



SAFETY DIRECTIVE

Title: **Arizona 811 Blue Stake Program**
Issuing Department: Town Manager's Safety Office
Effective Date: July 1, 2014
Approved: Gilbert Davidson, Town Manager
Type of Action: New

1.0 PURPOSE

To set uniform policies and procedures concerning tasks requiring notification of Arizona Blue Stake. Arizona Blue Stake provides direction in identifying hazards that may cause injury to employees and to the public, prior to any operation that will disturb the earth, such as trenching, excavation, drilling, boring, and blasting; including sign or tree removal.

For more detailed information on the laws and procedures regarding excavations or removals that will disturb the earth's surface, the employee may reference the Arizona Blue Stake Center educational materials

2.0 DEPARTMENTS AFFECTED

This Administrative Directive shall apply to all Town of Marana departments and employees.

3.0 REFERENCES

3.1 Arizona Revised Statutes (A.R.S.) §§ 40-360.21 through 40-360.32

3.2 Arizona 811 Blue Stake, www.azbluestake.com

4.0 DEFINITIONS

4.1 Arizona Blue Stake Center: An organization of owners and/or operators of buried or overhead facilities that provides an automated notification service for the purpose of receiving and distributing to the owners advance notification from persons planning to perform a digging or excavation operation.

4.2 Blue Stake colors

4.2.1 White - Boundaries of the proposed excavation or work

4.2.2 Pink - Temporary Survey Markings

- 4.2.3 Green - Sewer, wastewater
- 4.2.4 Blue - Water, storm drains, coal slurry, culverts
- 4.2.5 Purple - Effluent, reclaimed water
- 4.2.6 Orange - Communications, cable, CATV, fiber optic, pneumatic tube
- 4.2.7 Yellow - Natural Gas, petroleum, butane, propane, nitrogen gas
- 4.2.8 Red - Electric power
- 4.3 Careful and prudent manner: Careful hand-tool digging when the Blue Stake marks are within twenty-four inches (24") of the marked facility, until the facility is located. **Extreme caution is to be utilized if excavating with a digging bar.**
- 4.4 Excavation: Any operation in which earth, rock or other material in the ground is moved, removed or otherwise displaced by means or use of grading, scraping, trenching, digging, "ditch-witch", drilling, auguring, tunneling, boring, pipe driving, forming, stake driving, including the removal of street (road) signs, vegetation or other objects embedded in the earth.
- 4.5 Facility: The type of utility that is marked by the owner before employees commence any work operation or uncovered by the employee in the course of performing any work.
- 4.6 Implied easement: Any easement or right-of-way on private property required to provide underground utility services to property owner.
- 4.7 Installation records: A map, drawing, diagram, survey schematic, illustration, or sketch that may reflect the location and installation of an underground facility and any surface extension, in a reasonably accurate manner.
- 4.8 Locator strip: A plastic or other durable ribbon containing a material capable of being detected from above ground with an electronic locating device, color coded by the type of underground facility.
- 4.9 Locator wire: A conductive, non-corrosive wire capable of being detected from above ground with an electronic locating device.
- 4.10 Manually determined: A method to locate a facility in a safe and prudent manner by hand-held tools and manual digging.
- 4.11 Offset marks: Marks placed away from the actual location of the underground facility at the request of the person so as not to deface property. Offset marks shall define actual distances to the underground facility.
- 4.12 Overhead utility (Facility): Utility or communication lines that are installed overhead, typically running from utility pole to utility pole.
- 4.13 Person: An individual, firm, joint venture, partnership, corporation, association, municipal government department or agency, including any trustee, receiver assignee, or personal representative thereof.
- 4.14 Stakes, Paints or in Some Customary Manner: Marking the location of an underground facility by the colors established by the American Public Works Association, Utility Location Coordination Council. These colors shall be restricted to the underground

facility location. The owner will identify their markings with facility initials.

- 4.15 **Ticket:** The document issued by Arizona Blue Stake Center that will list the known or anticipated facilities at or near the boundaries of the location where work is to be performed.
- 4.16 **Underground facility:** Any item of personal property that is buried or placed below ground or grade for use in connection with the storage or conveyance of water, sewage, electronic, telephonic, or telegraphic communications, electric energy, oil, gas, or other substances. This shall include, but not be limited to: pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments and those portions of poles and their attachments below ground with the exception of cross culverts or similar roadway drainage facilities and landscape irrigation systems of one inch (1”) of diameter or less, located in the public right-of-way or state highway.

