available designations, including driving directions from the closest named street, road, or intersection;
  - (2) the specific legal description, including the quarter section; or
  - (3) the longitude and latitude coordinates.
- (g) An excavator shall not claim preengineered project status, as defined in K.S.A. 66-1802 and amendments thereto, unless the public agency responsible for the project performed the following before allowing excavation:
- (1) Identified all operators that have underground facilities located within the excavation site;
  - (2) requested that the operators specified in paragraph (g)(1) verify the location of their underground facilities, if any, within the excavation site;
  - (3) required the location of all known underground facilities to be noted on updated engineering drawings as specifications for the project;
  - (4) notified all operators that have underground facilities located within the excavation site of the project of any changes to the engineering drawings that could affect the safety of existing facilities; and
  - (5) complied with the requirements of K.S.A. 66-1804(a), and amendments thereto.
- (h) If an excavator wishes to conduct an excavation as a permitted project, as defined in K.S.A. 66-1802 and amendments thereto, the permit obtained by the excavator shall have been issued by a federal, state, or municipal governmental entity and shall have been issued contingent on the excavator's having met the following requirements:
- (1) Notified all operators with facilities in the vicinity of the excavation of the intent to excavate as a permitted project;
  - (2) visually verified the presence of the facility markings at the excavation site; and
  - (3) complied with the requirements of K.S.A. 66-1804(a) and amendments thereto.



- (i) If the excavator requests a meet on site as part of the description of the proposed excavation site given to the notification center, the tier 2 member, or the tier 3 member, then the excavator shall document the meet on site and any subsequent meetings regarding facility locations with a record noting the name and company affiliation for the representative of the excavator and the representative of the operator that attend the meeting. The excavator shall keep this record for at least two years. This documentation shall include the following:
- (1) Verification that the description of the excavation site is understood by both parties;
  - (2) the agreed-upon excavation scheduled start date;
  - (3) the date and time of the meet on site; and
  - (4) the name and company affiliation of each attendee of the meet on site.
- (j) Each excavator using trenchless excavation techniques shall develop and implement operating guidelines for trenchless excavation techniques. At a minimum, the guidelines shall require the following:
- (1) Training in the requirements of the Kansas underground utility damage prevention act;
  - (2) training in the use of nonintrusive methods of excavation used if there is an indication of a conflict between the tolerance zone of an existing facility and the proposed excavation path;
  - (3) calibration procedures for the locator and sonde if this equipment is used by the excavator;
  - (4) recordkeeping procedures for measurements taken while boring;
  - (5) training in the necessary precautions to be taken in monitoring a horizontal drilling tool when backreaming or performing a pullback operation that crosses within the tolerance zone of an existing facility;
  - (6) training in the maintenance of appropriate clearance from existing facilities during the excavation operation and during the placement of new underground facilities;
  - (7) for horizontal directional drilling operations, a requirement to visually check the drill head and pullback device as they pass through potholes, entrances, and exit pits; and
  - (8) emergency procedures for unplanned utility strikes.
- (k) If any contact with or damage to any underground facility or the facility's associated tracer wire, locate ball, or associated surface equipment occurs, the excavator shall immediately inform the operator. (Authorized by K.S.A. 2008 Supp. 66-1815; implementing K.S.A. 66-1803 and K.S.A. 66-1809; effective Jan. 19, 2007; amended P-\_\_\_\_\_.)

