

**BOWDOIN COLLEGE**  
**Office of Environmental Health and Safety**  
**Dig Safe Policy**

**1. Purpose**

The purpose of the Dig Safe Policy is to protect employees, contractors, and property from hazards and damage that may result due to unexpected encounters with underground utilities when disturbing the ground

**2. Policy Scope**

This scope of this policy applies to college employees, employees/departments hiring contractors, and subcontractors involved with disturbing the ground using methods that could impact underground utilities.

**3. Policy Owner**

This policy is written and maintained by the office of Environmental Health and Safety (EHS). Any questions pertaining to this policy should be addressed with:

Associate Director of Environmental Health and Safety

Office phone: 207-798-4132

E-mail – [cwojtysi@bowdoin.edu](mailto:cwojtysi@bowdoin.edu)

**4. Definitions**

Dig Safe® - a non-profit clearinghouse that dispatches participating utility companies to mark where their underground lines are buried.

**5. Procedures**

There are many underground utilities on campus including electricity, communication, steam, natural gas, domestic water, fire hydrant mains, and irrigation. Some of these are College-owned; others are utility-owned.

Bowdoin College Policy requires contractors to perform a “Dig Safe” evaluation prior to excavation, driving stakes into the ground, or conducting other operations that disturb the ground. Light landscaping (e.g., planting flowers and vegetables) with hand tools is excluded from this policy. Whenever engaging a contractor to perform services that may impact the ground, College employees/departments are responsible for ensuring the contractor adheres to this policy and the procedures outlined below:

1. Mark the area, according to [Dig Safe procedures](#), where the work is to be performed.
2. Contact Dig Safe prior to work at 888-DIG-SAFE (or 811) so local utility companies will be notified to mark their utilities.
3. Place a work order request with Facilities Management that includes a map pin-pointing the locations(s) so College-owned utilities in the area can be marked.

These steps must be performed at least five (5) business days in advance of the work or you risk delays.

**6. Effective Date**

July 28, 2017