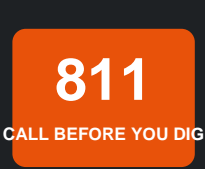




BEFORE YOU DIG CHECKLIST

Utility Damage Prevention | Pre-Excavation Safety Standard



PURPOSE: This checklist must be completed by the excavator or crew supervisor BEFORE any digging, trenching, boring, or ground disturbance begins. It applies to ALL excavation regardless of depth.

REQUIRED BY:

- CGA Best Practices 21.0
- SC811 / CO811 State Law
- OSHA 1926.651

STEP 1 | PROJECT INFORMATION

Project Name / Address:	_____	Date:	_____
Crew Supervisor:	_____	Ticket #:	_____
Company Name:	_____	State:	_____
Type of Work:	_____	Depth:	_____

STEP 2 | 811 NOTIFICATION

<input type="checkbox"/>	<p>Called or clicked 811 before digging Call 811 or submit online via Exactix (SC) / Colorado811.org — required for ALL excavation regardless of depth</p>
<input type="checkbox"/>	<p>Obtained a valid ticket number Record your ticket number above. Keep it on-site for the duration of the project.</p>
<input type="checkbox"/>	<p>Confirmed the notice period has elapsed SC: Wait 3 full working days (not counting submission day, weekends, or holidays) CO: Wait 2 full business days</p>
<input type="checkbox"/>	<p>Verified ticket has NOT expired SC: Ticket valid for 15 working days CO: Marks valid up to 30 calendar days. Update or resubmit if needed.</p>
<input type="checkbox"/>	<p>Submitted separate tickets for each excavator on site CGA Best Practice 5-6: Every excavator must have their own locate reference number.</p>
<input type="checkbox"/>	<p>Ticket length does not exceed limits SC: No more than ¼ mile (1,320 ft) or 5 adjoining addresses per ticket Submit separate tickets for longer routes</p>

STEP 3 | POSITIVE RESPONSE VERIFICATION

<input type="checkbox"/>	<p>Checked Positive Response for ALL notified utilities SC: Check via Exactix or call 811 CO: Check at Colorado811.org or in your email. Do this BEFORE going to the site.</p>
<input type="checkbox"/>	<p>All utilities responded with a CLOSED code SC Closed Codes: 10 (No Conflict), 20 (Marked), 55 (Critical facility marked) CO: 001, 002, 017 are complete codes</p>



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811

CALL BEFORE YOU DIG

<input type="checkbox"/>	No OPEN codes remain unresolved SC Open Codes 30, 31, 40, 50, 60, 90, 110 mean you CANNOT dig yet. CO Code 025 = Locate Not Yet Started — STOP.
<input type="checkbox"/>	Filed a 'No Show' for any utility that has not responded AND has visible indicators Visible indicators include: pedestals, poles, risers, meters, valve covers, new trench lines. Allow 3 hours after No Show call.
<input type="checkbox"/>	Contacted 811 for re-notification if any marks appear missing or inaccurate Do not assume Code 20 (Marked) means the site is marked. Verify in the field. If no marks found, request a resend.

■ CRITICAL — Colorado 811 Reminder

- File attachments are REQUIRED for most CO response codes to be considered complete (e.g., 001, 003-007, 009-014, 017-019)
- Code 025 (Locate Not Yet Started) is an INCOMPLETE code — do not proceed until this is resolved
- Code 011 means 'Completed — Abandoned Facilities May Be in the Area' — proceed with extra caution
- Code 009 means a utility requires a STANDBY representative at time of excavation — coordinate before digging

STEP 4 | PRE-MARKING (WHITE LINING)

