

STANDARD OPERATING PROCEDURE FOR LINE MARKING  
WITHIN FORT HOOD CANTONMENT AREAS  
DIRECTORATE OF PUBLIC WORKS  
OPERATIONS AND MAINTENANCE DIVISION (DPW-OMD)  
SEPTEMBER 2021

1. REFERENCES.

- a. American Public Works Association (APWA) Uniform Color Code (ANSI Standard Z535.1, Safety Color Code).
- b. Army Regulation 350-19 The Army Sustainable Range Program
- c. Military Training Excavation SOP (Range Control)
- d. Texas Administrative Code (TAC) Title 16, Part 1, Chapter 18, Rule §18.6 General Marking Requirements
- e. Utilities Code Title 5, Chapter 251
- f. Line Marking Form DPW-OMD 001, March 2018 DPW-OMD coordination for line locating and marking within Fort Hood Cantonment Areas.

2. PURPOSE. To establish policies, procedures and coordination for all entities requiring Line Marking on the Fort Hood, Texas military installation.

3. APPLICABILITY. This standard operating procedure applies to all Soldiers, civilian employees, contractors, and private individuals requiring Line Marking within the Fort Hood Cantonment Areas. Obtaining an approved DPW-OMD Line Marking Form is required for complete coordination of land excavation. Line marking is essential to safety of project personnel, and to prevent damage of utility systems, fiber optic cable, and infrastructure.

4. DEFINITIONS.

- a. "Line Marking" means the physical act of identifying underground utilities utilizing paint and/or flags in accordance with (IAW) American Public Works Association (APWA) Uniform Color Code (ANSI Standard Z535.1, Safety Color Code).
- b. "Emergency" means an unplanned or unexpected situation has occurred in which the Installation or public life, health, safety (LHS), property, or post protection is at risk and requiring immediate reestablishment of service if service is interrupted.

- c. "Excavation" means any movement of soil (mechanical or hand digging) and includes digging, staking, and any other type of ground disturbance or penetration. Excavation actions include, but are not limited to, tank ditches, battle positions, defensive fighting positions (foxholes), foundation excavations, utility line ditches and right-of-ways, grading, post holes, borrow pits, stakes, grounding rods, any hole or ground insertion, and other construction activities that disturb the soil.
  - d. "Damage" means the defacing, scraping, displacement, penetration, destruction, damage to utility trench fill materials, or partial or complete severance of an underground utilities or of any protective coating, housing, or other protective device of an underground utilities.
  - e. "Non-routine" means an unplanned or unexpected situation has occurred in which the Installation or public need for uninterrupted service and immediate reestablishment of service if service is interrupted compels immediate action but does not place the Installation or public LHS, property, or post protection at risk.
  - f. "Valid," as in "valid form," means the DPW-OMD Line Marking for Land Excavation Form has all parts complete to include signature and confirmation that each utility owner has identified and marked their assets.
5. POLICY. Any persons on the Fort Hood Cantonment Areas will not engage in land excavation without securing a **valid** DPW-OMD Line Marking Form.
6. RESPONSIBILITIES.
- a. Requestor or Proponent Responsibilities:
    - 1) Requestor must review and comply with their contract requirements (if applicable).
    - 2) Requestor must coordinate with external utility system owners (i.e., Spectrum, AT&T, Embarq, etc.) by contacting them directly or by calling 811 for assistance.
    - 3) Requestor is responsible for obtaining a **valid** Line Marking Form as part of their permit request process **prior** to beginning any excavation(s).
    - 4) Line Marking Forms are located in Building 40001. Forms and general information can be requested via-email at [usarmy.hood.id-readiness.list.dpw-omd-line-locates@army.mil](mailto:usarmy.hood.id-readiness.list.dpw-omd-line-locates@army.mil)
    - 5) Requests for Line Marking Forms must be submitted a minimum of 10-Business days before the planned excavation start date.
    - 6) Requestor must identify Emergency (i.e., life, health, safety (LHS), property, or post protection) or non-routine (a situation in which the Installation or public need for uninterrupted service and immediate reestablishment of service if service is interrupted compels immediate action) Line Marking needs.
      - a. Justification is required.

