

## **STOUGHTON STREET DEPARTMENT DIGGERS HOTLINE MARKING POLICY**

### **Purpose**

The following policy addresses the City's compliance with requirements of Diggers Hotline ([www.diggershotline.com](http://www.diggershotline.com)) 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 Diggers 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 Diggers Hotline program and marks utilities (storm sewer, traffic signals) in accordance with Diggers Hotline requirements. When a person calls Diggers Hotline to request an area to be marked, Diggers Hotline contacts the City (via email) to inform the City of the area to be marked.

### **Receiving Diggers Hotline Tickets**

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

### **Determining What to Mark**

Street Department staff shall review the Diggers 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 Diggers Hotline requirements. Underground utilities include: storm sewer and traffic signal cable. Markings shall follow the Diggers Hotline convention of using proper colored paint or flags for each utility. Marking shall be accomplished in the timeframe established under the Diggers Hotline rule for emergency locates, regular locates, and planning 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.

**ADOPTED BY THE COMMON COUNCIL: May 25, 2010**

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