5.0 POLICIES AND PROCEDURES

- 5.1 **Education and Training.** Town Manager’s Safety Office shall provide periodic training on the AZ Blue Stake Program and specific training on AZ Blue Stake procedures, when AZ Blue Stake issues a change in policy or directives.
- 5.2 **Blue Stake Contact.** Blue Stake surveys can be requested in the following manner:
 - 5.2.1 Dial 1-800-782-5348 Monday through Friday 6:00am – 4:30pm, excluding designated holidays;
 - 5.2.2 Dial 811;
 - 5.2.3 <http://www.arizona811.com/>
- 5.3 **Blue Stake Notice.** Arizona Blue Stake must have at least two (2) working days’ notice before work is to be performed. Arizona Blue Stake will provide a reference number assigned to your job. Once a reference number has been assigned, the “ticket” becomes a legal and binding document.
- 5.4 **Overhead Work.** For work in close proximity to overhead utility lines, the department performing the work shall contact the facility owner directly to make arrangements to de-energize or protect the overhead utility line(s). Where the department performing the work determines that the facility owner for overhead power is Tucson Electric Power, the department shall contact Tucson Electric Power directly through web (www.TEP.com) and follow the links to the page regarding work in the proximity of overhead power lines.
- 5.5 **Failure to Comply.** Excavation or other work in a non-emergency situation without the required facility identification may result in citation that includes monetary fines and penalties imposed by the Arizona Corporation Commission. Non-compliance may result in monetary fines of \$5,000.00 per violation.
- 5.6 **Site Preparation.** Before calling Blue Stake, be prepared to provide the following information:
 - 5.6.1 Specific address or location where the work is to be performed;
 - 5.6.2 Which side(s) of the property need to be located;

- 5.6.3 Indicate if the public right-of-way or easement portions of private property have to be located such as streets, alleys or easements;
- 5.6.4 Mark out boundaries of the work to be performed, in WHITE paint;
- 5.6.5 Contact information, including email and/or phone number.
- 5.7 Permission to Proceed. Work shall not commence until ALL named facility owners have marked (cleared) the site. If a facility owner is indicated on the Blue State ticket and if the site is not marked (cleared) by that facility owner, this shall not be reason to proceed with work. Contact Arizona Blue Stake or the facility owner for assistance before proceeding with any work.
- 5.8 Term of Markings. Arizona Blue Stake markings are only valid for fifteen (15) working days (excludes Saturdays, Sundays and designated holidays). If the work period will extend past fifteen (15) working days, then the department performing the work shall re-contact Arizona Blue Stake Center at least two (2) working days prior to the expiration of the ticket and update the request.
- 5.9 Manual Determination of a Facility. State law requires that the exact location of all buried facilities be manually determined (hand-tool digging) and the uncovered facility be supported and protected by the department for the duration of the work.
- 5.10 Emergency Requests. For emergency work, Arizona Blue Stake Center can be contacted during business hours. An emergency as defined by state law is a situation that if it does not receive immediate attention, will result in danger to life health or property. The Arizona Blue Stake Center will expedite all emergency requests to facility owners.
- 5.11 Undetermined Facilities. Wires, pipe, cable or other facilities that have not been identified after all member facilities have responded shall be immediately reported to Arizona Blue Stake. A request will be executed to determine “Unknown Line” and all facility owners may respond. An employee will not attempt to make a determination as to the ownership or origin of an unknown facility.
- 5.12 Facility Damage. If in the course of work, a Town department damages an underground or overhead facility, work shall cease immediately and the facility owner shall be contacted to inspect the damage and perform repairs (if warranted). Employees are not empowered nor shall they attempt to repair any facility (other than Town of Marana facilities under the Town’s immediate ownership). When facilities are damaged, excavations shall be left uncovered until the facility owner completes inspection and repairs. Non-compliance may result in monetary fines of \$5,000.00 per violation.
- 5.13 Town of Marana Facility Owners – Locators. Upon notice from Arizona Blue Stake Center, the Town shall respond within two (2) working days to the work site. Marks shall be placed by the department locating the facility, in the appropriate color(s). If it determined by the locator that no facilities are within the boundaries of the work, then the locator shall sign off in the appropriate color(s) as TOWN OF MARANA/OK.
- 5.14 Excavations (work) on Town Property
 - 5.14.1 Employees shall verify public right-of-way, utility easements and property lines before executing a Blue Stake request.

- 5.14.2 When work is performed on or near private property (Town Property) employees shall comply with the requirements of this policy by calling in a Blue Stake request.
- 5.14.3 If a utility has service on the property, they will visit the site to mark their facilities. If a utility does not have service on the property, the utility may review their plot maps and may sign off as “No Conflict” by voice message. Employees shall note (log) all “No Conflict” messages by name, date and time of the voice message.
- 5.14.4 Departments can receive additional assistance for locating utilities on Town Property by generating a request for an Internal Blue Stake. Facility owners within the Town of Marana are listed as follows:
 - 5.14.4.1 Public Works (Street Maintenance) 382-2500
 - 5.14.4.2 Public Works (Traffic Signals & Signs) 382-2504
 - 5.14.4.3 Utilities (Water Division) 382-2570
 - 5.14.4.4 Parks and Recreation 382-1950

6.0 RESPONSIBILITIES

- 6.1 The Safety Coordinator has overall responsibility for the Town’s safety programs. The Safety Coordinator shall consult with the Town Manager regarding appropriate changes and amendments to this administrative directive.
- 6.2 Department heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.
- 6.3 Supervisors shall be responsible to ensure that Blue Stake Procedures in the field are executed and that employees are prohibited from performing work until all site marks referenced on the ticket, are cleared.
- 6.4 Supervisors shall know that markings are valid for fifteen (15) working days and that the Blue Stake Permit must be renewed upon expiration.
- 6.5 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.
- 6.6 Employees shall follow safe Blue Stake Procedures and shall not perform work in the field set forth in the purpose section of this policy until Blue Stake has been notified and all facilities are marked by the owner have been cleared.

7.0 ATTACHMENTS

- 7.1 NONE

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	7/1/14

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive