1.0 SCOPE

1.1 VEC Operating Procedure No. 26 – Underground Facility Locating Policy, establishes a protocol for receiving notification from Dig Safe of excavation activities in Vermont Electric Cooperative, Inc.’s (herein referred to as VEC) operations area and contracting with the underground facility locating service US Infrastructure Company (herein referred to as USIC) to conduct said services.

1.2 VEC’s procedure is in compliance with P.S.B.R. 3.800 and V.S.A. Chapter 86, to guarantee the reliability of service to our members, avoid damage to VEC underground facilities and ensure the safety of our employees and the general public.

2.0 DEFINITIONS

2.1 Company: Any public utility company which supplies gas, electricity, or telecommunications service and which maintains underground utility facilities.

2.2 Damage: Includes but is not limited to, the substantial weakening of structural or lateral support of an underground utility facility, penetration or destruction of any underground utility facility’s protective coating, housing or device, or the partial or complete severance of any underground utility facility.

2.3 Excavation Activities: Activities involving the removal of earth, rock or other materials in the ground, disturbing the subsurface of the earth, or the demolition of any structure, by the discharge of explosives or the use of powered or mechanized equipment, including but not limited to digging, trenching, blasting, boring, drilling, hammering, post driving, wrecking, razing or tunneling, within 100 feet of an underground utility facility. Excavation activities shall not include the tilling of soil for agricultural purposes or activities relating to routine public highway maintenance.

2.4 Underground Utility Facility or Facility: Any pipe, conduit, wire or cable located beneath the surface of the earth and maintained by a company, including the protective covering to the pipe, conduit, wire or cable, as well as any manhole, vault or pedestal maintained by a company.

2.5 Pre-mark: To identify the general scope of excavation activities using white paint, stakes or other suitable white markings, in a manner that will enable the operators of the underground utility facilities to know the boundaries of the proposed excavation activities.
3.0 BACKGROUND

3.1 VEC is committed to complying with the State of Vermont Dig Safe laws P.S.B.R. 3.800 and 30 V.S.A. Chapter 86.

3.2 VEC’s underground facilities shall be built in accordance with industry practices and any applicable federal requirements; in addition, such construction shall at least conform to the National Electric Safety Code.

3.3 VEC, as a utility company, is required by The State of Vermont to join Dig Safe. VEC is notified by Dig Safe of excavation activities reported in the VEC operations area.

3.4 In accordance with the State of Vermont, VSA § 7005, VEC will locate and mark, via “USIC”, formally On Target Locating Services, the approximate location of its underground facilities in the area of the proposed excavation, within 48 hours (exclusive of Saturdays, Sundays and legal holidays) of receipt of excavation notice.

4.0 RESPONSIBILITIES AND CONTACT

4.1 VEC has contracted with “USIC”, formally On Target to comply with any notification of excavation activity which is received from Dig Safe in compliance with P.S.B.R. 3.800 and V.S.A. Chapter 86, to guarantee the reliability of service to our members, avoid damage to VEC underground facilities and ensure the safety of our employees and the general public.

4.2 “USIC”, formally On Target Locating Services Contact List:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Parker</td>
<td>Regional Manager</td>
<td><a href="mailto:RobertParker3@usicllc.com">RobertParker3@usicllc.com</a></td>
<td>860-334-7170</td>
</tr>
<tr>
<td>Eric Fletcher</td>
<td>VT Supervisor</td>
<td><a href="mailto:EricFletcher@usicllc.com">EricFletcher@usicllc.com</a></td>
<td>802-473-0255</td>
</tr>
<tr>
<td>Nicole Silcio</td>
<td>VT Trainer/Supervisor</td>
<td><a href="mailto:NicoleSilcio@usicllc.com">NicoleSilcio@usicllc.com</a></td>
<td>860-306-9705</td>
</tr>
<tr>
<td>Andy Wilson</td>
<td>VT QA Supervisor</td>
<td><a href="mailto:andrewwilson2@usicllc.com">andrewwilson2@usicllc.com</a></td>
<td>802-661-8172</td>
</tr>
<tr>
<td>Mike Reese</td>
<td>Regional Director</td>
<td><a href="mailto:MikeReese@usicllc.com">MikeReese@usicllc.com</a></td>
<td>815 509-3076</td>
</tr>
<tr>
<td>Kerry Kiefer</td>
<td>Sales Director - Eastern Region</td>
<td><a href="mailto:KerryKiefer@usicllc.com">KerryKiefer@usicllc.com</a></td>
<td>317-403-3553</td>
</tr>
<tr>
<td>Debbie Jones</td>
<td>Billing Manager</td>
<td><a href="mailto:debbiejones@usicllc.com">debbiejones@usicllc.com</a></td>
<td>317-575-7849</td>
</tr>
<tr>
<td>Dominique Canada</td>
<td>Ticket Management System</td>
<td><a href="mailto:DominiqueCanada@usicllc.com">DominiqueCanada@usicllc.com</a></td>
<td>317-575-7835</td>
</tr>
<tr>
<td>Matthew Sokolovich</td>
<td>Claims</td>
<td><a href="mailto:MatthewSokolovich@usicllc.com">MatthewSokolovich@usicllc.com</a></td>
<td>484-268-0641</td>
</tr>
<tr>
<td>Michael</td>
<td>Maps/GIS</td>
<td><a href="mailto:MichaelMuilenburg@usicllc.com">MichaelMuilenburg@usicllc.com</a></td>
<td>317-810-8079</td>
</tr>
</tbody>
</table>
5.0 DAMAGE TO VEC UNDERGROUND

