



New Mexico Intrastate Pipelines

EMERGENCY EXCAVATION PROCEDURE:

This section applies whenever damage to underground facilities or public infrastructure threatens or causes interruption of utility services or use of the public infrastructure.

Excavators: If West Texas Gas damages an underground facility while excavating:

1. Stop excavating immediately;
2. Move to a safe area away from the emergency
3. Call 911 if appropriate and/or the operator of the damaged underground facility immediately;
4. Secure the site and direct people and traffic a safe distance away from the site of the damage;
5. Do not leave the scene until authorized by an emergency responder or the operator of the damaged underground facility; unless WTG has made reasonable, if unsuccessful, efforts to contact the affected **Underground Facility Operators (UFO)** and has safely secured the site;
6. Do not resume work within an unsafe distance of the damage until authorized by the operator of the damaged underground facility.

Operators of damaged underground facilities: West Texas Gas shall exercise prudence when our facilities are damaged:

1. Promptly respond to a report of damage to underground facilities;
2. As soon as possible contact the one call notification system and request an emergency locate for the site.
3. Upon arrival secure the site and provide personal and public safety;
4. Locate underground facilities as soon as practical, ideally within two (2) hours; and
5. If repair work exists beyond the emergency situation, obtain an excavation locate ticket for the remaining repair work.

Note: WTG will allow the owner or operator of the affected facility reasonable time to accomplish the necessary repairs before continuing excavation or demolition.

WTG will not cover the exposed damaged pipeline without approval of the operator.



Pipeline Operator Damage Prevention Requirements

WTG will report any changes in contact information (phone, address, email, etc.) to the Commission before the date the information will change

WTG's Obligation with Respect to Record Retention

WTG will keep a record of all locate requests and excavation notices for five years, and will have them available upon the request of the Commission.

WTG's Obligation with Respect to Notifications Received

After receiving the request from the notification center, WTG shall supply the following information to the person responsible for the excavation:

- The specific location and type of all of its underground utilities or facilities which may be damaged as a result of the excavation or demolition.
- Type of temporary markings used to locate the utilities or facilities and how to identify the markings.

In the event WTG receives a locate request for a Wide-Area Conference, WTG shall meet with the excavator and assist in developing an agreed upon written work plan which shall be signed by all parties.

Note: Within the State of New Mexico the deadline to comply with the steps mentioned above is 2 working days from the effective date of the locate ticket.

Extraordinary Circumstances

The above deadline does not apply if WTG experiences an extraordinary circumstance due to an act of God, including a tornado, an ice storm, or a severe flood, or a war, riot, work stoppage, or strike that limits personnel or resources needed to fulfill these obligations.

WTG will notify the notification center(s), within the State of New Mexico, of the extraordinary circumstance, and that it is impossible to mark our underground facilities at this time. The notification shall include:

- The nature and location of the extraordinary circumstance;
- The expected duration of the situation and the approximate time at which WTG will be able to resume location request activities; and
- The name and telephone number of the individual that the notification system can contact if there is an emergency that requires WTG's immediate attention.



In addition to contacting the notification center, WTG shall also notify each excavator that has a pending location request in the area where an extraordinary circumstance is being experienced and include in the notification:

- The fact that WTG is experiencing an extraordinary circumstance; and
- The approximate time at which the operator will mark the requested location.

WTG's Obligation with Respect to Marking Underground Pipelines:

- WTG will mark all underground pipelines in accordance with the following:
 - Markings that conform to the requirements of American Public Works Association (APWA) Uniform Color Code (ANSI Standard Z535.1, Safety Color Code.).

Red	Electric power lines, cables, conduit, and lighting cables
Orange	Telecommunication, alarm or signal lines, cables, or conduit
Yellow	Natural gas, oil, steam, petroleum, or other gaseous or flammable material
Green	Sewers and drain lines
Blue	Drinking water
Violet	Reclaimed water, irrigation, and slurry lines
Pink	Temporary survey markings, unknown/unidentified facilities
White	Proposed excavation limits or route

- Markings are valid as long as visible, but not longer than 10 working days from the end of the 2 day marking period.

Note: If the line locate ticket has been refreshed (see Excavator Notice to Notification Center), WTG will ensure the markings are still visible and valid or will remark.

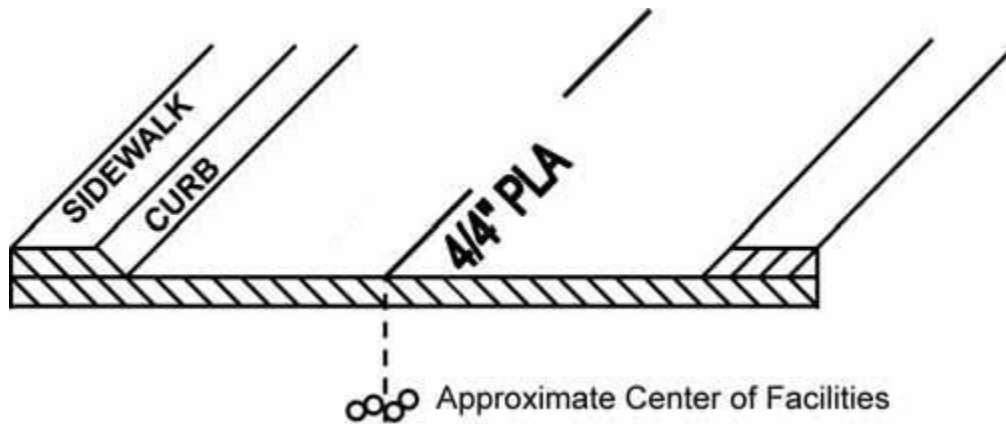
- If the line marking may permanently damage property (driveways, landscaping, historic locations to the extent boundaries are known), a locator will use spot marking or other suitable marking methods.

WTG will make a record of the positive response for each line locate ticket received.

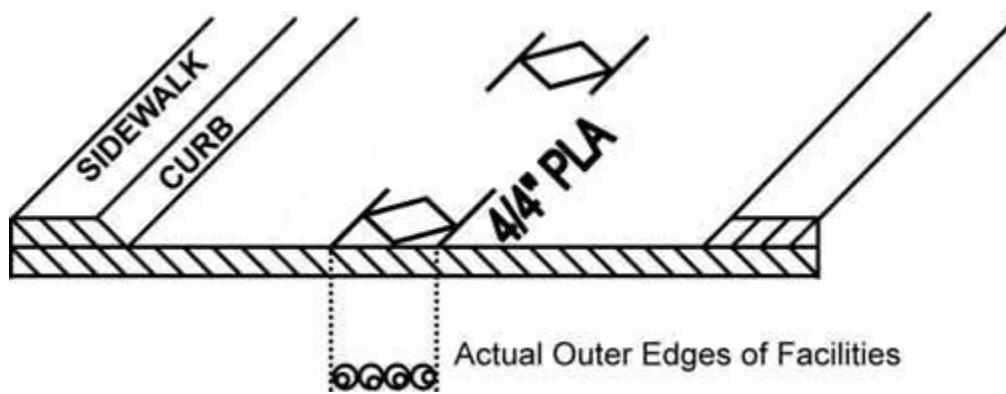


Marking Requirements

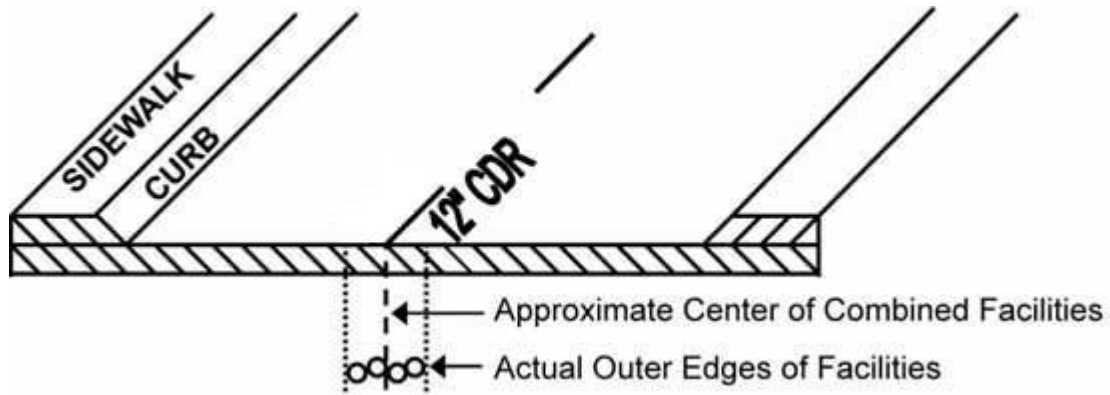
- A qualified WTG representative will use all information necessary to mark underground pipelines accurately. This will include available facility records, maps and a visual inspection of the excavation area to determine if there is evidence of other pipelines.
 - If during the locating process, the WTG representative determines there information missing in these records, he will notify the WTG Compliance Department to have these corrections made.
- If in the process of marking underground pipelines, the locator discovers a customer-owned or other underground pipeline(s), he will make a reasonable effort to advise the excavator of the pipeline.
- A qualified WTG Representative will mark the approximate center line of an underground pipeline. The methods used include, but are not limited to, the following:
 - Line locating equipment
 - Pot Holing
 - Probing
- If the proposed excavation crosses an underground pipeline, markings will be at intervals that clearly define the route of the underground pipeline, to the extent possible. See Guidelines for Operator's Facility Field Delineation section of this procedure.
- A qualified WTG Representative will mark underground pipelines using stakes, paint, flags, or a combination of two or more of these. The terrain, site conditions and type and extent for the proposed excavation will be considered in determining the most suitable means for marking the pipeline. See Guidelines for Operator's Facility Field Delineation section of this procedure.
- A qualified WTG Representative will mark the pipeline at sufficient intervals to indicate clearly the approximate horizontal location and direction of the underground pipeline.
- A qualified WTG Representative will extend all markings, if practical, at least one additional mark beyond the boundaries of the specific location of the proposed work as detailed on the line locate ticket.
- A qualified WTG Representative will paint marks approximately eight to ten inches in length and one to two inches in width except when spot marking is necessary. The locator will make a minimum of three separate marks for each pipeline.



- **Conduit Marking:** Used for any locatable facility being carried inside conduits or ducts. The marks indicating the outer extremities denote the actual located edges of the facilities being represented. An example would be 4 plastic conduits that are 4" in diameter (4/4" PLA), and the marks are 16" apart indicating the actual left and right edges of the facilities.

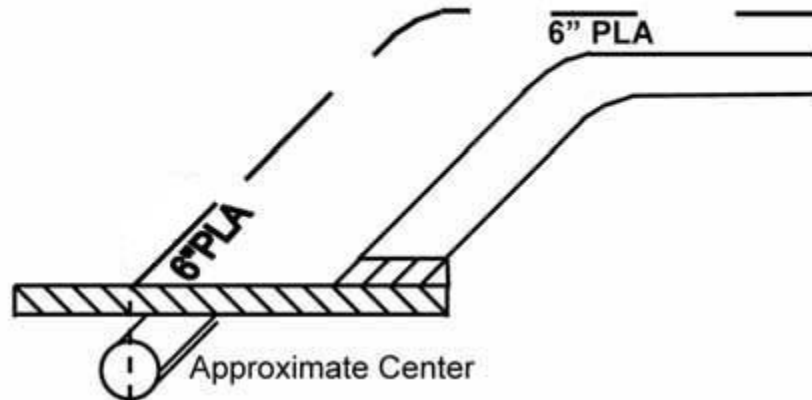


- **Corridor Marking:** Used to mark multiple facilities of the same type (e.g. electric), in the same trench where the total number of facilities is not readily known (operator has no record on file for the number facilities) and that are bundled or intertwined. Marks are placed over the approximate center of the facilities and indicate the width of the corridor. The width of the corridor is the distance between the actual located outside edges of the combined facilities. This example indicates a 12" corridor (12" CDR).

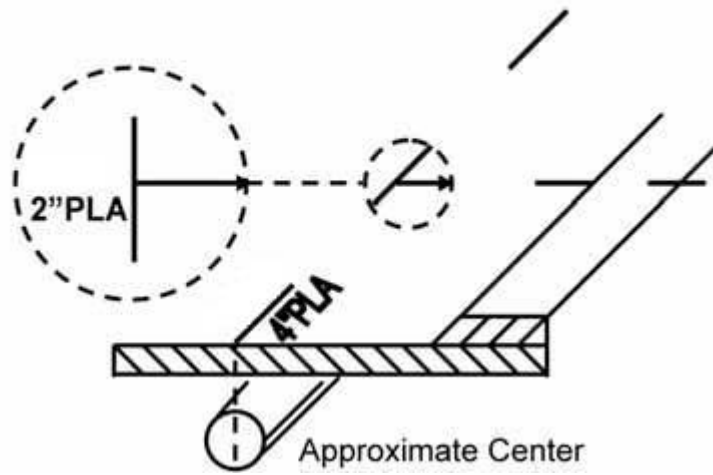


Changes in direction and lateral connections are to be clearly indicated at the point where the change in direction or connection occurs with an arrow indicating the path of the facility. A radius is indicated with marks describing the arc. When providing offset markings, (paint or stakes), show the direction of the facility and distance to the facility from the markings.

