

STANDARD OPERATING PROCEDURE

SOP 1.2 Miscellaneous Maintenance

Abstract: This SOP details maintenance tasks and operational support procedures, for the Joint Base Pearl Harbor-Hickam (JBPHH) water distribution system, ensuring its structural and operational integrity.



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Revision Tracking Sheet

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Attachments

1. SOP Acknowledgement and Training Form
2. Emergency Dig Permit Presentation

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1. DEFINITIONS/ACRONYMS

1.1. Definitions

- Potable water: Water that is suitable for drinking.
- Safety Data Sheet (SDS): An Occupational Safety and Health Administration (OSHA) standardized hazard communication document detailing a chemical's properties and hazards (physical, health, and environmental); protective measures; and safety precautions for handling, storing, and transporting the chemical.

1.2. Acronyms and Abbreviations

- GIS geographic information system
- GPS Global Positioning System
- JBPHH Joint Base Pearl Harbor Hickam
- NAVFAC Naval Facilities Engineering Systems Command
- NFPA National Fire Protection Association
- NSF National Sanitation Foundation
- OSHA Occupational Safety and Health Administration
- PPE personal protective equipment
- PRP32A Potable Water Branch
- SDS Safety Data Sheet
- SOP Standard Operating Procedure
- UEM Utilities and Energy Management
- UFC Unified Facility Criteria
- WHHP6B Pearl Harbor and Outlying Areas

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2. OVERVIEW

2.1. Scope and Purpose

This Standard Operating Procedure (SOP) covers the maintenance of the critical infrastructure components of the Joint Base Pearl Harbor Hickam (JBPHH) water distribution system. This includes general site housekeeping, facility maintenance, ground maintenance, and security measures.

2.2. Operating Summary

Miscellaneous tasks are performed by operators to help maintain a clean and effective operational condition of the facility within the JBPHH water distribution system. These tasks are categorized by type and frequency (weekly, monthly, and annually) to ensure consistent system maintenance.

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3. RESPONSIBILITIES AND QUALIFICATIONS

3.1. Responsibilities

The JBPHH Public Works Department owns and operates the JBPHH drinking water system. Operation and maintenance of the system is the responsibility of the Utilities Maintenance Potable Water Branch (PRP32A). Miscellaneous operation and maintenance at JBPHH are performed by all three work centers within their areas of responsibility. Refer to *Figure 3-1* for details.

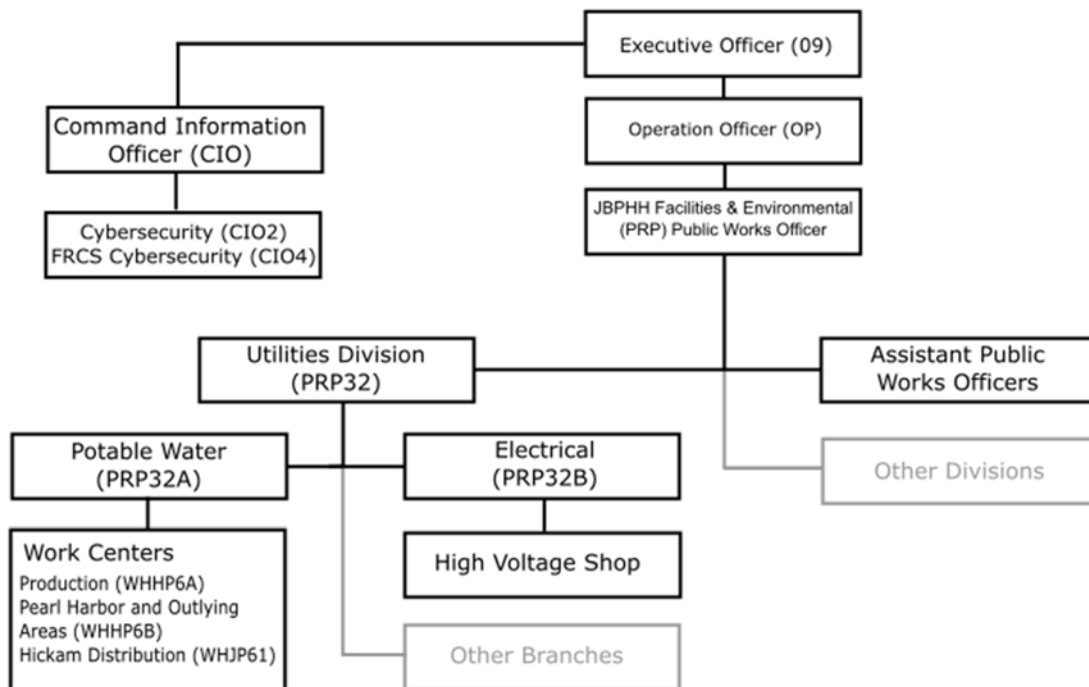


Figure 3-1 Public Works Department Organization

Lead operators and supervisors in PRP32A must ensure that the operators are trained and qualified prior to using this SOP. To support this process, a copy of this SOP should be made readily available to all users. Engineers and supervisors are required to update the SOP to reflect any changes in equipment, procedures, or regulations, and train the operators and maintenance crew(s) accordingly. Supervisors approve, coordinate, and maintain records of any major repairs on the equipment highlighted in this SOP. Training shall consist of in-depth, hands-on training for all new employees or employees new to this SOP. Document all training using *Attachment 1 SOP Acknowledgement and Training Form*.

