

Date:

MEMORANDUM

From: Head, Facilities Management Department, National Naval Medical Center

To: Distribution

Subj: PROCEDURE FOR REQUESTING A DIGGING PERMIT

Ref: (a) ADFM Policy #US01, UTILITY SYSTEM SHUT DOWN

(b) ADFM SOP #505, DIGGING PERMIT PROCEDURE

Encl: (1) PERMIT REQUEST

(2) PERMIT IMPACT MEMO

(3) APPROVAL MEMO

1. The Facilities Management Department (FMD) will coordinate all requests for digging permits for the National Naval Medical Center Campus. An FMD employee, mechanic from the central plant, contractor or the ROICC Office will submit a digging permit request directly to Work Input Control (WIC) desk. Digging permit requests are to be made using a copy of enclosure (1). Unless it is an emergency the request should be made 10 to 15 days in advance. The Digging Permit Request should be filled out as completely as possible describing when the request is required to include start and finish times and dates, exact location of excavation, depth of excavation, requirement for excavation and any applicable drawings.
2. Once the completed digging request form is received FMD will log it in, assign it a unique number and send it to the appropriate group in FMD.
3. FMD will complete digging permit impact statement and list the appropriate utilities in or near the projected digging area and make any applicable statements to require hand dig only for the permit or requiring utilities to be spotted by a utility locator.
4. All impacted activities will be informed in advance of the beginning of work. The endorsement and comments of all affected activities will be recorded prior to final review of permit.
5. Final review determines approval or rejection of permit. The facilities Management Officer or his designated representative will sign and mark permit as approved, approved as noted or disapproved.

6. One copy of digging permit package will be forwarded to the requestor, one copy will be filled, one copy will be supplied to the trouble desk to curtail the issuance of unnecessary service tickets and one copy will be provided to the central plant.
7. If you have any questions, please contact Patrick Whittingto at 295-2827.

J.A. Zulick
CDR, CEC, USN

Distribution:
FMD Staff
Central Plant
North Area NAVFAC
Contractors
ROICC