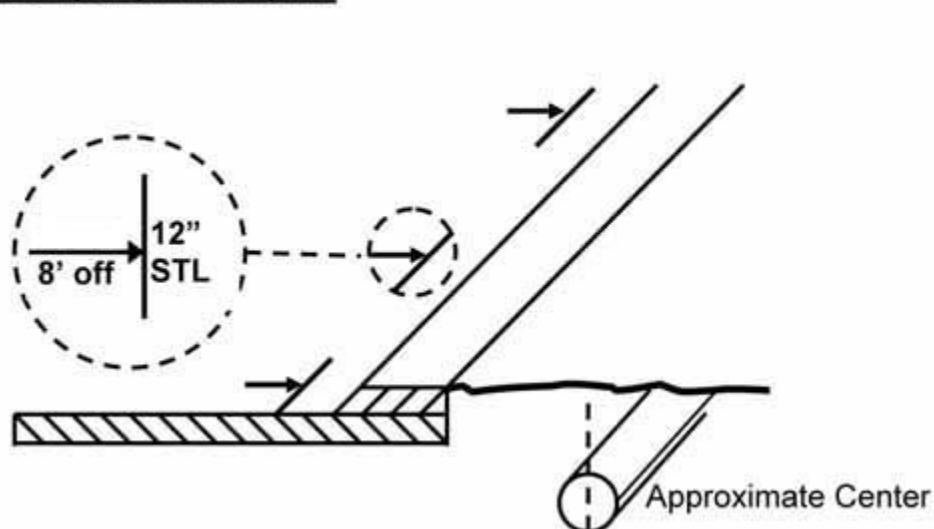
Radius Example!



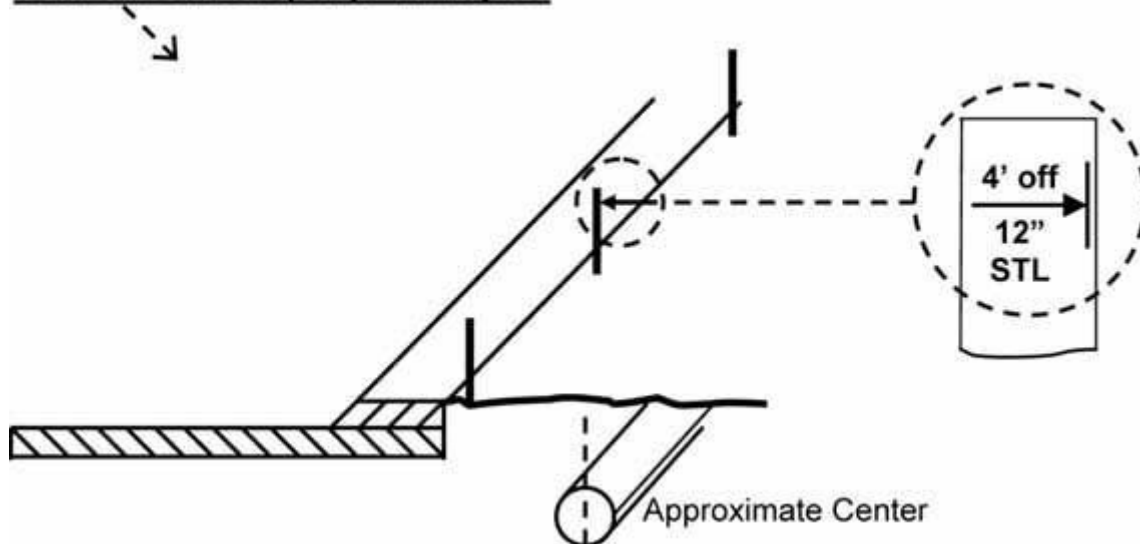
Lateral Connection Example!



Painted Offset (off) Example!



Staked Offset (off) Example!



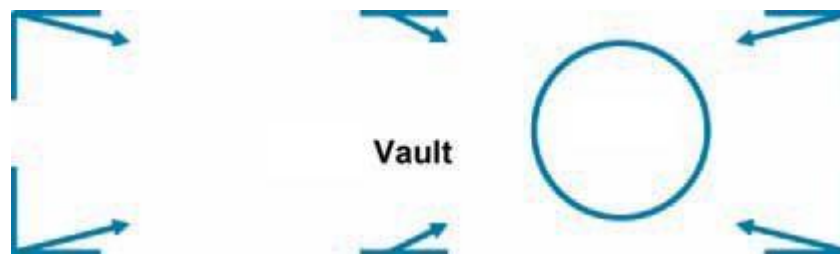
WTG's identifier (name, abbreviation or initials) is to be placed at the beginning and at the end of the proposed work. In addition to the previous, subsequent operators using the same color will mark their company identifier at all points where their facility crosses another operator's facility

using the same color. The maximum separation of identifiers is to be reduced to a length that can be reasonably seen by the excavator when the terrain at the excavation site warrants it.

Information as to the size and composition of the facility is to be marked at an appropriate frequency. Examples are: the number of ducts in a multi-duct structure, width of a pipeline, and whether it is steel, plastic, cable, etc.

Facilities installed in a casing should be identified as such. Two examples are: 6" plastic in 12" steel = 6"PLA/12"STL and fiber optic in 4" steel = FO(4"STL).

Structures, such as vaults, inlets, lift stations that are physically larger than obvious surface indications, are to be marked so as to define the parameters of the structure.



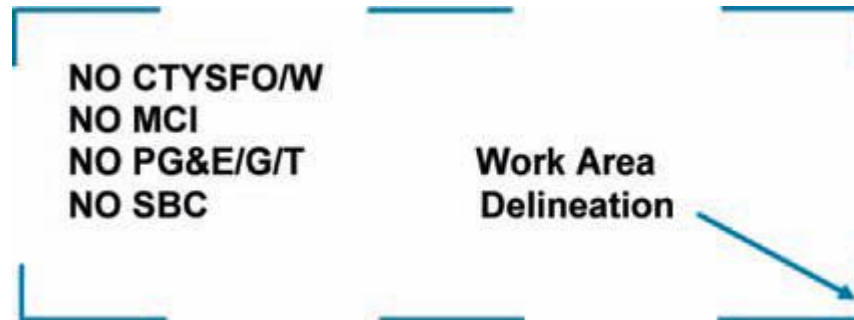
Termination points or dead ends are to be indicated as such.



When there is "No Conflict" with the excavation complete one or more of the following:

- Mark the area "NO" followed by the appropriate company identifier in the matching APWA color code for that facility (e.g. "NO WTG" in yellow).
- Place a clear plastic (translucent) flag that states "No Conflict" in yellow lettering. Include on the flag WTG's identifier, phone number, a place to write the locate ticket number and date.
- If it can be determined through maps or records that the proposed excavation is obviously not in conflict with WTG's facilities, the locator or operator of the facility may notify the excavator of "No Conflict" by phone, fax, or email, or through the One Call Center.
- Place "No Conflict" markings or flags in a location that can be observed by the excavator and/or notify the excavator by phone, fax, or email that there is "No Conflict" with your facilities. When the excavation is delineated by the use of white markings, place "No Conflict" markings or flags in or as near as practicable to the delineated area.

*Caution - Allow adequate space for all facility mark-outs. "No Conflict" indicates; that the operator providing the "No Conflict" has no facilities within the scope of the delineation, or when there is no delineation, there are no facilities within the work area as described on the locate ticket.



Directional Drilling And Trenchless Technology Operations

Special precautions shall be taken to protect pipelines and other underground facilities from damage associated with directional drilling and other trenchless technology operations (drilling or boring).

1. Any and all underground facilities that have the potential to be affected by drilling or boring operations shall be reviewed and if necessary excavated in the proximity of these operations to ensure that adequate clearance is achieved between the underground facility and the drilling/boring equipment.
2. Qualified personnel shall be on-site during excavation of WTG facilities and during critical times of potential contact of drilling or boring equipment with WTG facilities.
3. In the case of contractors performing drilling or boring operations for WTG, qualified WTG personnel shall ensure that the contractor performs a thorough site survey of the area of the proposed drilling or boring operations to locate potential contacts with boring or drilling equipment.
4. Qualified WTG personnel shall also ensure that any WTG contractors make proper notifications to the appropriate One-Call notification system and/or others that may have underground facilities that could be affected by the operations, and that the notifications are documented.
5. Qualified personnel shall ensure that a verification number is obtained from the One-Call provider for the notification.