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3.2. Qualifications

All personnel involved in miscellaneous maintenance activities must be trained and qualified to perform their assigned tasks.

- The Supervisor and Lead Operator must meet the minimum certification requirement. All other personnel under their supervision must meet the minimum requirement of Operator-in-Training, with the exception of the following personnel who are not directly involved with repair procedures:
 - Heavy equipment operators
 - Traffic control personnel including flaggers
 - Personnel involved with site clean-up after repair has been made including grading, seeding, pavement restoration, and miscellaneous concrete work
- Follow Navy and base-specific safety regulations and directives and obtain appropriate safety training (see *Section 4*).
- Be familiar with the following:
 - Emergency protocols and communications
 - Operation of tools and equipment
 - Procedures outlined in this SOP

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4. HEALTH AND SAFETY

4.1. General Guidelines

With respect to health and safety, operators shall implement the following:

- Comply with the JBPHH Safety Manual.
- Use engineering, operational, or administrative controls or other means of performing work to eliminate or minimize health and safety hazard risk. Eliminating or minimizing health and safety hazard risk is preferred over the use of personal protective equipment (PPE). Use PPE to reduce hazard exposure when the hazard cannot be eliminated.
- Follow all OSHA requirements for work in confined spaces, trenching, roadways, etc.
- Pay specific attention to the hazards outlined in *Section 4.2*.
- Be familiar with all applicable SDSs. Ensure SDSs are up to date. Ensure the SDSs match the chemical being used (i.e., do not use an SDS for the same chemical from another manufacturer).

4.2. Anticipated Hazards

- Injury due to moving parts and equipment (e.g., forklift, pump, motor)
- Confined space
- Electricity
- Work environment (hot weather, excessive heat, sun exposure, wet or humid environment, wet slippery grounds, elevated platform, uneven/unstable ground, noise, etc.)
- Heavy equipment

4.3. Personal Protective Equipment

Utilize the following PPE based on anticipated activities:

- Safety steel toe shoes with anti-slip soles
- Work gloves
- Eye protection
- Hearing protection
- Hardhat/helmet
- Dust mask
- Knee pads (as needed)
- Class 2 safety vest (class 3 vest is required when visibility conditions are limited)

4.4. First Aid

Stocked first aid kits shall be kept in two primary locations: service trucks and water supply pump stations. Promptly remove any expired stock from first aid kits and replace. Operators shall follow detailed instructions in the JBPHH Safety Manual and EM-385-1-1, *Section 3* regarding first aid kit requirements, documentation, and follow up procedures.

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5. EQUIPMENT AND MATERIALS

The section lists the equipment and materials that are relevant to perform this SOP. For detailed information regarding location and quantity of each item, please refer to the JBPHH inventory provided as an attachment to *SOP 1.1 Introduction and Overview*.

Equipment:

- Brooms
- Dustpans
- Floor scrubbers
- Mops and buckets
- Paint cloth
- Rakes
- Scraper
- Shears
- Squeegees
- Tape
- Trimmers
- Weed whackers
- Wire Brush

Consumables:

- Paint
- Primer
- Soap, floor detergent, cleaning solutions for windows, equipment surfaces and disinfectants wipes
- Trash bags

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6. SCHEDULE AND PROCEDURES

6.1. Schedule

Refer to *Table 6-1* for miscellaneous maintenance schedule. Detailed procedures are discussed in subsequent sections.

Table 6-1 Miscellaneous Maintenance Schedule

Frequency	Task	Section
Weekly	Perform site security maintenance	6.2
	Perform housekeeping maintenance	6.3
Monthly	Perform site ground maintenance	6.4
Quarterly	Safety equipment inspection	6.5
Semi-Annual	Clean gutters and drain spouts	6.6
Annual	Paint relevant equipment and components	6.7

6.2. Weekly Site Security Maintenance

- Notify pertinent personnel about the planned maintenance.
- Visual inspection
 - Inspect all buildings, fences, and equipment for signs of damage or unauthorized entry.
 - Inspect and repair gates, fences, and locks.
- Security measures inspection
 - Ensure all gates are closed and locked when not in use.
 - If lacking, implement measures to prevent unauthorized access to restricted areas.
 - Inspect and ensure that any alarms and access control systems are working.
 - Perform routine maintenance and repairs on security equipment as needed.
- Documentation
 - Report any security incidents or concerns to the local authorities.
 - Report any maintenance issues, repairs, or unusual findings, including specific issues and actions taken.