- 82-14-3. Operator requirements.** In addition to the provisions of K.S.A. 66-1806, K.S.A. 66-1807, and K.S.A. 66-1810 and amendments thereto, the requirements specified in this regulation shall apply to each operator.
- (a) Each operator shall inform the notification center of its election to be considered as a tier 1 member, tier 2 member, or tier 3 member.
- (b) Unless otherwise agreed to between the notification center and the operator, any operator of a tier 2 facility may change its membership election once every calendar year by informing the notification center of the operator's intention on or before November 30 of the preceding calendar year.
- (c) Each tier 1 member shall perform the following:
- (1) File and maintain maps of the operator's underground facilities or a map showing the operator's service area with the notification center; and
  - (2) file and maintain, with the notification center, the operator's telephone contact number that can be accessed on a 24-hour-per-day basis.
- (d) Each tier 2 member shall perform the following:
- (1) Establish telephone or internet service with the ability to receive notification from excavators on a 24-hour-per-day basis;
  - (2) file with the notification center updated maps of the operator's underground facilities or a map showing the operator's service area;
  - (3) file with the notification center the operator's current telephone contact number or numbers that can be accessed on a 24-hour-per-day basis;
  - (4) file with the notification center the operator's preferred method of contact for all referrals received from the notification center; and
  - (5) maintain for at least two years all information provided by the excavator pursuant to K.A.R. 82-14-2(e) and (f).
- (e) Each tier 3 member shall perform the following:
- (1) File with the notification center updated maps of the operator's underground facilities or a map showing the operator's service area;
  - (2) file with the notification center the operator's current telephone contact number or numbers that can be accessed on a 24-hour-per-day basis;
  - (3) file with the notification center the operator's preferred method of contact for all referrals received from the notification center;
  - (4) maintain for at least two years all information provided by the excavator pursuant to K.A.R. 82-14-2(e) and (f);
  - (5) develop and operate a locate service web site capable of receiving locate requests;
  - (6) publish and maintain a dedicated telephone number for locate services;



- (7) maintain 24-hour response capability for emergency locates; and
- (8) employ at least two technically qualified individuals whose job function is dedicated to the location of underground utilities.
- (f) Except in cases of emergencies or separate agreements between the parties, each operator of a tier 1 facility shall perform one of the following, within the two working days before the excavation scheduled start date assigned by the notification center:
  - (1) Inform the excavator of the location of the tolerance zone of the operator's underground facilities in the area described in the notice of intent of excavation; or
  - (2) notify the excavator that the operator has no facilities in the area described in the notice of intent of excavation.
- (g) Except in cases of emergencies or separate agreements between the parties, the operator of a tier 2 facility shall perform one of the following within the two working days before the excavation scheduled start date assigned by the notification center or the tier 2 member or tier 3 member, whichever is later:
  - (1) Mark the location of its facilities according to the requirements of subsections (m) and (n) in the area described in the notice of intent of excavation and, if applicable, notify the excavator of the operator's election to require a tolerance zone of 60 inches; or
  - (2) inform the excavator that the operator's underground facilities are expected to be at least two feet deeper than the excavator's planned excavation depth and that the location of its facilities will not be provided for the affected tier 2 facilities.
- (h) Each operator of a tier 2 facility that notifies an excavator of its election to require a tolerance zone of 60 inches shall record and maintain the following records of the notification for at least two years:
  - (1) The name of the excavator contacted for the notification of a 60-inch tolerance zone;
  - (2) the date of the notification; and
  - (3) a description of the location of the excavation site.
- (i) Each operator of a tier 2 facility that notifies an excavator of its election not to provide locates for its facilities that are expected to be two feet deeper than the excavator's maximum planned excavation depth shall record and maintain the following records of the notification for at least two years:
  - (1) The name of the excavator notified that the operator will not provide locates;
  - (2) the excavator's maximum planned excavation depth;
  - (3) the date of the notification; and
  - (4) a description of the location of the excavation site.
- (j) If the operator of a tier 2 facility is unable to provide the location of

- its facilities within a 60-inch tolerance zone, the operator shall mark the approximate location of its facilities to the best of its ability, notify the excavator that the markings could be inaccurate, remain on site or in the vicinity of the excavation, and provide additional guidance to the excavator in locating the facilities as needed during the excavation.
- (k) Each tier 2 facility constructed, replaced, or repaired after July 1, 2008 shall be locatable. Location data shall be maintained in the form of maps or any other format as determined by the operator.
- (l) The requirement to inform the excavator of the facility location shall be met by marking the location of the operator's facility and identifying the name of the operator with flags, paint, or any other method by which the location of the facility is marked in a clearly visible manner.
- (m) In marking the location of its facilities, each operator shall use safety colors substantially similar to five of the colors specified in the American national standards institute standard no. Z535.1-2002, "American national standard for safety color code," not including annex A, dated July 25, 2002 and hereby adopted by reference, according to the following table:

Facility Type	Color
Electric power distribution lines and transmission lines	Safety red
Gas distribution and transmission lines, hazardous liquid distribution and transmission lines	Safety yellow
Telephone, telegraph, and fiber optic system lines; cable television lines; alarm lines; and signal lines	Safety orange
Potable water lines	Safety blue
Sanitary sewer main lines	Safety green