WTG's Obligation in the Event a Pipeline was Unmarked/Mismarked

If, prior or during excavation, it is determined WTG has an unmarked or mismarked facility that may exist, WTG will mark or clear the area within 2 hours of being contacted by the excavator or as soon as possible if the excavation site is in a rural area.



Excavator Damage Prevention Requirements

Excavator Notice to Notification Center

1. Prior to the commencement of any excavation, WTG will notify the notification center (811) of its intent to excavate. This notice shall be given at least 2 working days, excluding weekends and holidays, prior to the beginning of any excavation activities.
 - Holidays shall consist of the following: New Year's Day; Martin Luther King Jr's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; President's Day; and Christmas Day.
2. WTG will also notify all Non-Member UFO's within the vicinity of the proposed excavation site of its intent to excavate. Notices to non-member UFO's will be given in accordance with the above time table as well.
3. WTG's notice to the notification center and/or Non-Member UFO's will include the following:
 - Name, address, and telephone number of the person filing the notice of intent, or the person responsible, if different, for the excavation
 - Starting date, anticipated duration, and description of the type of excavation to occur
 - Name of the Person or Company for whom the work is being done
 - Whether the excavation site is white-lined
 - Specific location and size of the proposed excavation, including driving directions in all rural areas
 - Spotting Instructions
 - Statement as to whether directional boring, explosives are to be used
 - Identify any hazards that may exist or be present on the excavation site
4. If the excavation is part of a larger project, that will extend passed the 10 working days of a standard locate request, follow one of the procedures listed below:
 - Request separate locates as required above in steps 1-3
 - Contact the One-Call notification system and request a wide area conference



- Develop a written work plan with each separate UFO, and have it signed by all parties involved. Any updates or deviations to the signed work plan shall be in writing and signed by all parties
 - WTG will request a Wide Area locate after the work plan has been developed
 - WTG will request reaffirmation on the locate ticket every 10 working days for the duration of the locate request. A working day begins on the date and time stamped on the locate and ends 10 working days from that time.
5. Determine if the excavation center can be clearly described on the line locate ticket and will be clearly identifiable; if not, use white-lining to mark the excavation area prior to giving notice to the notification center and before the locator arrives on the excavation site.
6. Provide in the notice the method or methods by which WTG will receive a positive response. This may include, but is not limited to:
- Telephone,
 - Fax, and
 - Email.
7. If an excavation project is not completed within the required 10 days, or the markings are no longer visible, refresh the ticket by contacting the notification center again. Limit the refresh area to the area yet to be excavated.
- WTG will provide justification on all relocate requests made to the notification center.



Design and Bid locate Requests

WTG shall request information regarding the location of underground facilities in accordance with one of the following methods listed in this section:

- Method 1 - Physical Locates
 - Request from the one-call notification center or non-member UFOs a design locate or a bid locate
 - Designers or bidders, as appropriate, will capture data from the site within ten working days from the end of the 2 day marking period
 - Do not request relocates or time extensions
- Method 2 – Conference Locates
 - Request from the one-call notification center and non-member UFOs a design locate conference or bid locate conference
 - Continue coordinating with UFOs and non-member UFOs until the bid for the project has been awarded and an excavator request an excavation locate

Note: Once a locate method has been chosen, WTG may not switch methods.

Options for Managing an Excavation Site in the Vicinity of an Underground Pipeline

After complying with the notice requirements of the Excavator Notice to Notification Center section of this procedure, jointly establish, if applicable, with the operator, the protocols applicable to an excavation site in the vicinity of underground pipelines based on the particular characteristics of each job. The protocols applicable to an excavation site may:

Designate the contact person or persons for each entity working at an excavation site;

- Establish the required mode or modes of communication among all entities working at an excavation site, e.g., telephone or other electronic means or face-to-face meetings at prescribed times or intervals;
- Provide the method for coordinating work activities among all entities working at an excavation site;
- Provide for the ownership and/or possession of the locate ticket or tickets;
- Declare which entity or entities must have the locate ticket or locate ticket number before beginning work;
- State the schedule of work on the excavation and, if applicable, the chronological order in which applicable locate tickets are to be located;



- Designate the extent of the tolerance zone, provided that it shall not be less than half the nominal diameter of the underground pipeline plus a minimum of 18 inches on either side of the outside edge of the underground pipeline on a horizontal plane and the type of excavation permitted within the tolerance zone; and
- Provide for any other agreement with respect to excavation activities and/or marking requirements that will or will tend to ensure the proper and safe excavation in the vicinity of an underground pipeline.

