

GUAM POWER AUTHORITY Standard Operating Procedure		* SOP-020	Issued: 1/24/07
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Title: GUIDELINES FOR UNDERGROUND ELECTRIC WORK CLEARANCES FOR EXCAVATION, CLEARING, GRADING, and RELATED ACTIVITIES		Approved By: <i>J. Flores</i> JOAQUIN C. FLORES, P.E. GENERAL MANAGER	
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## 1. PURPOSE

This Standard Operating Procedure provides guidelines, mandated by 21 GCA Div.2, Chapter 71 (Underground Utility Damage Prevention, Public Law 25-34), for underground Electric Power Work Clearance for excavation purposes.

## 2. DEFINITIONS

*Underground electric power work clearance* can be defined as a request from a customer or contractor to locate underground power lines for clearance to excavate, grade, clear, backfill, and trench in public and private property.

2-1 *Excavate or excavation*, as defined by P. L. 25-34 §71101 (3), is “an operation for the purpose of the movement or removal of earth, rock, or other materials in or on the ground by use of mechanized equipment or by discharge of explosives, including augering, backfilling, digging, ditching, drilling, grading, plowing-in, ripping, scraping, trenching, and tunneling, but not including the tilling of soil for agricultural purposes.”

2-2 *Mechanized equipment*, as defined by P.L. 25-34 §71101 (4), is “equipment operated by means of mechanical power, including trenchers, bulldozers, power shovels, augers, back hoes, scrapers, drills, cable and pipe plows and other equipment used for plowing in-cable or pipe.”

2-3 *Location of underground Utilities*, as defined by P. L. 25-34 §71105 (b), is “a strip of land at least three (3) feet wide but not wider than the width of the utility plus 1.5 feet on either side of the utility.”

## 3. PROCEDURES

3-1 Any customer or contractor requesting for an underground electrical work clearance, as defined in 2-1, shall obtain a Clearing and Grading Permit from the Department of Public Works, Permitting Division.

3-2 The applicant must present the plans, specifications, and permitting documents to the Engineering Division, located at the Harmon Office (second floor), Route 16.

"Notice of intent to excavate or demolish must be submitted at least three (3) days but not more than ten (10) full working days to the Guam Power Authority (GCA 21, Division 2, Chapter 71, §71104)."

- 3-3 Authorized Engineering personnel shall review the request and take into consideration the scope of work, subject area, the requested dates and project time frame. If Engineering approves the plans and specifications, it shall be duly noted on the remarks column of the DPW Permit. Remarks can include *but are not limited to*: "Customer shall apply for electrical underground work clearance and coordinate with the T&D Division for scheduling. Maintain required distances as mandated by Public Law 25-34."
- 3-4 If Engineering disapproves the request; Engineering shall provide the basis for the disapproval. Clearance requests other than electrical shall be forwarded from Engineering to the Division responsible for that facility (fuel line, generation, substation, etc).
- 3-5 The approved permitted customer or contractor shall apply for "underground electrical power work clearance" at the Customer Services Division (CSD). The CSD shall prepare the work order for underground electrical work clearance for excavation purposes and note on the system Engineering's remarks as indicated on the DPW Highway Encroachment Permit. The work order shall then be forwarded and tracked directly to the T&D Division.
- 3-6 T & D, upon receiving all necessary and required documents will make the appropriate arrangements with the customer or contractor for the scheduling of the work clearance.
- 3-7 T&D shall, "not less than five (5) working days in advance of the proposed excavation or demolition (P.L. 25-34, §71105)" determine, mark and document, upon final field site investigation, the location of GPA underground electrical facilities and whether the specific site is CLEAR OR NOT CLEAR of GPA underground electrical lines on an approved

GPA T&D clearance form. Additional comments or instructions shall also be noted on the form. A copy of the clearance request and form shall be kept on file with the T&D Division.

- 3-8 Upon completion of the work, T&D shall release and track the original work order with the attached clearance form to the Customer Services Divisions for closing.

#### 4. EMERGENCY EXCAVATION OR DEMOLITION

Emergency excavation or demolition as defined by P. L. 25-34 §71106, is "for emergency excavation or demolition to ameliorate an imminent danger to life, health or property."

4-1 An "imminent danger to life, health or property" is defined by P.L. 25-34 §71106 as "a substantial likelihood that a loss of life, health or property will result before the procedures can be complied with."

4-2 PROCEDURES

- a. The contractor or customer, as soon as practical, must give verbal notice of the emergency excavation or demolition to the Guam Power Authority by contacting the Power System Control Center (PSCC) at 475-1472/3/4.
- b. The contractor or customer must provide the site location to PSCC and describe the nature of the emergency excavation clearance request and provide details on the scope of work to be performed near to, on, or around GPA facilities, such as, but not limited to, electrical, fuel, pole and structure foundations.
- c. The Power Systems Control Center shall immediately notify the appropriate Division of the emergency excavation request. Documentation shall be recorded concerning the emergency excavation request clearance and any information required related to the work performed. PSCC shall forward the documentation to the appropriate Division.

This standard operating procedure shall be adhered to without deviation.