- (n) If the facility has any outside dimension that is eight inches or larger, the operator shall mark its facility so that the outside dimensions of the facility can be easily determined by the excavator.
- (o) If the facility has any outside dimension that is smaller than eight inches, the operator shall mark its facility so that the location of the facility can be easily determined by the excavator.
- (p) The requirement to notify the excavator that the tier 1 operator has no facilities in the area described in the notice of intent of excavation shall be met by performing one of the following:
  - (1) Marking the excavation site in a manner indicating that the operator has no facilities at that site; or
  - (2) contacting the excavator by telephone, facsimile, or any other means of communication. Two documented attempts by the



- operator to reach an excavator by telephone during normal business hours shall constitute compliance with this paragraph.
- (q) If the notice of intent of excavation contains a request for a meet on site, the operator shall meet with the excavator at a mutually agreed-upon time within two working days after the day on which the notice of intent of excavation was given.
  - (r) After attending a meet on site, the operator shall inform the excavator of the tolerance zone of the operator's facilities in the area of the planned excavation within two working days before the excavation scheduled start date that was agreed to at the meet on site.
  - (s) Any operator may request that the excavator whitelist the proposed excavation site.
  - (t) If the operator requests that the excavator whitelist the excavation site, the operator shall have two working days after the whitelining is completed to provide the location of the tolerance zone.
  - (u) If the operator requests that the excavator use whitelining at the excavation site, the operator shall document the whitelining request and any subsequent meetings regarding the facility location for that excavation site. The operator shall maintain records of the whitelining documentation for two years after the excavation scheduled start date. The documentation shall include the following:
    - (1) A record stating the name and contact information of the excavator contacted for the request for whitelining;
    - (2) verification that both parties understand the description of the excavation site;
    - (3) the agreed-upon excavation scheduled start date; and
    - (4) the date and time of the request for whitelining.
  - (v) Each operator that received more than 2,000 requests for facility locations in the preceding calendar year shall file a damage summary report at least semiannually with the Kansas corporation commission. The report shall include information on each incident of facility damage resulting from excavation activity that was discovered by the operator during that period. For each incident, at a minimum the following data, if known, shall be included in the report:
    - (1) The type of operator;
    - (2) the type of excavator;
    - (3) the type of excavation equipment;
    - (4) the city or county, or both, in which the damage occurred;
    - (5) the type of facility that was damaged;
    - (6) the date of damage, specifying the month and year;
    - (7) the type of locator;
    - (8) the existence of a valid notice of intent of excavation; and
    - (9) the primary cause of the damage.

- (w) The damage summary report for the first six months of the calendar year shall be due on or before August 1 of the same calendar year. The damage summary report for the last six months of the calendar year shall be due on or before February 1 of the next calendar year. (Authorized by K.S.A. 2008 Supp. 66-1815; implementing K.S.A. 66-1806, as amended by L. 2008, ch. 122, sec. 8; effective Jan. 19, 2007; amended P-\_\_\_\_\_.)

**82-14-4. Notification center requirements.** In addition to the provisions of K.S.A. 66-1805 and amendments thereto, the executive director of the notification center shall ensure that the following requirements are met:

- (a) Notice shall be provided to each affected operator of a tier 1 facility of any excavation site for which the location has been requested pursuant to K.S.A. 66-1804(e), and amendments thereto, and K.A.R. 82-14-2 (e) or (f) if the affected operator is a tier 1 member and has facilities recorded with the notification center in the area of the proposed excavation site.
- (b) If the affected operator is a tier 2 member and has a facility recorded with the notification center in the area of the proposed excavation, the notification center shall provide the excavator with the name of the tier 2 member and contact information for the tier 2 member.
- (c) If the affected operator is a tier 3 member and has facilities recorded with the notification center in the area of the proposed excavation, the notification center shall provide the excavator with the name of the tier 3 member and the preferred method of contact for the tier 3 member.
- (d) Notice provided by the notification center directly to the operators of tier 2 facilities of any excavation site shall be deemed to meet the requirements of subsections (b) and (c) if the operator agrees to the method of notification.
- (e) A record of receipts for each notice of intent of excavation shall be maintained by the notification center for two years, including an audio record of each notice of intent of excavation, if available, and a written or electronic version of the notification sent to each operator that is a tier 1 member.
- (f) A copy of the notification center's record documenting the notice of intent of excavation shall be provided to the commission or to the person giving the notice of intent of excavation, upon request.
- (g) A quality control program shall be established and maintained by the notification center. The program shall ensure that the employees receiving and recording the notices of intent of excavation are adequately trained. (Authorized by K.S.A. 2008 Supp. 66-1815; implementing K.S.A. 66-1805, as amended by L. 2008, ch. 122, sec. 7; effective Jan. 19, 2007; amended P-\_\_\_\_\_.)



