

DPW EXCAVATION PERMIT PROCEDURES

1. Take the required forms from the first and second boxes on the wall next to the Bldg 777 basement Map room door.
2. Fill out Section 1 on the excavation request form per the instructions on the back of that form.
3. Call 811 from any phone and provide them the information required per the Texas or New Mexico dig test sheet. Dig test personnel will not come on post. The local utility companies will provide their own locates. Dig Test will only provide a tracking number which you will place in the upper right hand corner of the excavation permit. (811 tracking number). This must be kept active throughout the entire process (i.e. until the excavation itself is complete) by calling 811 every 10 working days or 14 calendar days. The penalty for being caught without either the completed form or valid tracking number is \$10,000 per instance (assessed by the states themselves).
4. It is also required to have a map of the location of the proposed work area attached to the excavation form. You can either provide one yourself or obtain one from the Map section in the basement of Bldg 777.
5. When section 1 is complete proceed to section 2.
 - a. If your project is a DPW project proceed to 6 below.
 - b. Otherwise proceed to 7 below.
6. (DPW projects only) Your **DPW representative** will take care of section 2. Go upstairs in bldg 777 and give this to your DPW PM. When section 2 is complete proceed to 8 below.
7. (All other projects) **You** must get all signatures for section 2 yourself. Go in order of the listing and get all signature blocks filled out. Bldg #s and phone #s are on each line.
8. When section 2 is complete proceed to section 3. **Requester** must get all signatures in this section. Go in order of the listing and get all signature blocks filled out. Bldg #s and phone #s are on each line. (Note: **Do not** go to or call the Ft Bliss Water, Texas Gas, Rio Grande Electric or PRIDE representatives listed on the form in section 3. Make 5 copies of the excavation form and accompanying map and take it to DPW's work order desk located on the 1st floor of Bldg 777. They will contact those companies for you.)
9. When section 3 is complete sign the form in the bottom left hand corner (unless it is a DPW project then the DPW PM will sign there).
10. Take the completed form to Bldg 777 room 317 to get the final signature. Once it is signed you are clear to dig but remember **you must keep the dig test tracking number active throughout the entire excavation process by calling 811 every 10 working days or 14 calendar days. The penalty for being caught without either the completed form or valid tracking number is \$10,000 per instance (assessed by the states themselves).**
11. If you have any questions about this process please see your government representative or the Map section in bldg 777.