

National Engineering Manual

Part 503 - Safety

Subpart A - Engineering Activities Affecting Utilities

KS503.2 General Considerations

E. Each State office . . .

(1) The Kansas One-Call statute requires anyone who engages in excavation to provide advance notice to Kansas One-Call. Contractors as “excavators” have the entire responsibility for notifying Kansas One-Call. To aid the contractor with the One-Call information required, the Natural Resources Conservation Service (NRCS) will include the legal description on every set of drawings or data sheets developed for construction. The legal description should include the quarter, section, township, and range.

(2) Geologic investigations and core drilling and augering are also considered excavations. Therefore, the contract driller shall make the One-Call notification. When NRCS drilling equipment is used, the NRCS person (engineer, geologist, soil scientist, or technician) who is coordinating the excavations shall notify the NRCS field office personnel to make the One-Call notification (oftentimes the site needs to be flagged as to the location to be drilled).

(3) A warning statement as follows should be placed on all engineering plans:
Before any investigation or construction activity, the excavator is responsible for calling Kansas One-Call at 800-344-7233 (800-DIG-SAFE) or 811.

(4) Before structural measures are staked, the possible existence of utilities will be investigated within the planned construction site location. This may include noting the location of any line markers or may be more detailed if utilities are known to exist in the area.

(5) Safe clearance of electric power transmission lines will be designed over farm pond water surfaces, dams, dikes, waste storage structures, and other embankments. Minimum clearance requirements are set by the National Electric Safety Code and the owner of the power line. The landowner (or designer) should contact the owner of the power line to obtain clearance requirements when water surfaces, waste storage structures, or embankments are to be located under the power line. The power line owner’s requirements shall be complied with in the design of the conservation project.

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KS503.4 Buried Utilities

A. If buried utilities . . .

(1) Form KS-ENG-62, Letter to Land User Regarding Responsibility for Underground Utilities During Construction, shall be sent to all landowners or project sponsors where excavation is planned. See Section KS503.7 for an example of this letter. The construction drawings, specifications, or field sheets should be enclosed. The letter must be used as written and should be sent 10 to 30 days before construction is expected to begin. The supervisory District Conservationist will determine who may sign the letter within a respective management unit. Authority to sign the letter will be limited to NRCS employees knowledgeable of engineering activities in the field office or management unit. With the exception of the blanks provided, additions or changes cannot be made to the letter. Additional information such as the utility owner or type of utility present may be provided as notes on the plans and specifications.

B. After the preceding action has been taken, if it is determined that excavation has occurred on projects without the proper notification procedures, the responsible employee must take the following actions:

- (1) Terminate Natural Resources Conservation Service (NRCS) assistance immediately and provide written notification to the land user or sponsor stating the reason for termination
- (2) Notify the state conservation engineer or the state conservationist through appropriate channels
- (3) Notify the project cost-sharing agency, if applicable

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KS503.5 Documentation

A copy of the letter addressed to the land user will be maintained in the Natural Resources Conservation Service (NRCS) job file.

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KS503.6 State Laws

State statutes specify color codes for use in marking utilities and proposed excavations and for surveying purposes. Fluorescent pink and white are the colors designated for surveying purposes and proposed excavations. These colors must be used for marking work in areas where excavation activities will be performed.

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**KS503.7 Example of Form KS-ENG-62, Letter to Land User Regarding Responsibility
for Underground Utilities During Construction**

United States Department of Agriculture

KS-ENG-62
Rev. 10/06



Natural Resources Conservation Service
12 Walnut Street
Anywhere, Kansas 66666

Phone: 785-555-1234
FAX: 785-555-6789
www.ks.nrcs.usda.gov

January 9, 2007

Mr. Bill Farmer
830 Oak Street
Anywhere, Kansas 66666

Dear Mr. Farmer:

Re: Project: Underground Outlet Terrace
Location: Northwest Quarter Section 35, Township 11 South, Range 13 East
Somewhere County, Kansas

Enclosed are the plans for the construction of the above project at the location indicated. It is your responsibility as the land user to obtain all permits and rights and to comply with all laws, ordinances, rules, and regulations pertaining to and necessary for the installation of this project.