- b. Emergency or non-routine Line Marking requests may be approved on a case-by-case basis.
- 7) Each requestor performing land excavation must obtain a **valid** Line Marking Form for excavation within the identified and approved area. If excavation has not begun 14-days after approval the form is no longer valid and the requestor will be responsible for submitting a new Line Marking Form.
  - 8) The requestor is responsible for maintaining the location markings and/or flags for the duration of the project, construction, or excavation work. Failure to maintain markings IAW this SOP or if flags fade, or are lost or washed off during the course of the project, the requestor must submit a new Line Marking Form. This resubmittal will be scheduled by the DPW-OMD Line Locating and Marking Department within 10-Business days of form submittal, and may require a rescheduled start date.
  - 9) The requestor **must** hand dig within three feet (36 in.) on either side of the ground markings indicating the presence of an underground utility.
  - 10) It is the requestor's responsibility to prevent any damages to marked utilities, whether hand digging or using mechanical excavation, to include damages to additional infrastructure within the marked boundaries.

b. DPW-OMD Responsibilities:

- 1) Supply Line Marking Forms, review approval process with requestor, and provide coordination for land excavation guidance in accordance with regulatory requirements.
- 2) Line Marking will be scheduled by the DPW-OMD Line Locating Department and will typically occur within 10-Business days of form submittal.
  - a. Have Line Marking Form assigned a Demand Maintenance Order (DMO) via request from the DPW-OMD Line Locating Department to DPW Work Reception (dispatch) and assign the DMO number to the Line Marking (i.e., use DMO number as form control number for tracking and accountability purposes).
- 3) Emergency line marking will be completed within 24-Hours from request submittal.
- 4) Non-routine line marking will be completed within 72-Hours from request submittal.
- 5) Schedule a Line Marking on-site meeting for special or unusual circumstances, if required.
- 6) DPW-OMD will monitor field use of a Line Marking Form to ensure excavation is in compliance with **valid** line markings.
  - a. G3 or DPTMS-Range Division is responsible for establishing procedures and controlling access to maneuver and live fire training areas on the installation (AR 350-19).

c. DPW-Work Management Branch (WMB) Responsibilities:

- 1) In the event of emergency line markings, WMB dispatch will call all required parties, OMD line locate, American Water, Dominion Energy, and NEC point of contacts.

## 7. LINE MARKING REQUEST AND FORM PROCEDURES.

### a. Line Marking Form shall be completed as follows:

- 1) Name, Rank, Title, and Organization of Requestor (Telephone, Projected dates of Excavation) or include business or company name and Point of Contact (POC) information.
  - 2) Phone number.
  - 3) Projected dates of excavation.
  - 4) Location, Purpose, and Description of Excavation (i.e., project number, contract title, type of work or utility type, military mission, etc.)
    - a. Map: Provide detailed maps and descriptions of the proposed excavation work and include building numbers, street names, and planned excavation locations. Map(s) must be attached to the Line Marking Form.
  - 5) Site POC (i.e., Program Manager, Contracting Officer Representative (COR), NCOIC, etc.).
  - 6) Site POC phone number.
  - 7) Read Line Marking SOP and reference Line Marking Form, Section II – Requestor Responsibilities.
  - 8) Signature of Requester.
  - 9) Date of form submittal.
  - 10) Line Marking Forms will require signature and confirmation that each utility owner has identified and marked their assets:
    - a. Network Enterprise Communication (NEC)
    - b. Dominion Energy (DE)
    - c. American Water (AW)
    - d. (DPW-OMD)
  - 11) Line Marking becomes invalid 14-days after all utility assets have been marked.
- b. Email [usarmy.hood.id-readiness.list.dpw-omd-line-locates@army.mil](mailto:usarmy.hood.id-readiness.list.dpw-omd-line-locates@army.mil) or hand deliver a completed Line Marking Form to 40001, DPW-OMD Line Locating Department.

## 8. UTILITY MARKINGS.

### a. Marking Agencies:

- 1) OMD-DPW, NEC, Dominion Energy, and American Water will mark utility locations.
- 2) Other Utility agencies (i.e., Spectrum, AT&T, Embarq, etc., and 811) will be responsible for marking utilities IAW Federal and State regulations.
- 3) Any damages to any unmarked utilities due to a marking failure will be the responsibility of the respective utility owning agency.

9. PROPONENT. The proponent for this standing operating procedure is the Chief, Operations and Maintenance Division, Directorate of Public Works, Fort Hood, Texas.
10. EXPIRATION. This standing operating procedure supersedes previous policies issued and will remain in effect until superseded or rescinded.