<input type="checkbox"/>	Pre-marked excavation area with WHITE paint, flags, or stakes Required when the dig area cannot be clearly described in words on the ticket. WHITE ONLY — no other color.
<input type="checkbox"/>	White line matches the description on the 811 ticket exactly CGA 5-2 & CO Statute 9-1.5-103: If there is a discrepancy between the ticket and white line, clarify before locators arrive.
<input type="checkbox"/>	White flags placed as shallow as possible to avoid hitting unmarked utilities CO Best Practice: Use ~1/16" wire for flags. Insert into ground at the shallowest depth possible.
<input type="checkbox"/>	Electronic white lining submitted if applicable CO: Can submit polygon on map via Colorado811.org SC: Electronic delineation available through Exactix

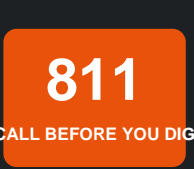
STEP 5 | FIELD VERIFICATION — ON-SITE WALK

<input type="checkbox"/>	Walked the entire excavation area before equipment is deployed CGA 5-10: Verify you are at the correct location. Match the dig site to the 811 ticket address and description.
<input type="checkbox"/>	All utility marks are present and match Positive Response 'Marked' confirmations If a utility responded 'Marked' but no marks are on the ground, contact 811 for a resend before proceeding.
<input type="checkbox"/>	Visually inspected for signs of unmarked or PRIVATE utilities Look for: pedestals, riser poles, meters, valve covers, new soil disturbance, dead vegetation, unusual odors, surface depressions



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<input type="checkbox"/>	<p>Private utilities identified and separately located 811 does NOT locate private lines. Hire a private locator for: lines from meter to building, irrigation, outdoor lighting, fuel lines</p>
<input type="checkbox"/>	<p>Documented locate marks with dated photographs or sketches CGA 5-11 & CO Statute 9-1.5-103(4)(c): Photos must show marks with distance to fixed objects. Keep on-site and in your records.</p>
<input type="checkbox"/>	<p>Reviewed all locate marks with excavation crew before work begins CGA 5-12: Brief the entire crew. Point out each marked utility. Identify high-risk crossing zones.</p>
<input type="checkbox"/>	<p>811 ticket number and utility contact numbers accessible on site CGA 5-13 & 5-14: Every crew supervisor must have the ticket number, utility contacts, and 811 number immediately available.</p>

STEP 6 | TOLERANCE ZONE REQUIREMENTS

South Carolina — 24" Tolerance Zone	Colorado — 18" Tolerance Zone
<input type="checkbox"/> 24 inches on each side of the utility mark	<input type="checkbox"/> 18 inches on each side of the facility
<input type="checkbox"/> Plus ½ the known diameter of the facility	<input type="checkbox"/> Plus the width of the utility diameter
<input type="checkbox"/> Subaqueous: 15 feet on each side	<input type="checkbox"/> Applies to ALL depths — no exceptions
<input type="checkbox"/> Hand dig or vacuum excavate only	<input type="checkbox"/> Hand dig or pothole within tolerance zone
<input type="checkbox"/> No mechanized equipment within zone	<input type="checkbox"/> Expose ALL crossings during trenchless work
<input type="checkbox"/> Expose facility visually before machine use	<input type="checkbox"/> Depth is estimated only — pothole to verify
<input type="checkbox"/> Parallel trench: visually ID every 50 feet	<input type="checkbox"/> Document depth and location after potholing
<input type="checkbox"/> Pavement removal exception (to surface depth only)	<input type="checkbox"/> Pavement removal exception (to surface depth only)

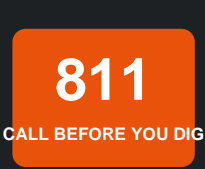
STEP 7 | SAFE DIGGING PRACTICES

<input type="checkbox"/>	<p>Potholed or hand-dug to expose all utilities within the tolerance zone CGA 5-20 & 5-32: Vacuum excavation is an acceptable alternative to hand digging when used properly by trained operators.</p>
<input type="checkbox"/>	<p>Mechanized equipment kept clear of tolerance zone until facility is visually confirmed Never assume depth from marks alone. Physically expose the utility before using machine excavation in the tolerance zone.</p>