6.3. Weekly Housekeeping Maintenance

- Indoor housekeeping
 - Clean areas of clutter and debris.
 - Ensure all tools, equipment, and materials are stored safely and securely in their designated areas.
 - Ensure adequate lighting is maintained in all areas of the stations.
 - When applicable, keep restrooms and breakrooms clean, sanitized, and stocked with necessary supplies.
 - Sweep and mop floors when applicable.
 - Empty trash cans and re-line with new plastic bags.

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- Outdoor housekeeping
 - Remove any debris that may obstruct walkways and access roads.
 - Ensure safe and unobstructed access to all areas.
 - Verify the functionality of all outdoor lighting.
- Maintenance and inspection scheduling
 - Post the monthly maintenance schedule in a visible location.
 - Ensure all operators are aware of the schedule and their responsibilities.
- Inspect the outside grounds and interior for cleanliness, orderliness, and proper materials storage. Ensure materials are stored so that they do not block operator movement and access or interfere with daily operations.

6.4. Monthly Site Ground Maintenance

- Basic ground maintenance is contracted out; however, operations staff shall regularly confirm contracted items are being properly performed and perform additional ground maintenance as required.
- Notify pertinent personnel about the planned maintenance.
- Lubricate and exercise locks
- Vegetation maintenance
 - Trim and remove weeds and vegetation around facilities and equipment.
 - Clear debris and obstructions from around structures and pipelines. This includes removing branches, leaves, and any debris.
 - Cut any tree growth that may interfere with overhead lines and structures.
- Drainage maintenance
 - Clear ditches from any debris and branches to ensure proper drainage.
 - Unclogging drains to prevent water from pooling around structures.
- Document any maintenance issues, repairs, or unusual findings, including specific issues and actions taken.

6.5. Quarterly Safety Equipment Inspection

Inspect and verify the operational status of all onsite safety equipment, such as emergency eye wash stations and system alarms (audible, visual, SCADA, and operator notification).

6.6. Semi-Annual Gutter Cleaning and Spout Draining

- Clean gutters and drain spouts on all buildings.
- Ensure gutters and drain spouts are draining properly.
- Align splash pads under drain spouts and ensure positive drainage away from building.

6.7. Annual Painting

- Notify pertinent personnel about the planned painting maintenance.
- Preparation
 - Remove any loose paint, rust, or debris using a wire brush or scraper.
 - Sand the surface to create a smooth uniform texture.
 - Apply a coat of primer to the surface to prevent future corrosion.
- Painting application

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- Select the right color paint that is weather-resistant and adhere to National Sanitation Foundation (NSF) and National Fire Protection Association (NFPA) standards as applicable.
 - All paint that can be in contact with potable water shall be NSF 61 compliant.
 - Fire hydrant color shall adhere to NFPA requirements, see *SOP 5.3 Hydrants*.
- Use a brush to apply the paint evenly into a thin coat.
- Allow the coat to dry before applying a second coat.
- If necessary, apply a third coat after allowing the paint to dry.
- Where applicable, ensure that the paint is fully dry before putting any equipment back in service.
- Document any maintenance issues, repairs, or unusual findings, including specific issues and actions taken.

6.8. Operational Support and Authorization Procedures

6.8.1. Temporary Flow Meters and Backflow Preventers

- Temporary flow meters and backflow preventers are utilized to provide water on a temporary basis to activities such as construction activities.
- All temporary flow meters and backflow preventer requests shall be coordinated with the Pearl Harbor and Outlying Areas (WHHP6B) shop supervisor.
- Upon installation and during the first quarter of every year thereafter, conduct the following for all temporary meters and backflow preventers:
 - Test and inspect meters following procedures provided in *SOP 5.2 Valves* and *SOP 8.1 Real-Time Monitoring*
 - Have general ledger account coordinated with finance
- When temporary flow meters and backflow preventers are no longer required, end user shall coordinate with the WHHP6B shop supervisor for final removal.

6.8.2. Dig Permits

- Dig Permits are required for all watermain, valve, and hydrant repairs that require digging (see *Attachment 2 Emergency Dig Permit Presentation* for details).
- The following documents and contacts shall be made in order.
 - Three versions of a map marking the area to be excavated:
 - Regular
 - Satellite
 - Utility
 - Dig Permit Form
 - Hawaii One Call Center (1-866-423-7287 or 811)
 - Verizon Emergency Toning (808-659-1444)
 - Utility Data Release Form
 - Utilities and Energy Management (UEM) Cover Sheet
 - Hawaii Telecom Form
 - AT&T Cable Toning Request Form
- Send all information to required locations. Note: for updated information and contact details, refer to the Dig Permit form.
- File the following documents for permanent records:
 - Cover sheet
 - Signed Dig Permit

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- Signed Hawaii Telecom Form
- Signed AT&T Cable Toning Request Form
- All versions of maps created
- Any additional documentation including signed forms, pictures, etc.