Adam H. Alexander  
Chief, Operations & Maintenance Division  
Directorate of Public Works

Directorate of Public Works DISTRIBUTION:  
DPW all Divisions

APPENDIX A  
DPW-OMD Line Marking Form

APPENDIX A.1  
SAMPLE DPW-OMD Line Marking Form

APPENDIX B  
DPW-OMD Line Locating and Marking Department Map

APPENDIX C  
Coordination for Line Marking in Cantonment Map

APPENDIX A. DPW-OMD Line Marking Form

**DPW-OMD LINE MARKING**

Section I						
*FH200-10 from Environmental must be approved prior to submission of the Line Marking form.					CONTROL NUMBER/ DMO:	
<p>*This form may take 10-Business days to process and validate.</p> <p>*Line Marking Forms are valid until project is complete as long as utility location markings are maintained by the requestor and excavation is started within 14-days from all utility asset markings. Each requestor performing land excavation must obtain a valid Line Marking Form for excavation within the identified and approved area. If excavation has not begun 14-days after approval, the form is no longer valid and the requestor will be responsible for submitting a new Line Marking request.</p> <p>*Upon receipt of an approved FH200-10 form from DPW Environmental and approved DPW OMD Line Marking Form the requestor may proceed with coordination of land excavation IAW contractual and regulatory excavation requirements.</p>						
1. NAME, RANK, TITLE, AND ORGANIZATION OF REQUESTOR:				2. PHONE NUMBER:		
				3. PROJECTED DATES OF EXCAVATION:		
4. LOCATION & DESCRIPTION OF LAND EXCAVATION: <u>Requestor must include an attached map</u>						
5. SITE POC:			6. POC PHONE NUMBER:			
DPW Contract		USACE Contract		Other Contract		Military Requestor
						Civilian Requestor
7. Contract Information Received by COE or DPW.						
COR POC Name: _____ COR Phone #: _____						
Contract #: _____						
Task Order #: _____						
Section II-REQUESTOR RESPONSIBILITIES						
<b>8. REQUESTOR RESPONSIBILITIES AND GENERAL EXCAVATION STATEMENTS</b>						
I understand that it is my responsibility to review and comply with my contract requirements.						
I understand that I must coordinate with external utility system owners by contacting them directly or by calling 811 for assistance.						
I understand this Line Marking Form is required for coordination of land excavation and upon receipt of a validated form, I may proceed with coordination of land excavation IAW contractual and regulatory excavation requirements						
I propose to dig at the locations within Fort Hood cantonment areas depicted in the attached map and understand that G3 or DPTMS-Range Division is responsible for establishing excavation procedures and controlling access in maneuver and live fire training areas on the installation (AR 350-19).						
I understand that I cannot not dig or excavate without receipt of an approved excavation permit FH200-10 within Fort Hood Cantonment Areas.						
I understand that once the approved dig or excavation permit is received, I must hand dig within three feet (36 in.) on either side of the ground markings indicating the presence of an underground utility.						
I understand my responsibilities and obligations pursuant to safety, property damage, personal injury, and life-threatening hazards associated with digging in the vicinity of underground utilities (including utilities such as electrical cables and pipes containing natural gas, water, sewer, liquefied fuels, and refrigerants). Severe injuries, death, and extensive property damage may occur as a result of digging through underground utilities.						
I understand that I am responsible for damages caused to persons or property as a result of my fault or negligence. If the exact location(s) of underground utilities are said to be unknown, I will perform whatever work is necessary to determine exact location(s) and avoid damaging utilities.						
If archaeological resources (arrowheads, charcoal, bones, etc.) are discovered during excavation, I or my representative will notify DPW Cultural Resources at 287-1092 and suspend all digging activities pending further guidance from DPW-Cultural Resources.						
9. SIGNATURE OF REQUESTOR:					10. DATE:	

LINE MARKING FORM EXPIRES 14-DAYS AFTER UTILITY ASSETS HAVE BEEN MARKED

APPENDIX A. DPW-OMD Line Marking Form (continued)

LINE LOCATE SPECIAL REQUIREMENTS/NOTES SECTION	
Section III - DPW OFFICE USE ONLY	
AW:	I have marked the identified excavation site for AW owned utility assets.
AW SIGNATURE:	Area clear of any AW owned line                      DATE:
DE:	I have marked the identified excavation site for DE owned utility assets.
DE SIGNATURE:	Area clear of any DE owned line                      DATE:
NEC:	I have marked the identified excavation site for NEC owned utility assets.
NEC SIGNATURE:	Area clear of any NEC owned line                      DATE:
DPW-OMD:	I have marked the identified excavation site for DPW-OMD owned utility assets.
DPW-OMD SIGNATURE:	Area clear of any DPW owned line                      DATE:

LINE MARKING FORM EXPIRES 14-DAYS AFTER UTILITY ASSETS HAVE BEEN MARKED

APPENDIX A.1 SAMPLE DPW-OMD Line Marking for Land Excavation Form

DPW-OMD LINE MARKING

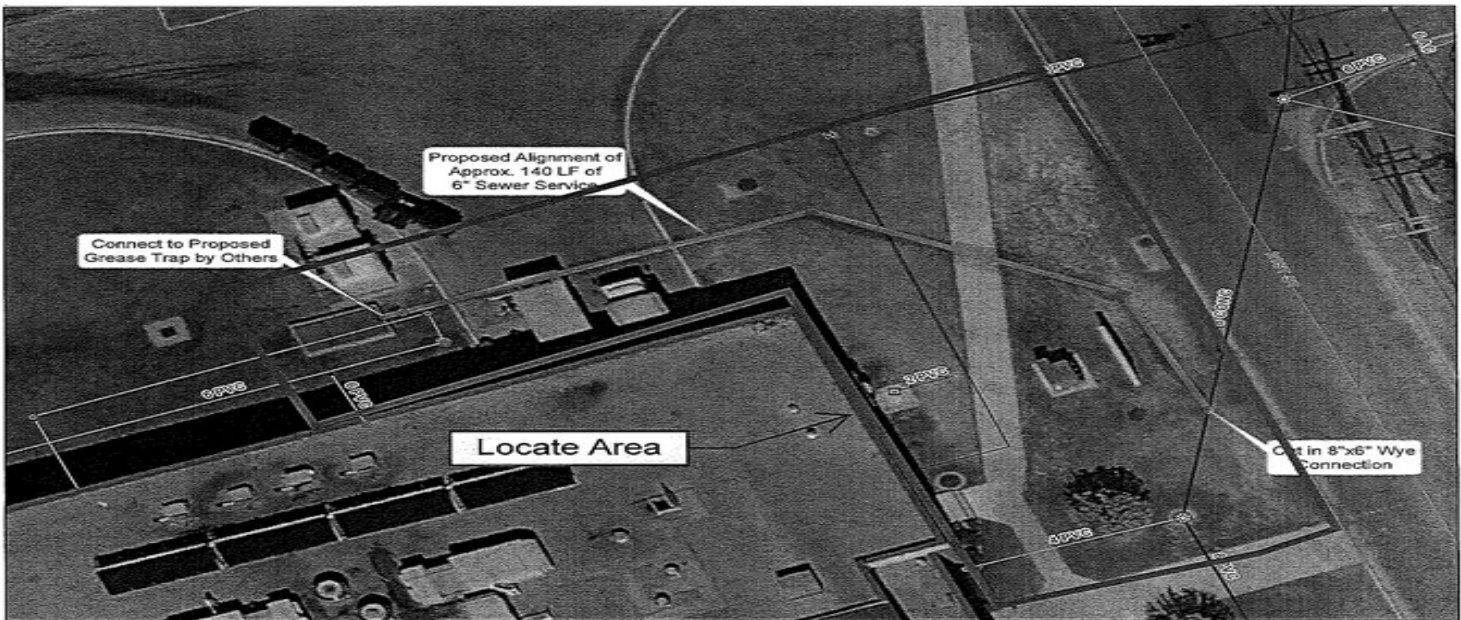
19237

Section I	
<p>*FH200-10 from Environmental must be approved prior to submission of the <u>DPW</u> Marking form.</p> <p>*This form may take 10-Business days to process and validate.</p> <p>*Line Marking Forms are valid <u>only</u> if project is complete as long as utility location markings are maintained by the requester and <u>no</u> excavation is started within 14-days from all utility asset markings. Each requester performing land excavation must obtain a valid Line Marking Form for excavation <u>only</u> the identified and approved area. If excavation has not begun 14-days after approval, the form is no longer valid and the requester will <u>be responsible</u> for submitting a new Line Marking request.</p> <p>*Upon receipt of an approved FH200-10 form from DPW Environmental and approved DPW OMD Line Marking Form the requester may proceed with coordination of land excavation IAW contractual and regulatory excavation requirements.</p>	
CONTROL NUMBER/ DMO: 19-237 /- 11??/Q/4	
1. NAME, RANK, TITLE, AND ORGANIZATION OF REQUESTOR: Jackie Wheelbarger Project Administrator SSP Industries, LP <small>(917) 258-4511 / 258-3111 (N. LAHART)</small>	2. PHONE NUMBER: 254-699-2115 Ext 201
	3. PROJECTED DATES OF EXCAVATION: 1/14/2019
4. LOCATION & DESCRIPTION OF LAND EXCAVATION: Requestor must include an attached map.  Installation of 98If of sewer service and connect to existing sewer line at Bldg. 9205. AW PO#000003161-1	
5. SITE POC: Randall Gerber <small>DPW Contract: <input checked="" type="checkbox"/> USARMC Contract: <input type="checkbox"/></small>	6. POC PHONE NUMBER: 254-335-5004 <small>Other Contract: <input type="checkbox"/> Military Requestor: <input type="checkbox"/> Civilian REQUESTOR: <input checked="" type="checkbox"/></small>
7. Contract Information Received by COE or DPW. COR POC Name: Ghazi Dakk COR Phone#: 254-213-0382 Contract#: _____ Task Order #: PO# 000003161-1	
Section 11-REQUESTOR RESPONSIBILITIES	
8. REQUESTOR RESPONSIBILITIES AND GENERAL EXCAVATION STATEMENTS I understand that it is my responsibility to review and comply with <u>all</u> <u>applicable</u> requirements. I understand that I must coordinate with external utility system owners by contacting them directly or by calling 811 for assistance. I understand this Line Marking Form is required for coordination of land excavation and upon receipt of a validated form, I may proceed with coordination of land excavation IAW contractual and regulatory excavation requirements. I propose to dig at the locations within Fort Hood cantonment areas depicted in the attached map and understand that G3 or DPTMS-Range Division is responsible for establishing excavation procedures and controlling access in maneuver and live fire training areas on the installation (AR 200-10). I understand that I cannot not dig or excavate without receipt of an approved excavation permit FH200-10 within Fort Hood Cantonment Areas. I understand that once the approved dig or excavation permit is received, I must hand dig within three feet (36 in.) on either side of the ground markings indicating the presence of an underground utility. I understand my <u>responsibilities</u> and obligations pursuant to safety, property damage, personal injury, and life-threatening hazards associated with digging in the <u>vicinity</u> of underground <u>utilities</u> (including utilities such as electrical cables and pipes containing natural gas, water, liquefied fuels, and refrigerants). Severe injuries, death, and extensive property damage may occur as a result of digging through underground utilities. I understand that I am responsible for damages caused to persons or property as a result of my fault or negligence. If the exact location(s) of underground utilities are said to be unknown, I <u>will</u> perform whatever work is necessary to determine <u>exact</u> location(s) and avoid <u>damaging</u> utilities. If archaeological resources (artifacts, charcoal, bones, etc.) are discovered during excavation, I or my representative will notify DPW Cultural Resources at 257-1022 and suspend all digging activities pending further guidance from DPW Cultural Resources.	
9. SIGNATURE OF REQUESTOR: Jackie Wheelbarger	10. DATE: 01/11/2018

LINE LOCATE SPECIAL REQUIREMENTS/NOTES SECTION	
<p>Section III - DPW OFFICE USE ONLY</p> <p>AW: <input checked="" type="checkbox"/> I have marked the identified excavation site for AW owned utility assets. Area clear of any AW owned line <u>5' RW</u> DATE: 1-13-17</p> <p>DE: <input checked="" type="checkbox"/> I have marked the identified excavation site for DE owned utility assets. Area clear of any DE owned <u>10' RW</u> DATE: 1-13-17</p> <p>NEC: <input checked="" type="checkbox"/> I have marked the identified excavation site for NEC owned utility assets. Area clear of any NEC owned line DATE: 1-15-17</p> <p>DPW-OMD: <input checked="" type="checkbox"/> I have marked the identified excavation site for DPW-OMD owned utility assets. Area clear of an <u>0.5' RW</u> owned line DATE: 1-13-17</p>	

