

Adopted by the Common Council
May 25, 2010

Stoughton Street Department Digger's Hotline Policy

Purpose: The following policy addresses the City's compliance with requirements of Digger's Hotline to mark underground utilities. Marking underground utilities protects the facilities from damage and workers from injury.

Background: State law requires all owners and operators of underground facilities to mark said facilities as part of the Digger's hotline program. This program is set up for persons to call a general number in order to get these facilities marked so they do not hit the underground facilities when they dig. The City of Stoughton is a member of the Digger's Hotline program and marks utilities (storm sewer, traffic signals) in accordance with Digger's hotline requirements. When a person calls Digger's Hotline to request an area to be marked, Digger's hotline contacts the City (via email) to inform the City of the area to be marked.

Receiving Digger's Hotline tickets: The City shall use FAX machines or email or other communication devices to receive Digger's Hotline tickets. These devices shall be available 24 hours per day, 365 days per year to receive the Digger's Hotline tickets.

Determining what to mark: Street Department staff shall review each Digger's Hotline requests every working day to determine if the locate is an emergency type locate, a regular locate or a planning type locate and if the City has any facilities to mark in the area. Street Department staff shall review city maps and drawings to accurately determine if there are facilities to locate within the area requested to be marked.

Marking Utilities: All underground utilities owned and operated by the City of Stoughton shall be marked in accordance with the Digger's Hotline requirements. Underground utilities include: storm sewer, and traffic signal cable. Markings shall follow the Digger's Hotline convention of using proper colored paint or flags for each utility. Marking shall be accomplished in the timeframe established under the Digger's Hotline rule for emergency locates, regular locates and planning type locates. All City utilities in an area where an Emergency locate indicates digging will take place shall be marked immediately.

The marking of utilities shall be accomplished by Street Department staff (currently street foreman) who have access to city maps, drawings and locating devices to accurately locate all city owned facilities within the areas requested to be marked.

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