6.8.3. Transportation Shop (PRP33D) Support Request

Shop supervisors/lead operators shall coordinate support for heavy equipment and equipment operators from the transportation shop (PRP33D) with first line supervisors as required. Coordinate pavement repair and site restoration with second line supervisors after repair has been completed. Below are important notes regarding coordination with the Transportation Shop.

- The typical on-site response time for equipment and operators is 2 hours during duty hours, and 4 hours during non-duty hours (nights, weekends, and holidays).
- If first line supervisors are unreachable, proceed to contact second- and third-line supervisors.
- Should scheduling conflicts arise regarding equipment availability, supervisors will be responsible for prioritizing support requests.
- The Transportation Shop maintains strategically staged equipment to enhance response times. Coordination will be required as support needs evolve.
- Any suspended loads must follow NAVFAC P307: Weight Handling Program Management.
- Transportation Shop (PRP33D) has the capability to rent additional or specialized equipment as required.

6.8.4. Utility Record Keeping

- Records for water supply pump stations, water booster stations, and other water-related facilities are maintained as as-built drawings. Coordinate with Potable Water Branch PRP32A Engineers to ensure these records are updated.
- Distribution system piping, valves, hydrants, and other appurtenances shall be updated in the Navy's Geographic Information System (GIS) records if they are relocated a distance greater than 3 feet. Coordinate GIS updates with Water Branch PRP32A engineers.
 - The engineers shall update GIS records by utilizing Global Positioning System (GPS) marking equipment.
 - If GPS equipment is unavailable, the engineer shall hand-sketch the utility updates based on field observations, discussions with installation operators, pavement/site restoration details, exposed features (e.g., valve boxes and hydrants), and any other relevant information. These sketches must include reference points (such as satellite imagery, other utilities or known points) and must note important specifications, including depth of cover, size, and material.
 - The engineers shall coordinate all GIS updates with GIS department as required.

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7. TROUBLESHOOTING

The following issues should be reported to shop leads and promptly addressed including:

- Site Security
 - Damaged fences or gates
 - Broken locks
 - Signs of intrusion or vandalism
 - General security concerns
- Housekeeping Maintenance
 - Clogged drains
 - Broken ancillary equipment including lights, fans, electrical outlets, etc.
 - Improperly stored equipment or supplies
 - Excess dirt or debris
- Site Ground Maintenance
 - Fallen trees
 - Ponding water
 - Debris or trash
 - Broken site lighting
 - Access road condition
- Gutters and Drain Spouts
 - Clogs
 - Damage
 - Scour or ponding near drain outlet
 - Water damage or mold from improperly functioning gutters and drain spouts
- Chipped, faded, or otherwise damaged paint
- Miscellaneous Concerns
 - Fire Hazards
 - Signs of vermin, including rodents, amphibians, and reptiles
 - Damaged access and safety equipment including ladders, stairs, handrails, etc.
 - General safety concerns

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8. REFERENCES

- Unified Facility Criteria (UFC) 3-230-02 Operation and Maintenance: Water Supply Systems. 1 November 2023.
- UFC 3-270-08 Operation and Maintenance Manual: Asphalt and Concrete Pavement Maintenance and Repair. 17 March 2022.
- UFC 4-022-03 Security Fences and Gates. 1 October 2013.
- JBPHH Safety Manual
- EM-385-1-1 Safety and Occupational Health (SOH) Requirements Manual. 15 March 2024.
- OPNAV M-5100.23: Navy Safety and Occupational Health Manual. 5 June 2020.

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9. ATTACHMENTS

- Attachment 1: SOP Acknowledgement and Training Form
- Attachment 2: Emergency Dig Permit Presentation

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Attachment 1:
SOP Acknowledgement and Training Form

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SOP ACKNOWLEDGEMENT AND TRAINING FORM

This SOP must be read and signed each time training is provided, or modifications are made to the SOP. This form should accompany the current SOP version.

Document Title:	Miscellaneous Maintenance
Document Revision Number:	
Document Revision Date:	

Please sign below in accordance with the following statement: "I have read and understood the above referenced document. I agree to perform the procedures described in this SOP in accordance with the document until such time that it is superseded by a more recent, approved revision."

Print Name	Signature	Date

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SOP Acknowledgement and Training Form (continued)

Trainee:

Sign below to acknowledge that training on this SOP was received, understood, and all questions/concerns were addressed by the trainer.

Trainer:

Sign below to acknowledge that training on this SOP was completed for the individual listed and that the trainee is competent to perform the procedures described within.

Date of Training [mm/dd/yyyy]	Trainee Print Name	Trainee Signature	Trainer Print Name	Trainer Signature

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**Attachment 2:
Emergency Dig Permit Presentation**

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Emergency Dig Permit SOP

By (b) (6)

Documents to Fill/Make in order

- ▶ Maps (Maps include 3 versions: Regular, Satellite, Utility. Make sure both google maps include Latitude and Longitude)
- ▶ Dig Permit Form (Edit Highlighted Text, Update all Project Titles, Keep (b) (6) updated and informed, and **ENSURE SURE YOU HAVE THE RIGHT WORK ORDER NUMBER:** (b) (6) (b) (6) these are all people you should call to find a work order number)
- ▶ Hawaii One Call Center (1-866-423-7287, OR 811, Call and explain our situation make sure to include What, Where, Why and emphasize that we need Emergency Toning for our Water Break. You will need to give them Work Order Number, Location, and Closest Building Number. This is why your maps include Latitude and Longitude to get as accurate of a location as possible)
- ▶ Verizon Emergency Toning (808-659-1444, Call and explain our situation make sure to include What, Where, Why and emphasize that we need Emergency Toning for our Water Break. You will need to give them Work Order Number, Location, and Closest Building Number. This is why your maps include Latitude and Longitude to get as accurate of a location as possible)
- ▶ Utility Data Release Form (Edit Name, Signature, and Date: This Form is used to allow other shops to view our utility map)
- ▶ UEM Cover Sheet (Edit Highlighted Text: This Form is the cover sheet for our Dig Permit records)
- ▶ Hawaii Telecom Form (Edit Highlighted Text: Attach 3 copies of Hawaii Telecom Form, 3 copies of dig permit, and 3 copies of map, Drop off copies at, 1177 Bishop ST., Main Lobby Excavation Drop-Off Box)
- ▶ ATT Cable Toning Request Form (Edit Highlighted Text: Attach 4 Copies of ATT Cable Toning Request Form, 4 copies of dig permit, 4 copy of map. Drop off copies at, Airport Industrial Park 3375 Koapaka St Honolulu, HI 96819- 1868)

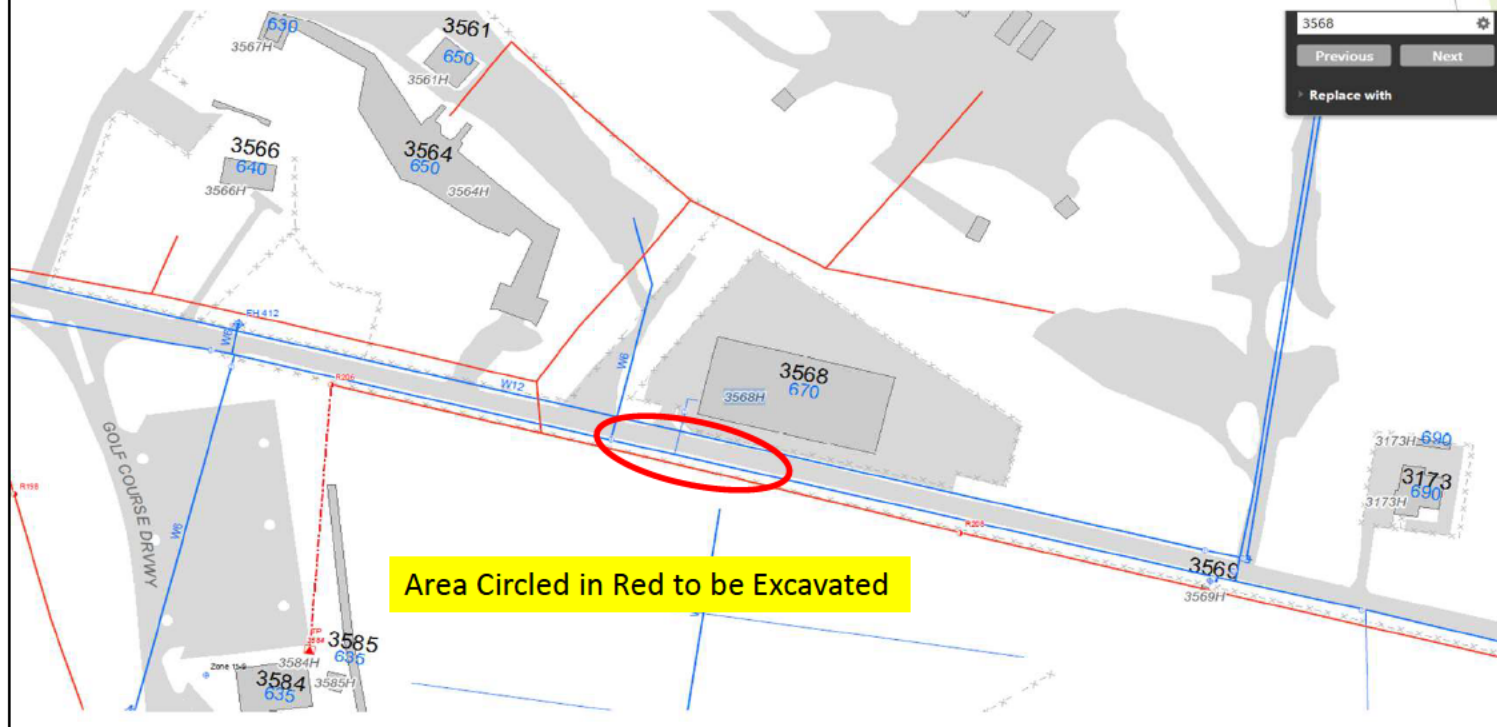
Regular Map, (Get regular map view from google, include Latitude and Longitude: Circle area to be excavated in red, and clearly define the area)



Satellite Map, (Get satellite map view from google, include Latitude and Longitude: Circle area to be excavated in red, and clearly define the area)



Utility Map, (Utility Map can be found in your Emails, Circle area to be excavated in red, and clearly define the area: A tip to help navigate the map, use CTRL + F and type in the nearest BLDG number to the water break, it zooms into the area for you)



Dig Permit Page 1, (Edit all highlighted Portions of the Dig Permit, MAKE SURE YOU HAVE THE RIGHT WORK ORDER NUMBER)

FY 18 DIG PERMIT REQUEST FORM Joint Base Pearl Harbor-Hickam Instruction 11013.1, Facilities Management Division	
Project Title: <u>3568 Water Break, Emergency Dig Permit</u>	Permit No:
The Dig Permit is required for any excavation work that may disrupt utility services, vehicular or aircraft traffic flow, protection provided by fire and intrusion alarm systems, or routine activities of Joint Base Pearl Harbor-Hickam (JBPHH). The process intends to identify, as much as practical, any known, potentially hazardous work condition and is to help prevent accidents. It also informs key Base activities of the digging work and coordinates the required work with these activities to keep customer inconvenience to a minimum. <u>The Dig Permit and CATEX (as required) must be approved prior to the start of work.</u>	
1. INSTRUCTIONS: The contractor/excavating activity shall complete blocks 2-14 and is responsible for obtaining the necessary approvals/signatures (blocks 15-19). The submitted packages shall include this form and accompanying plans and/or drawings showing the location, width, and depth of excavation. Once the approvals/signatures have been obtained, the contractor/excavating entity shall submit the dig permit package for final approval/signature to the respective Area Assistant Public Works Officer (APWO) via the Team Facility Operations Specialist. Allow at least 20 Working Days before commencement of work for review and potential for 14 day message notification to base personnel (duration can be shorter if message is not required-APWO determination). Upon receipt of the approved and signed Dig Permit, the contractor/excavating activity may proceed with the excavation and shall follow all precautionary notes and directions as provided.	
2. SITE LOCATION: Please Identify site on a vicinity map. <u>Bldg 3568, (Closest Cross Streets) Mamala Bay Dr & Worchester Ave</u>	3. TARGET START DATE: <u>November 1, 2020</u>
4. REQUESTOR SUPERVISOR or GOV'T SPONSOR POC (FEAD/SPAWAR/etc): <u>(b) (6)</u>	5. PHONE NO: <u>(b) (6)</u>
6. REQUESTOR POC: <u>(b) (6)</u>	7. POC PH.#: <u>(b) (6)</u> POC EMAIL: <u>(b) (6)</u>
8. CONTRACT NO. or (N/A) FOR SHOP WORK: <u>N/A</u>	9. WORK ORDER/JOB NO.: <u>(b) (4)</u>
10. TYPE OF WORK INVOLVED: (check all that apply) UNDERGROUND UTILITIES: ☒ WATER ☐ SEWER ☐ DRAIN ☐ ELECTRICAL ☐ TELECOMMUNICATIONS ☐ FIBEROPTIC EXCAVATION: ☒ TRENCHING ☐ FOUNDATION/SLAB ☒ DE-WATERING ☐ SOIL BORING/TEST PIT ☐ OTHER:	
11. The contractor/excavating activity shall perform a general site survey prior to any excavation. Contractors are <u>Required to Tone Area</u>; for all in-house work JBPHH shops will tone the proposed area. Every effort must be made to locate unknown utilities posing a conflict with work insofar as the utilities fall within the proposed excavation limits and are detectable by industry-standard underground utility locating equipment. If water valves; sewer, drain, or electrical manholes; recent trenching scars; or pavement trench patches are found where no utility line is shown on the drawings/sketches provided, the contractor/unit shall contact the undersigned prior to any excavation. <u>(b) (6) November 1, 2020 Initial/Date</u>	
12. There are known existing primary utilities shown for the area in question ☒ Yes ☐ No <u>(b) (6) November 1, 2020 Initial/Date</u>	
13. The equipment operator shall closely monitor the excavated material for significant changes in color, size (gradation) and type of material. Such changes may indicate the presence of an unmarked utility. If such changes are noted, the contractor/unit shall cease all excavation by equipment and probe by hand. If any questions arise, contact the undersigned. <u>(b) (6) November 1, 2020 Initial/Date</u>	

Dig Permit Page 2, (Update Project Title, and Description of work: What, Where, Why)

200ct2016

JBPHHINST 11013.1

DIG PERMIT REQUEST FORM Joint Base Pearl Harbor-Hickam Instruction 11013.1, Facilities Management Division	
Project Title: <u>3568 Water Break, Emergency Dig Permit</u>	FOR FACILITIES USE ONLY Permit No:
14. DESCRIPTION OF WORK: * <u>Provide</u> a work description including the method of excavation (<i>use of hand tools or type of heavy/powered equipment</i>) * <u>Provide</u> description of any precautionary measures to be followed and safety devices to be used such as shoring. * <u>Provide</u> drawings or sketch showing the depth, width and length of the excavation and any known utilities that may interfere with the work. (<i>continue on additional sheet if required</i>) Attached Sketch: ☐ Yes ☒ No (<i>if no, explain</i>) Repairing existing asset.	
DETAILED DESCRIPTION OF WORK: Emergency dig permit, water main bust outside of bldg 3568. The use of shoring and other safety equipment will be used as needed to make repair. We will use Heavy machinery such as a Backhoe and / or Excavator, also to include shovels hand equipment, chipping hammers and K-12s as needed.	

Dig Permit Page 3, (Keep Track of Ticket Numbers from Hawaii One Call and Verizon and Update it on the dig permit. Update date of when Hawaii One Call was notified: Email all of the members listed with a copy of Dig Permit, Maps, and Utility Data Release)

20Oct2016

JBPHHINST 11013.1

FY18 CLEARANCE REVIEW (JBPHH DEPARTMENTS)		
Project Title: 3568 Water Break, Emergency Dig Permit		FOR FACILITIES USE ONLY Permit No:
ORGANIZATION	SPECIAL INSTRUCTIONS	ACKNOWLEDGEMENT / DATE
15. Environmental Reviews:		
A. EV2 Cultural Resources (b) (6)	NOTE: REPORT ALL INADVERTANT DISCOVERIES TO THE CULTURAL RESOURCES MANAGER. Refer to CATEx for archaeological requirements if available.	
B. EV3 Environmental Restoration (b) (6)		
A CATEx has been approved and received <i>If NO or N/A, explain why:</i>		☐ YES ☐ NO ☒ N/A
16. UEM: ELECTRIC, WATER, SEWER (b) (6)	NOTE: EXCAVATION WITHIN 2 FEET OF MARKED UTILITIES MUST BE HAND DUG UNTIL UTILITIES ARE FULLY EXPOSED (SHIPYARD ONLY: SALT WATER, HIGH/LOW PRESSURE AIR, CHILL WATER)	
17. FLEET LOGISTICS COMMAND (FUELS) (b) (6)	Fuel Lines: ☐ Active ☐ Non Active ☐ N/A	
18. HAWAII ONE CALL CENTER (HOCC) <i>1-866-423-7287 or 811</i>	For all other commercial utilities (HT, HECO, Gas, BWS, Wastewater, etc)- HOC Ticket # (b) (4) Verizon Tickets (b) (4)	Notification only- no signature required / Notified on: 10/21/2020 Cleared by- (b) (6)
19. TELECOMMUNICATIONS (BCO) (b) (6)	CONTACT AT&T/JHITS FOR TONING REVIEW 808-659-1400	

Email, (Your Email to the members on the dig permit should look similar to this. Include What, Where, and Why. Emphasize that it is an emergency)

Reply Reply All Forward



(b) (6) SrA USAF PACAF 647 CES/CEOIU/WFSM

(b) (6)

BLDG 3568, Emergency Dig Permit

i You forwarded this message on 11/2/2020 5:42 AM.



3568 Emergency Dig Permit Request Form.docx
124 KB



3568 Utilities Data Release Form.docx
126 KB



3568 Regular, Satellite, Utility Map.pptx
2 MB

All,

Emergency Water Break at 3568, closest cross streets are Mamala Bay Dr & Worchester Ave.
Please see attached forms, locate and mark your respective lines and sign dig permit, thank you.

V/r,

(b) (6) SrA, USAF

647th Civil Engineer Squadron

Water Fuel Systems Maintenance

647CES/CEOIU

DSN: (b) (6)

Dig Permit Page 3 Continued, (Once you have all signatures, take 2 copies of Dig Permit to APWO one for them, and one for them to sign for our records. The APWO sits at 1204)

The contractor/excavating activity shall have an approved Digging Permit at the work site at all times during excavation. The Digging Permit does NOT relieve the contractor/excavating activity from responsibility for any damage to underground utilities encountered during excavation.

All known existing primary utilities are shown on the attached sketches/drawings. Those not shown in the original sketches/drawings were added. The contractor/excavating activity shall locate each intersecting line and all other lines in the general vicinity of the excavation prior to any excavation. The utility lines shown on the drawings/sketches represents approximate locations only.