**Tier 3 member notification requirements.** In addition to meeting the requirements of K.A.R. 82-14-3(e), each tier 3 member shall ensure that the following requirements are met:

- (a) A record of receipts for each notice of intent of excavation shall be maintained for at least two years, including an audio record, if available, of each notice of intent of excavation and a written or electronic version of the notification.
- (b) A copy of the tier 3 member's record documenting the notice of intent of excavation resulting in a response from the member shall be provided to the commission or to the person giving the notice of intent of excavation, upon request.
- (c) A quality control program shall be established and maintained. The program shall establish procedures for receiving and recording the notices of intent of excavation. (Authorized by K.S.A 2008 Supp. 66-1815; implementing K.S.A 66-1802, as amended by L. 2008, ch. 122, sec. 5; effective Jan. 19, 2007; amended P-\_\_\_\_\_.)

**82-14-6. Violation of act; enforcement procedures.**

- (a) After investigation, if the commission staff believes that there has been a violation or violations of K.S.A. 66-1801 et seq. and amendments thereto or any regulation or commission order issued pursuant to the Kansas underground utility damage prevention act and the commission staff determines that penalties or remedial action is necessary to correct the violation or violations, the commission staff may serve a notice of probable noncompliance on the person or persons against whom a violation is alleged. Service shall be made by registered mail or hand delivery.
- (b) Any notice of probable noncompliance issued under this regulation may include the following:
  - (1) A statement of the provisions of the statutes, regulations, or commission orders that the respondent is alleged to have violated and a statement of the evidence upon which the allegations are based;
  - (2) a copy of this regulation; and
  - (3) any proposed remedial action or penalty assessments, or both, requested by the commission staff.
- (c) Within 30 days of receipt of a notice of probable noncompliance, the recipient shall respond by mail in at least one of the following ways:
  - (1) Submit written explanations, a statement of general denial, or other materials contesting the allegations;
  - (2) submit a signed acknowledgment of commission staff's findings of noncompliance; or
  - (3) submit a signed proposal for the completion of any remedial action that addresses the commission staff's findings of noncompliance.

- (d) The commission staff may amend a notice of probable noncompliance at any time before issuance of a penalty assessment. If an amendment includes any new material allegations of fact or if the staff proposes an increased civil penalty amount or additional remedial action, the respondent shall have 30 days from service of the amendment to respond.
- (e) Unless good cause is shown or a consent agreement is executed by the commission staff and the respondent before the expiration of the 30-day time limit, the failure of a party to mail a timely response to a notice of probable noncompliance shall constitute an admission to all factual allegations made by the commission staff and may be used against the respondent in future proceedings.
- (f) At any time before an order is issued assessing penalties or requiring remedial action or before a hearing, the commission staff and the respondent may agree to dispose of the case by joint execution of a consent agreement. The consent agreement may allow for a smaller penalty than otherwise required. The consent agreement may also allow for nonmonetary remedial penalties. Upon joint execution, the consent agreement shall become effective when the commission issues an order approving the consent agreement.
- (g) Each consent agreement shall include the following:
  - (1) An admission by the respondent of all jurisdictional facts;
  - (2) an express waiver of any further procedural steps and of the right to seek judicial review or otherwise challenge or contest the validity of the commission's show cause order;
  - (3) an acknowledgment that the notice of probable noncompliance may be used to construe the terms of the order approving the consent agreement; and
  - (4) a statement of the actions required of the respondent and the time by which the actions shall be completed.
- (h) If any violation resulting in a notice of probable noncompliance is not settled with a consent agreement, a penalty order may be issued by the commission no sooner than 30 days after the respondent has been served with a notice of probable noncompliance.
- (i) The respondent shall remit payment for any civil assessments imposed by a penalty order within 20 days of service of the order.
- (j) The respondent may request a hearing to challenge the allegations set forth in the penalty order by filing a motion with the commission within 15 days of service of a penalty order. The respondent's failure to respond within 15 days shall be considered an admission of noncompliance.
- (k) An order may be issued by the commission to open a formal investigation docket regarding any potential noncompliance with the Kansas underground utility damage prevention act, and amendments