LINE MARKING FORM EXPIRES 14-DAYS AFTER UTILITY ASSETS HAVE BEEN MARKED

LINE MARKING FORM EXPIRES 14-DAYS AFTER UTILITY ASSETS HAVE BEEN MARKED



W.E

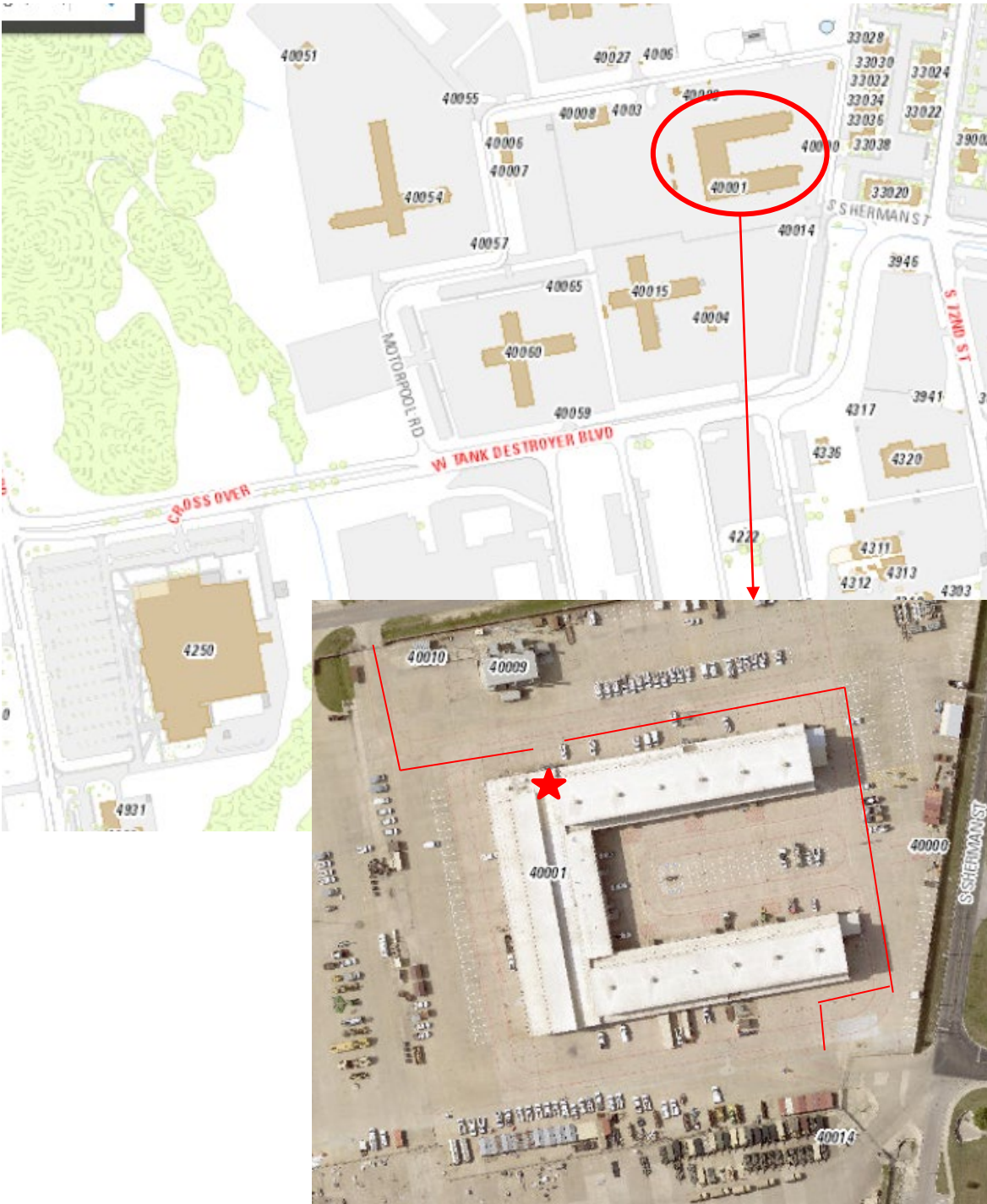
⊙ Proposed Cleanout	⊖ Ball Valve	⊕ Cleanout
— Proposed Sewer Line -	— Water Line	⊗ Sewer Manhole
⊙ Water Meter	— Water Service	⊗ Sewer Main
⊙ Gate Valve	— FIRELINE	— SEWER SERVICE LINE

Bldg 9205  
Proposed  
Sewer

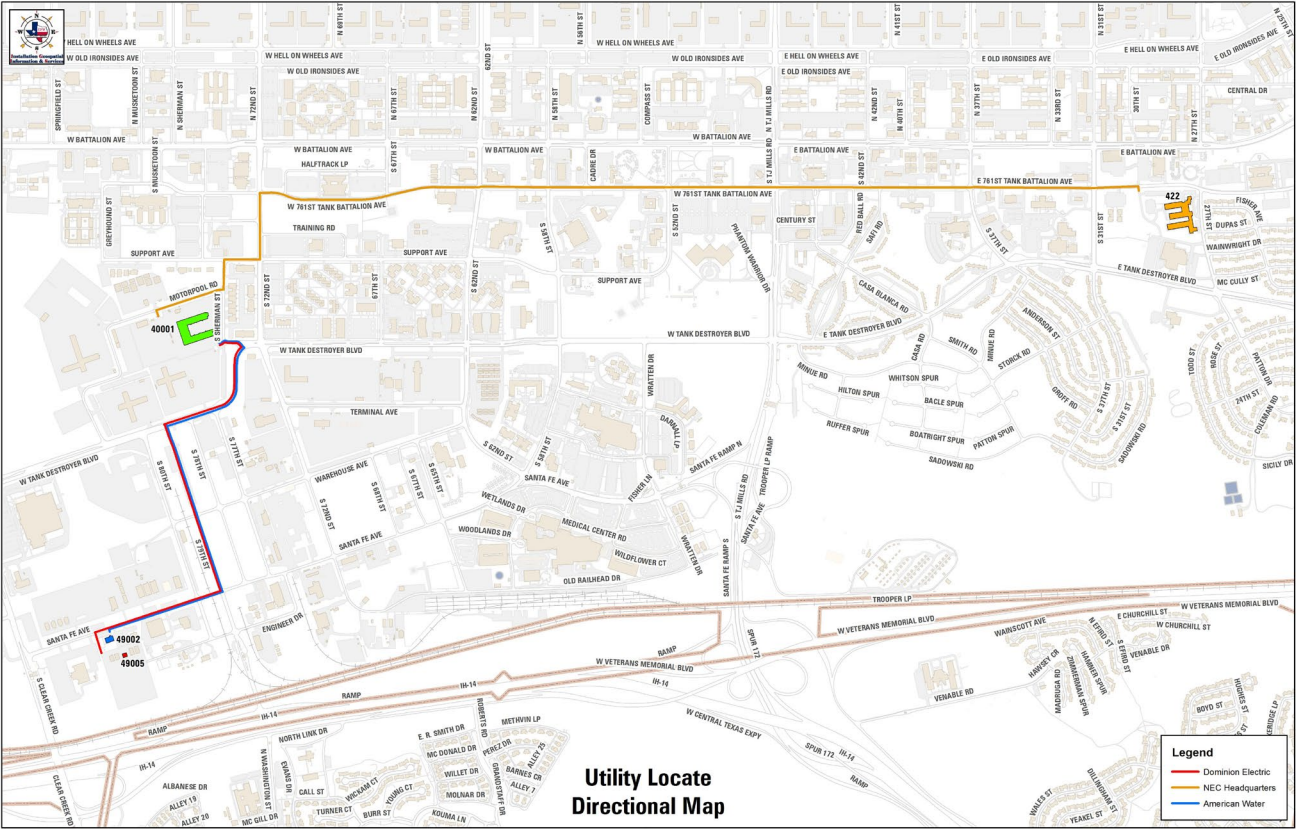
AMERICAN WATER  
FEB 2018



APPENDIX B. DPW-OMD Line Locating Department Map



APPENDIX C. Coordination for Line Marking in Cantonment Map



Glossary

Abbreviations

**AR**

Army Regulation

**AW**

American Water

**COR**

Contracting Officer's Representative

**DA**

Department of the Army

**DE**

Dominion Energy

**DPTMS**

Directorate of Plans, Training, Mobilization, and Security

**DPW**

Directorate of Public Works

**DPW-OMD**

Directorate of Public Works – Operations & Maintenance Division

**FH**

Fort Hood

**LHS**

Life, Health, Safety

**NEC**

Network Enterprise Center

**OMD**

Operations & Maintenance Division

**PM**

Program Manager

**POC**

Point of Contact