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■	<p>Excavation observer assigned when operating equipment near known utilities CGA 5-18: Designate a spotter to watch the bucket/blade and warn the operator — especially on crossings and congested corridors.</p>
■	<p>Exposed facilities supported, braced, and protected from movement CGA 5-22 & OSHA 1926.651(b)(4): Do not allow workers to climb on, strike, or move exposed facilities. Shore as needed.</p>
■	<p>Utility marks preserved and visible throughout the entire project SC Law 58-36-60 & CGA 5-17: If marks fade or are destroyed, STOP work in that area and request a remark from 811.</p>
■	<p>Backfill operations planned to protect utility integrity CGA 5-27: Remove sharp rocks, debris, and abandoned lines from the trench. Never backfill over a damaged utility.</p>

■ STOP WORK CONDITIONS — Do Not Dig Until These Are Resolved

- Any utility has NOT responded with a Closed Positive Response code
- Visible signs of an unmarked utility are present (poles, pedestals, risers, meters, valves, soil disturbance)
- Marks on the ground do NOT match what Positive Response shows
- A utility has declared Extraordinary Circumstances (SC Code 110 / CO Code 015)
- A utility has requested standby presence (SC Code 50/55 / CO Code 009) and no agreement has been made
- Locate marks are no longer visible and a remark has not yet been completed
- A private utility is known or suspected to be in the area and has not been located

STEP 8 | IF YOU STRIKE OR DAMAGE A UTILITY

■	<p>STOP all work immediately in the area of the damage Do not continue excavating, backfilling, or operating equipment near the damaged facility.</p>
■	<p>Call 911 if any gas, flammable liquid, electric, or toxic release occurs SC Law 58-36-90 & CGA 5-25: Notify emergency services immediately. Take reasonable measures to protect personnel and public.</p>
■	<p>Notify 811 and the facility owner/operator immediately Provide location, nature, and extent of damage. SC: Submit a damage report at exactix.sc811.com/projects/ CO: Report via Colorado811.org</p>
■	<p>Do NOT backfill until authorized by the facility owner/operator The owner must inspect and authorize all repairs. Repair must be performed by the operator or their qualified personnel.</p>
■	<p>Recognize gas leak signs: rotten egg smell, hissing, bubbling water, dying vegetation Not all gas lines are odorized. If in doubt, evacuate the area and call 911. Do not use phones or ignition sources nearby.</p>
■	<p>Document everything — photos, times, personnel present, ticket numbers Your documentation is your claim defense. Date-stamp all photos. Record the sequence of events in writing immediately.</p>

QUICK REFERENCE | APWA UTILITY COLOR CODE



BEFORE YOU DIG CHECKLIST

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811
CALL BEFORE YOU DIG

COLOR	UTILITY TYPE	RISK LEVEL	REQUIRED ACTION
 RED	Electric Power, Cables, Conduit, Lightning	CRITICAL	Pothole before crossing
 YELLOW	Gas, Oil, Steam, Petroleum, Gaseous Materials	CRITICAL	Hand dig only — no exceptions
 ORANGE	Communication, CATV, Signal, Telephone	HIGH	Pothole before boring
 BLUE	Potable Water	MODERATE	Hand dig in tolerance zone
 PURPLE	Reclaimed Water, Irrigation, Slurry Lines	MODERATE	Verify with owner
 GREEN	Sewer and Drain Lines	MODERATE	Best available info on laterals
 WHITE	Proposed Excavation Area (pre-mark only)	—	Excavator marks ONLY
 PINK	Temporary Survey Markings	—	Do not confuse with utility marks

SIGN-OFF | SUPERVISOR CERTIFICATION

By signing below, the crew supervisor certifies that ALL checklist items are complete, utilities are located and marked, the crew has been briefed, and excavation may safely begin per applicable state law and CGA Best Practices 21.0.

Supervisor Signature:	_____	Date:	_____
Printed Name:	_____	Title:	_____
Company:	_____	Phone:	_____