thereto, or any regulations or orders pursuant to that act. If the commission finds evidence that any party to the investigation docket was not in compliance, a show cause order may be issued by the commission. If a show cause order is issued during the course of a formal investigation, the staff shall not be required to issue a notice of probable noncompliance. (Authorized by K.S.A 66-106 and K.S.A 66-1812; implementing K.S.A 66-1812; effective P-\_\_\_\_\_.)



**DIG SAFELY**  
**KANSAS ONE-CALL**  
8100 E 22<sup>nd</sup> ST N BLDG 2300  
WICHITA KS 67226



ATTACHMENT B





Know what's below.  
Call before you dig.

## Once the utility lines have been marked and you're ready to dig in the vicinity of utility lines...

- ✓ Use only rounded/blunt edged tools.



- ✗ Don't use axes, hand or powered posthole diggers, picks, mattocks, pry/probing bars or mechanized equipment, as these often result in damage.

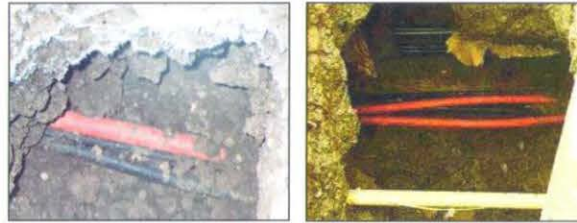
- ✓ Keep the face of the shovel parallel with the utility line markings.



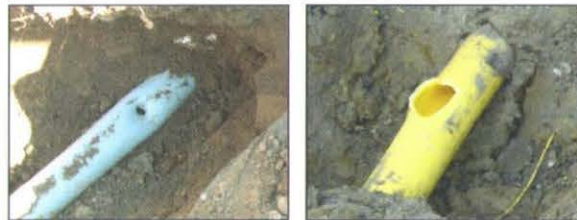
- ✓ If the utility line is visible, keep the face of the shovel parallel with the utility line and use all precautions when removing the soil from around the utility line.

- ✗ Don't be aggressive with digging close to utility lines.

- ✗ Don't pry against a utility line.
- ✗ Don't take for granted that a utility line will be at a certain depth.
- ✗ Don't assume an unmarked line is abandoned.
- ✗ Don't assume that a utility line that is uncovered will be the only one. There may be another line underneath or close by.



- ✗ Don't become frustrated if you do not encounter a utility line right away. Frustration can lead to carelessness and eventual damage to the utility line.



- ✗ Don't expose excessive lengths of a utility line.
- ✗ Don't leave utility lines exposed while unattended.
- ✗ Don't attempt to move underground utility lines.



## Safe Digging Tips



**800-DIG-SAFE**  
**KansasOneCall.com**

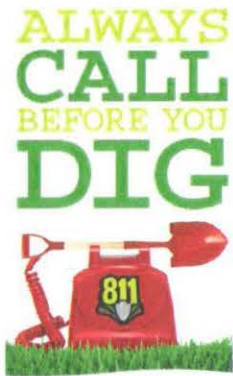




Know what's below.  
Call before you dig.

**Always contact Kansas One Call first!  
Phone 800-DIG-SAFE or simply dial '811'  
or visit us at [www.kansasonecall.com](http://www.kansasonecall.com)**

**1 CALL Before You Dig** before planting trees, putting in fences or other activities that require you to dig a hole, please review these "Best Practices" designed to help protect you from injury and expense. For more information, go to [www.call811.com](http://www.call811.com).



**Call Timeline:**


  Date of the call - does not count.  
  Waiting period for locates, includes weekends and holidays.  
  Date when digging may begin.