5.1 Responsibility

5.1.1 Notification of damage to VEC underground facilities is reported through the Scheduling Department during business hours and through Systems Operations during off hours. Scheduling/Systems Operations will be responsible for gathering the following information:

- Date/time of damage
- Location of damage
- Dig safe #
- Excavator information
- What was the excavator doing when the damage occurred

5.1.2 The information will be given to the Safety and Compliance Manager, who will be responsible for investigating the damage, completing and submitting the Underground Facility Damage Report (see Figure 1) to the State of Vermont.
Underground Facility Damage Report (UFDR)

Facility Damaged: □ Gas □ Electric □ CATV □ Telecom □ Water □ Sewer □ Propane

Name of Utility Damaged:

Address 1:
Address 2:

City: Phone:

Date & Time Damage Occurred:
Date & Time Utility Received Report:

Location of Damage

Address 1:
Address 2:
City:

Alternate location description if no address available:

Longitude: Latitude:

Report Prepared By

First Name: Last Name: eMail:
Organization:
Address 1:
Address 2:
City: Zip: State: Vermont
Telephone:

Excavator Notified Dig Safe in Advance? □ No □ Yes

Provide Dig Safe Ticket #:

Facility Damaged: □ Transmission □ Distribution □ Service

Personal Injuries: □ No □ Yes Describe:
Underground Facility Damage Report (UFDR) - Page 2

Root Cause of Damage (Hold the Ctrl to select multiple items):
1. No notification made to the one-call center
2. Notification to one-call center made but not sufficient
3. Wrong information provided
4. Facility could not be found/located
5. Facility marking or location not sufficient
6. Facility was not located or marked
7. Incorrect facility records/maps
8. Excavation practices not sufficient
9. Failure to maintain clearance between powered equipment
10. Failure to maintain the marks
11. Failure to support exposed facilities
12. Failure to use hand tools where required
13. Failure to verify location by test-hole (pot-holing)
14. One-call notification center error
15. Abandoned facility
16. Deteriorated facility
17. Previous damage
18. Data not collected
19. Other

What Equipment Caused Damage? (Hold the Ctrl to select multiple items):
1. Auger
2. Backhoe/Track hoe
3. Boring
4. Directional Drilling
5. Drilling
6. Explosives
7. Farm Equipment
8. Grader/Scraper
9. Hand Tools
10. Milling Equipment
11. Probing Device
12. Trencher
13. Vacuum Equipment
14. Data Not Collected
15. Unknown/Other

Service Interrupted: [ ] No  [ ] Yes, Describe:

Plan to Bill Excavator: [ ] No  [ ] Yes

Incident Description:

I CERTIFY THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE (print name if filing)

Sign: ____________________________ Date: ____________________________

Excavator Data

Company Name: ____________________________
Address 1: ____________________________
Address 2: ____________________________
City: ____________________________ State: Vermont Zip: ____________________________

First Name: ____________________________ Last Name: ____________________________
Phone: ____________________________

Name of Operator Causing Damage:
First Name: ____________________________ Last Name: ____________________________

Supervisor on Job:
First Name: ____________________________ Last Name: ____________________________
## Revision History

<table>
<thead>
<tr>
<th>Rev No.</th>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>000 (released)</td>
<td>08/29/2008</td>
<td>Initial version</td>
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<tr>
<td>001</td>
<td>05/20/2013</td>
<td>Addition of “What Equipment Caused Damage” line item 6 and 13.</td>
</tr>
<tr>
<td>002</td>
<td>05/06/2015</td>
<td>Version 002 On-Target Contact Information.</td>
</tr>
<tr>
<td>003</td>
<td>02/09/2016</td>
<td>Version 003 Manager of Operations change.</td>
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