



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5046

IMDR-ZA

JAN 16 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #17-11, Excavation Permits

1. Reference: 16 NYCRR (New York State Rules and Regulations), part 753, 4 January 2012.
3. Purpose: Establish local policies and procedures regulating and requiring the use of excavation (digging) permits on Fort Drum.
4. Concept: Every excavation on the installation has impacts to safety, environment, and operations. New York State law mandates coordination with subsurface utilities prior to start of excavation. Fort Drum extends the requirements of the New York State law to cover the utilities owned and operated by the installation and all the land owned by the Department of the Army and managed by the US Army Garrison at Fort Drum.
5. Applicability: Contractors, Garrison activities, Military Housing, and Units.
6. General: The primary purpose of this policy is to establish a uniform set of rules for excavation permits. A utility strike affects life, health, safety, security and preparedness. The excavation permitting process is the only authorized method for assessing risks. Failure to comply with the requirements of this policy will invoke an immediate 'stop work' order until compliance is verified.
  - a. 16 NYCRR (New York State Rules and Regulations), part 753 applies to all excavations within the boundaries of Fort Drum. In addition, Fort Drum excavation permitting policy may extend and amend the requirements of 16 NYCRR Part 753.
  - b. Several agencies on Fort Drum approve an excavation permit application. No excavation starts without an approved excavation permit, with emergency permit as the exception as described in paragraph 7v. For projects with a government employee who is a Program Manager (PM), the PM will issue the completed permit to the contractor.
7. An excavation is any intrusion into the surface of the earth. This includes, but is not limited to the placement of tent pins, excavation for utility lines, and excavation for foundation elements for outdoor recreational devices, antennas, utilities, and buildings. Fort Drum amends the 16 NYCRR Part 753 definition of excavation as follows: hand excavation, no more than 12 inches into the ground using hand tools, and vacuum

IMDR-ZA

SUBJECT: Garrison Policy Memorandum #17-11, Excavation Permits

excavation, as needed to locate utilities, is allowed without a permit. Unpermitted hand excavation shall stop if utility lines are uncovered.

a. Within the cantonment areas, driving stakes, pins, or rods is not considered hand excavation and requires an excavation permit.

b. In the range area, an excavation permit is required for any intrusion into the surface of the earth on any fixed training facility and along any road out to 50 feet from the road edge. Units conducting field training exercises (CPX, STX), bivouac, or any field training in a training area will need to submit an excavation permit only for digging operations (i.e. fighting positions, FOB/COP construction, defensive obstacles, soakage/grey water pits). Units erecting tents or emplacing ground rods in the training area are not required to submit an excavation permit for areas more than 50' from the edge of road.

8. Fort Drum Excavation Permitting Process is automated through the Web-based Excavation Permit System (WEPS) at <https://mapsrus.drum.army.mil/WEPS/weps.jsp>. This application directs the collection of information and routes permit requests to approving officials. This policy formalizes the requirements and provides guidance on the data to be collected. WEPS is served through the Fort Drum Intranet and is not available to the Internet. Access is limited to Common Access Card (CAC) holders with a Fort Drum campus area network account. Contractors may apply for a CAC and network access to input excavation permits in accordance with the CAC for Contractors Standard Operating Procedure. For contracts valued at less than \$150K, government employees may administratively enter the permit request on behalf of contractors, but shall not be named as the requestor on the permit. Any CAC holder with Fort Drum computer network access rights may make a permit request through the website.

9. The following requirements apply to every excavation permit requested:

a. The Dig Safely New York program must be contacted in accordance with 16 NYCRR Part 153 before applying for a Fort Drum excavation permit. The ticket number provided by the Dig Safely New York program is required by WEPS before an excavation permit request may be submitted. Dig Safely New York will contact Commercial Phone, Cable TV and DANC to mark the construction site. To create a new ticket call 1-800-962-7962 or access through the internet at [www.digsafelynewyork.com](http://www.digsafelynewyork.com). The requestor shall maintain a copy of official communications from the Dig-Safely-New-York program pertaining to each excavation request.

b. As stipulated in 16 NYCRR part 753, the excavator is responsible for outlining the anticipated excavation area with white markings prior to creating an excavation permit

IMDR-ZA

SUBJECT: Garrison Policy Memorandum #17-11, Excavation Permits

application. Government utility locators will locate up to 15 feet beyond the area of excavation indicated by white marks supplied by the excavator in the field. The box drawn by the requestor in the digging permit shows the general location but is not the official excavation area.

c. Fort Drum approvers have ten (10) business days to approve each permit. Excavation is not authorized until after the permit has been issued.

d. Any disapproval stops the permit process and requires a resubmission.

e. An emergency permit is available only to Public Works Operations and Maintenance Division, Public Works Environmental Division and Network Enterprise Center (NEC) outside plant. An emergency is defined as a break in utility service to facilitate on the installation where immediate excavation is required to mitigate a spill response or effect repairs. Supervisors of these organizations have unilateral approval authority for after hour excavations. Permit application and approval is allowed to retroactive. Verbal approvals shall be noted in documentation.

f. The completed permit is emailed to the requestor by the government project manager, or automatically if no government PM has been assigned. Excavation permits are considered issued when all approvals are acquired and the signed permit is sent to the submitter via e-mail.

g. Excavation permits are valid to start excavation for thirty (30) calendar days from the date issued. The excavation permit remains valid until the work is completed or until work ceases on the site for 14 consecutive calendar days, whichever occurs first. If additional work needs to be done in an area where the permit has expired or the earlier work has been completed then another permit shall be requested.

h. The approved excavation permit shall be carried by the contractor at the site and shall be presented when requested to any government representative. Failure to provide an approved excavation permit is a life, health, safety violation and requires the excavator to immediately cease any mechanical excavation until the contractor can demonstrate approval for the excavation.

i. The requestor or excavator is responsible for protecting any markings made in the area by utilities specialists to indicate the location of underground utilities. Utility markings will be replaced by the utility owner after a new excavation permit request has been made by the contractor. The requestor shall permit no ground disturbance until the new excavation permit is issued.

IMDR-ZA

SUBJECT: Garrison Policy Memorandum #17-11, Excavation Permits

j. If the proposed work lines are within five (5) feet of utility markings, then the excavator is expected to hand dig or vacuum excavate to verify depth and position of the indicated utilities. Failure to locate the utilities within 5 feet either side of where they are indicated shall halt further excavation until the area is cleared by the owner of the utility.

k. The requestor is liable for repairs to underground utilities damage by their work regardless of the condition or accuracy of above ground markings.

10. WEPS is not a project approval process. An excavation permit shall not be requested unless the project has been approved by the appropriate authority. Housing residents must coordinate with Fort Drum Mountain Community Homes (FDMCH). Soldiers will coordinate with their command chain. Any questions on contracted excavations shall be coordinated through the project manager and Contracting Officer Representative (COR) before applying for an excavation permit. For contracted work, the government contract number shall be provided.

11. WEPS points of contact are Douglas Osborne (IGI&S Manager) at (315) 772-5079, douglas.e.osborne6.civ@mail.mil or Melissa Rumble (Assistance) at (315) 772-9758.

12. Point of contact for this memorandum is Mr. Kurt Hauk at (315) 772-4948 or kurt.w.hauk.civ@mail.mil.



KENNETH D. HARRISON  
Colonel, MI  
Garrison Commander

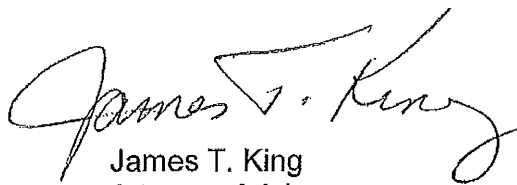
DISTRIBUTION: A

27 December 2017

MEMORANDUM FOR COL Kenneth D. Harrison, Garrison Commander, Fort  
Drum, New York 13602

SUBJECT: Legal Review of Garrison Policy Memo 17-11, Excavation Permits  
Policy

1. Subject Policy Memo has been reviewed and is legally acceptable.
2. The point of contact for this action is the undersigned at 772-6371.



James T. King  
Attorney-Advisor