Once these protocols are established, make and retain a record of the agreement.

Excavator Obligation to Avoid Damage to Underground Pipelines

Comply with the requirements listed above, relating to Excavator Notice to Notification Center.

Plan an excavation in such a manner as to avoid damage to and minimize interference with all underground pipelines in the vicinity of the excavation area.

Prior to excavation, confirm that a copy of a valid locate ticket for the location is in the possession of WTG's designated representative and can be obtained upon request from the operator or the Commission.

Prior to excavation, verify correct location as specified on the locate ticket; verify white-lining; and make a visual check for any unmarked underground pipelines. Checking for unmarked underground pipelines includes, but is not limited to, looking for additional pipeline line markers, such as painted fence post-type markers, aboveground pipeline valves, meter sets, regulator stations, or rectifier units.

- WTG qualified personnel can begin excavating if all underground facilities have been marked and the two working day period has expired
- Do not begin excavating until a second notice is given to the notification center for the area if:
 - WTG has knowledge of the existence of an underground pipeline and has received an "all clear" or a "no conflict" response from an operator;
 - WTG observes clear evidence (such as a line marker or an above-ground fixture) of the presence of an unmarked underground pipeline in the area of the proposed excavation, and has received an "all clear" or a "no conflict" response from an operator;
 - WTG has knowledge of the existence of an underground pipeline and has received no positive response for the excavation area; or
 - The positive response is unclear or obviously erroneous (for example, for a different location or for a different type of underground facility).



After giving a second notice, if there is no positive response, WTG will take all reasonable steps necessary to identify and communicate with unmarked pipeline operators. This may include calling the number listed on the aboveground pipeline marker sign. After all reasonable efforts have been taken and no positive response has been given, proceed with excavation with due caution.

If, during excavating, WTG personnel observes evidence that an unmarked facility may exist, WTG will follow the steps listed below:

- Make a reasonable effort to identify and contact the UFO and wait until the facility UFO marks or clears the immediate area of evidence.

Note: The UFO has to mark or clear the area within two hours of contact or as soon as possible if the excavation site is in a rural area

- Expose the underground facility by non-mechanical means or mechanical vacuum excavation methods

Protect and preserve locate markings from the time work begins until markings are no longer required for the proper and safe excavation in the vicinity of all underground pipelines. If excavation activities cannot proceed without obliterating all or some of the markings made by a UFO, WTG personnel shall provide temporary offset marks or stakes to retain the information regarding the location of each UFO's underground facilities.

WTG will take all reasonable steps necessary to protect underground pipelines from damage. These steps include, but are not limited to the following:

- Maintain a safe clearance between the underground utilities or facilities, and the cutting edge, or point, of any power or mechanized equipment. Take into account the known limit of control of the cutting edge, or point, to avoid damage to utilities or facilities.
- Provide support for underground utilities or facilities in and near the construction area, during excavation and back filling operations, as may be reasonably necessary to protect the utility or facility.
- Dig test pits to determine the actual location of utilities or facilities handling natural gas, or other flammable, toxic, or corrosive fluids if these utilities or facilities are to be exposed.
- When excavation is to take place near an underground pipeline or facility, WTG will exercise such reasonable care as may be necessary to prevent damage to any underground pipeline and/or facility in or near the excavation area. Methods to consider, based on certain climate or geographical conditions, include hand digging when practical, soft digging, vacuum excavation methods, pneumatic hand tools. Other mechanical methods or other technical methods that may be developed may be used with the approval of the underground pipeline operator. Hand digging and non-invasive methods are not required for pavement removal.



REPORTS OF THIRD PARTY DAMAGE:

West Texas Gas will report to the director, in writing, any incident in which an underground facility is damaged, or a person is injured by a person not employed by the owner or operator. Incident is to be taken in its general sense and is not to be restricted to the definition given in [49 CFR 191.3](#).

- The report will include the identity of the alleged violator, if known, and all pertinent information required by the director.
- The report will be submitted by the 15th day of the month following the month of occurrence, or within thirty (30) days of occurrence, whichever is later.
- West Texas Gas will make available to the director within a reasonable time such other information or documentation as the director may require regarding any incident reportable under this section.