

Procedure for using the Campus Excavation, Dig Authorization (CEDA) request

Overview:

This process is to properly schedule, plan, and coordinate the various activities which are reliant, directly or indirectly, on successful excavation and restoration work. Excavation, digging, or driving of stakes or other objects into the ground can impact any of the following:

- Water or sewer piping
- Steam, condensate, or chilled water piping compressed air
- Electrical, NSIT or Building Automation System (BAS) cabling
- Gas Distribution
- Irrigation piping
- Light, communications or emergency phone wiring
- Ground paver or road work
- Grass, trees, or shrubs
- Future access to any of the above listed items

Before starting any work or project on campus property which involves digging, excavation, trenching, tree spades, directional boring, soil boring, tent staking a completed Campus Excavation, Dig Authorization Request workflow MUST be completed, submitted to the CEDA Committee for review and approval prior to the start of any ground penetration.

Process:

The project manager or lead University representative involved must complete and submit the Campus Excavation, Dig Authorization Request workflow (only someone with a CNet ID will have access).

As soon as it is known that excavation, digging, or driving of any type of device into the ground is required, this request form should be completed and submitted for approval & notification. Approval can vary from two weeks to several months depending on the complexity and parties involved.

1. The project manager or lead representative involved will go to <https://bit.ly/UCExcavation>. and complete the form and submit.
 - a. If you have any issues connecting or accessing the URL, please send an e-mail requesting access to FSSUPPORT@UCHICAGO.EDU
2. The project manager or lead representative should reference and contact the [811 Chicago](https://811.cityofchicago.org/) utility digging service (<https://ipi.cityofchicago.org/digger>). This system notifies all utilities of impending excavations.
3. For more complex and involved excavation requirements additional meetings and/or discussions may be scheduled throughout the approval process as required to work through mitigating details or contingencies.

Final approved workflows should be retained by the project manager or lead representative. Upon completion of all approvals the submitter will receive an e-mail verification/notification.

4. It is standard University policy to require sub-surface “locating services” regardless of the approval and recommendation process.
5. Below is a list of departments which support the routing and notification process of all Campus Excavation, Dig Authorization Requests. All departments will be represented through the workflow:
 - a. Grounds
 - b. EH&S
 - c. DSS
 - d. IT
 - e. BAS
 - f. Central Utility Plant(s)
 - g. Electrical Engineering
 - h. Mechanical Engineering
 - i. Capital Project Delivery
 - j. Campus Environment Design
6. References:
 - a. FS2: URL <https://facilities.uchicago.edu/about/partners/facilitiesstandards/>

Fields required for the Campus Excavation, Dig Authorization Request Checklist

1. Originator Info: Name/Dept. or Company/Phone Number/E-mail
2. Project Manager: Name/Dept. or Company/Phone Number/E-mail
3. Project Name and Number:
4. Detailed Description of Work:
5. Excavation Detailed Location:
6. Dimension and depth:
7. Does this excavation require an EPA approved Storm Water Pollution Prevention (SWPP)?
 - a. Yes (Attach copy)
 - b. No
8. Does this excavation require a Chicago Department of Buildings (CDOB) approved Storm Water Management Plan?
 - a. Yes (Attach copy)
 - b. No
9. Expected Utilities Affected and their Shutdown Duration:
10. Confirm that the project will use a professional underground locating service.
11. Does the excavation impact access to a sidewalk?
 - a. Yes
 - b. No
12. Does the excavation impact an ADA ramp?
 - a. Yes. (attach alternative route)
 - b. No
13. Is parking impacted?
 - a. Yes (Describe how many spaces and location / map)
 - b. No
14. If a Crane is to be used identify the possible locations for outrigger or stabilizer placement (especially in relation to vaults, tunnels, etc.).
15. Will University of Chicago employees enter the excavation?
16. Surface of Excavation area (dirt, concrete, etc.):
17. Final Destination of Soil?
 - a. Remain on-site as backfill
 - b. Relocation (EHS must coordinate sampling)
 - c. Removal/Disposal (EHS must coordinate sampling)
18. Start & End Date & Time of work:
19. Date of Project kick-off/planning meeting:
20. Date of Execution meeting:
21. Drawings Numbers if applicable:
22. Primary University of Chicago Point of Contact/Sponsor info:
23. Name, Point of Contact of post-Excavation Utilities, Ground Cover, restoration verifier: