

# DIG SAFE

Directorate of Public Works  
Building 338, Dickman Avenue  
Fort Riley, Kansas 66441  
(785) 239-8187 voice  
(785) 239-8188 fax



Fort Riley Dig Safe was developed as a link between the Excavator (Contractor) and the Fort's underground utilities being located. Fort Riley follows Kansas statute #66-1801 66-1815, which requires anyone who engages in any type of excavation to obtain a Kansas One Call Ticket Number.

The Contractor is responsible to provide the following information to the Fort Riley Dig Safe Office, Building 338, with the Kansas One Call ticket number and the location of work.

The below information should be faxed or hand-delivered to the Dig Safe Office, located in the front of building 338, Dickman Avenue, Main Post, Fort Riley, KS.

1. K.O.C. ticket #
2. Company name
3. Contact phone #
4. Type of work being completed
5. Building # or street name
6. Map or drawing of area of excavation

Fort Riley Dig Safe should not be contacted for any of the following reasons:

1. To report any type of utility damage.
2. To request any type of facility removal or relocation.
3. To report unidentified / exposed / unlocated utility.

The above types of calls should be directed to the project inspector; then to the Fort Riley Service Order Desk (785) 239-0900. They will require your name, your location and the type of utility in question. This will aid in the dispatching of the proper utility personnel.

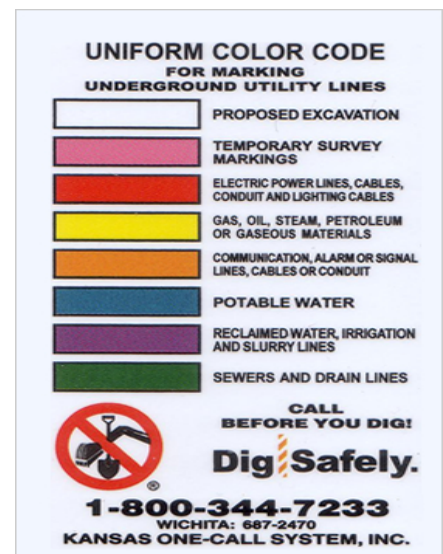
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## Standard Operating Procedures (SOP)

Fort Riley has adopted the Kansas One-Call System Handbook to interact with reference to the Kansas Statute #66-1801 66-1814 on excavating. This handbook is a tool and a link between the individuals engaging in any type of excavation and to provide advance notice to the individuals, which is performing the work being planned. State law requires that notice be given at least two days, but not more than ten working days, in advance of beginning the work.

1. Fort Riley requires the individual to follow the One-Call Manual.
2. Call the Fort Riley Dig Safe Office at (785) 239-8187 or fax (785) 239-8188 with the request number given to them by One-Call.
3. Fax or hand-deliver a mapped area to Building 338. *\*NOTE: The map of the area needs to be marked with footage's marked from permanent buildings/structures and include a POC name and cell phone number. The location area also needs to be marked with markers (white paint) identifying the location to be excavated.*



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**TICKET #:**

**OLD TICKET #:**

## LOCATION REQUEST FORM

Please fill in the form below and draw or attached a detailed map **before** you submit your fax. This could save you time, money and protect you from personal injury, property damage and costly downtime.

Date: \_\_\_\_\_

Your Company Name: \_\_\_\_\_

Your Company Phone: \_\_\_\_\_ Your Name: \_\_\_\_\_

Name of POC on Site: \_\_\_\_\_ & Cell Phone #: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Work Done For: \_\_\_\_\_

Description of Locate Area: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Include Detailed Map**