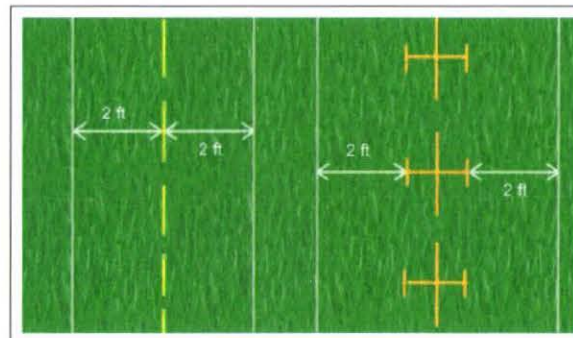
**2 WAIT Two Full Working Days** after contacting Kansas One Call for the utility companies to visit your dig site to mark the approximate location of their underground utility lines. See the chart below.

*Locates are valid for 15 calendar days*

**3 RESPECT the Marks!** The utility companies will use colored flags or paint to indicate the approximate location of their underground utilities. To assist the utility company, you may mark the area of excavation with white paint or white flags.

<span style="background-color: white; border: 1px solid black; width: 20px; height: 10px;"></span>	WHITE - Proposed Excavation
<span style="background-color: pink; border: 1px solid black; width: 20px; height: 10px;"></span>	PINK - Temporary Survey Markings
<span style="background-color: red; border: 1px solid black; width: 20px; height: 10px;"></span>	RED - Electric Power Lines, Cables, Conduit And Lighting Cables
<span style="background-color: yellow; border: 1px solid black; width: 20px; height: 10px;"></span>	YELLOW - Gas, Oil, Steam, Petroleum Or Gaseous Materials
<span style="background-color: orange; border: 1px solid black; width: 20px; height: 10px;"></span>	ORANGE - Communication, Alarm Or Signal Lines, Cables Or Conduit
<span style="background-color: blue; border: 1px solid black; width: 20px; height: 10px;"></span>	BLUE - Potable Water
<span style="background-color: purple; border: 1px solid black; width: 20px; height: 10px;"></span>	PURPLE - Reclaimed Water, Irrigation And Slurry Lines
<span style="background-color: green; border: 1px solid black; width: 20px; height: 10px;"></span>	GREEN - Sewers And Drain Lines

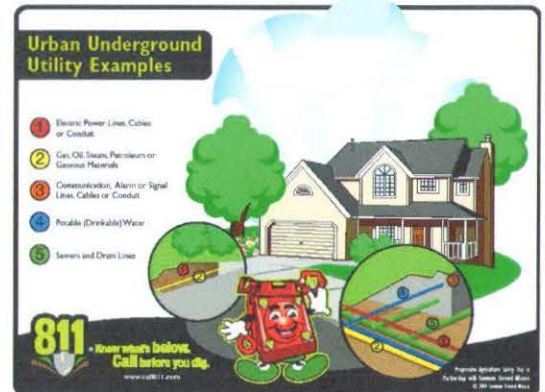
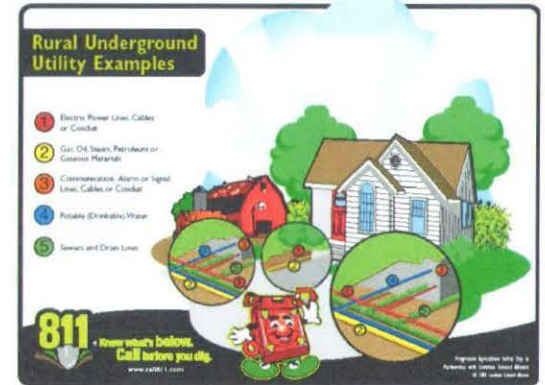
**4 Dig With Care!** The paint and flags placed by the utility company indicate the approximate location of their facilities, which may be anywhere in a 2 foot (24") tolerance zone on either side of the line of paint or flags.



**Please Note:**

The notified facility/utility owners **will not** mark privately owned underground lines. These include but are not limited to; power or electric service, water and sewer pipes from the meter to your home, invisible fencing, sprinkler systems, well and septic systems, etc.

Some utility companies will locate private utility lines if requested. Check with your local utility companies for details.



**Call 800-DIG-SAFE or dial '811'**