Prior to beginning any work, the excavator must give at least two (2) full working days but not more than ten (10) working days notice of the pending construction to the owners of all underground utilities in the vicinity of the project. The Natural Resources Conservation Service makes no representation as to the existence or nonexistence of any underground hazards.

Utility operators in Kansas are required by law to become a member of the Kansas One-Call System. Kansas One-Call was developed to provide excavators and the general public with the ability to inform multiple owners of underground facilities of intended excavation with just one phone call. Kansas One-Call is the communication link between the excavator and the underground facility owner. Kansas One-Call can be contacted as follows:

Statewide: 800-344-7233 (800-DIG-SAFE)
In Wichita: 316-687-2470
FAX: 800-316-3753 or 316-687-3753
Web site: <http://www.kansasonecall.com>

Some operators of underground facilities (such as private water lines, rural water lines, and oil well feeder pipelines) are exempt from the law and may not be members of the Kansas One-Call System. Nonmember facilities operators must be contacted directly.

Please work with your contractor to ensure that this important task is completed.

Sincerely,

John J. Doe

JOHN J. DOE
District Conservationist

Enclosures

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Part 503 - Safety Subpart B - Public Safety at Structure Sites

KS503.10 General

Confined Spaces

(1) Certain structures that the Natural Resources Conservation Service (NRCS) provides technical assistance on are classified as “Confined Spaces” by the Department of Labor and Industry rules. These rules contain specific requirements that must be met before a person enters a confined space. Generally, all catch basins, sumps, reception pits, covered tanks, etc., that NRCS designs are considered confined spaces. It is generally known that manure in these structures can produce dangerous gasses; however, even dry structures or those with only clean water can also develop dangerous air conditions. These conditions can develop quickly and may even occur during construction.

(2) During the design of structures that may be considered confined space, fencing, suitable covers, or other means shall be specified in the plans to protect those areas from unauthorized entry. The planned measures shall be in-place prior to certification by NRCS. Where a structure is included in a plan that meets the criteria for a confined space, an appropriate warning statement shall be included in the operation and maintenance plan. Where a sump is included in a design, flexible discharge hoses, guide rails with flange connections, or other mechanical methods shall be considered to eliminate the need for sump entry during pump maintenance.

(3) NRCS employees shall not enter a confined space for construction inspection or any other purpose without proper authorization. All requests for authorization to enter confined spaces shall be submitted to the state conservation engineer.

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Subpart C - Safety During Geologic Investigations

KS503.22 Hazard Potential

- A. All appropriate Occupational Safety and Health Administration (OSHA) standards shall be followed when geologic investigations involve excavations or trenches.
- B. Hazards associated with equipment use include the following:
 - (1) Overhead kelley bar—The kelley bar could break and fall on operators. Hard hats shall be worn.
 - (2) Working behind rig parked on a slope—Vehicle braking systems should be inspected often and wheels blocked each time.
 - (3) Rotating auger and kelley bar—Loose clothing should not be worn as it can easily get wrapped in rotating equipment.

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Part 503 - Safety
Subpart D - Dam Safety

KS503.52 Natural Resources Conservation Service (NRCS) Dam Safety Officer

- A. The state conservation engineer is the NRCS dam safety officer in Kansas.
- B. The dam safety officer reports directly to the state conservationist and the Director, Conservation Engineering Division, on issues affecting dam safety.
- C. The dam safety officer has the additional responsibilities for the following:
 - (7) Coordination of dam safety issues with the head of the state dam safety agency, the chief engineer for the Division of Water Resources, Kansas Department of Agriculture
 - (8) Meeting with the Division of Water Resources at least annually to update the dam inventory list and coordinate dam safety issues with the state of Kansas