



**PWD-ME DIG SAFE UTILITY LOCATE REQUEST FORM**

A Utility Locate Form shall be submitted to PWD-ME DSC at **least fourteen (14)** calendar days prior to excavation, ground penetrating or concrete slab cutting, coring or drilling activity either inside or outside of a building which will penetrate more than 3". A Utility Locate Form is required for ANY excavation, ground penetrating or concrete slab cutting, coring or drilling on the Shipyard by Shipyard Employees, Contractors or other personnel unless the excavation is an emergency.

**Part I – To be completed by Contractor or Shipyard Personnel performing the Excavation**

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ DIGSAFE Ticket #: (1-888-344-7233) \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Code # / Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contract #: \_\_\_\_\_ Project Title: \_\_\_\_\_

Shipyard Project Manager \_\_\_\_\_ Phone # \_\_\_\_\_

Excavation Location: \_\_\_\_\_ Area Pre-Marked: YES \_\_\_\_ NO \_\_\_\_

Type of work: \_\_\_\_\_

Depth: (ft) \_\_\_\_\_ Anticipated Excavation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: (military) \_\_\_\_\_

Attach a map or the contract drawings of the excavation area.

*PWD-ME Contractors: Complete Part 1 and Submit Form to PWD-ME CM or ET*

*Shipyard Personnel: Complete Parts 1 & 2 and Submit Form to PWD-ME DSC*

*Other Contractors: Complete Part 1 and Submit Form to Project Manager*

**Part 2 – To be completed by PROJECT MANAGER** (If Shipyard work, Part 2 must be completed by Applicant)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Locate Priority: Routine(> 14 days) \_\_\_\_; Urgent(< 14 days) \_\_\_\_; Emergency(<2 days) \_\_\_\_ (PM&E Approval Req.)

Part 1 Reviewed and Complete: YES \_\_\_\_ NO \_\_\_\_ Initial: \_\_\_\_\_

*Submit Completed Form to PWD-ME DSC*

**Part 3 – To be completed by Utility Locating Company**

Approved by Ameresco: Initials \_\_\_\_\_

Date Utilities marked in the field: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Yard Plate Discrepancies Noted: YES \_\_\_\_ NO \_\_\_\_ CADD Dept. Updated: YES \_\_\_\_ NO \_\_\_\_

Comments: \_\_\_\_\_

*Submit to PWD-ME DSC*

**Part 4 – To be completed by PWD-ME DSC**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Logged Into Database: YES \_\_\_\_ NO \_\_\_\_ # \_\_\_\_\_

Yard Plate Discrepancies: YES \_\_\_\_ NO \_\_\_\_ CADD Dept. Notified: YES \_\_\_\_ NO \_\_\_\_

Comments: \_\_\_\_\_

*PWD-ME DSC to return to Project Manager or Shipyard Personnel*