In case of emergency:
 During *off-hours*: contact the CDO at (b) (6) and the emergency service desk at (b) (6)
 During *working hours*: **Contractors**- Contact your FEAD CME, ET, or other Gov't sponsor for non-FEAD work.
NOTE: **In House**- Contact your Shops Project Manager.

If the actual work differs from the written Description of Work (Item No. 12 above), this Digging Permit will be voided and MUST be Resubmitted.

This Dig Permit shall be **TERMINATED 60 days** after the signed approval date below if work has not started unless otherwise noted. Digging Permit No.# _____ is hereby: ☐ Approved ☐ Disapproved

 APWO, Date
 Facilities Management Division

APWO Completes Information Below
 If dig permit is in their area, has CM/Shops/APWO Notified:

AIRFIELD MANAGEMENT (b) (6)	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A
PORT OPERATIONS (JB3) (b) (6)		

Documents prior to **APPROVING** this Dig Permit

(a) A Work Induction receipt (Appendix C) has been received and approved by an APWO ☐ YES ☐ NO ☐ N/A
If NO or N/A, explain why:

(b) A site Approval has been approved and received ☐ YES ☐ NO ☐ N/A
If NO or N/A, explain why:

Hawaii One Call Center & Verizon Toning

- ▶ Hawaii One Call Center (1-866-423-7287, OR 811, Call and explain our situation make sure to include What, Where, Why and emphasize that we need Emergency Toning for our Water Break. You will need to give them Work Order Number, Location, and Closest Building Number. This is why your maps include Latitude and Longitude to get as accurate of a location as possible)
- ▶ Verizon Emergency Toning (808-659-1444, Call and explain our situation make sure to include What, Where, Why and emphasize that we need Emergency Toning for our Water Break. You will need to give them Work Order Number, Location, and Closest Building Number. This is why your maps include Latitude and Longitude to get as accurate of a location as possible)
- ▶ It is Hawaiian law that the area to be excavated be marked with **WHITE PAINT**, the call centers will ask if the area is marked. If it is an emergency and you have not marked it yet but called say “Yes, the area is marked in white”, ensure that you go out and mark the area once you are finished sending out dig permits to the appropriate parties.
- ▶ MOST IMPORTANT: **BE PATIENT**, it is difficult for the call centers to understand where we are located and what services we require. Explain that we are located on Hickam AFB, and we need emergency toning services because we need to excavate and we don’t want to hit their comm lines.

Utility Data Release Form, (Update Name, Signature, and Date)

DEPARTMENT OF THE NAVY
NAVFAC Hawaii Utilities Management Division
400 MARSHALL ROAD, BUILDING 166 2nd Floor
PEARL HARBOR, HI 96860-3139

LIMITED AUTHORIZATION FOR USE OF ELECTRONIC DATA

Contractor Information

(b) (6)	(b) (6)
Name (Print)	Signature
Phone #	
(Hereinafter "Contractor") is authorized to use the attached electronic data for the sole and exclusive purpose of	
Marking and Locating of under ground utilities.	
(Insert use: e.g. - assisting in the preparation of Contract related submittals for Contract No. 1234)	

All GIS utilities data are schematic in nature and are NOT of "as-built" quality. Some features have been "exaggerated" for clarity and may not be to scale. The Contractor shall not use the electronic data for any other purpose, including any other commercial, business or for-profit activity. The Contractor shall not assign, loan, sell, copy or otherwise transfer the electronic data to any other party without the Government's prior written consent. The Government makes no representation or warranty as to the suitability of the data for the Contractor's preparation of drawings and/or specifications as part of their contract submittal, including but not limited to, any expressed or implied warranty of merchantability or fitness for a particular purpose. The Contractor is under no obligation to use the electronic data and assumes full and complete responsibility for their use in preparing drawings and/or specifications for the above-referenced purpose. However, should they decide to use the electronic data, the Contractor acknowledges and agrees to indemnify, defend and hold the Government and their consultants harmless from and against any and all claims arising out of the use of the data. The Contractor also agrees to submit back to the Government the affected data where modified in relation to the above-referenced purpose for incorporation into the Government database.

The Contractor's use of the attached electronic data constitutes acknowledgment and agreement to the terms noted herein this limited authorization.

All GIS utilities data are schematic in nature and are NOT of "as-built" quality. Some features have been "exaggerated" for clarity and may not be to scale. The Contractor shall not use the electronic data for any other purpose, including any other commercial, business or for-profit activity. The Contractor shall not assign, loan, sell, copy or otherwise transfer the electronic data to any other party without the Government's prior written consent. The Government makes no representation or warranty as to the suitability of the data for the Contractor's preparation of drawings and/or specifications as part of their contract submittal, including but not limited to, any expressed or implied warranty of merchantability or fitness for a particular purpose. The Contractor is under no obligation to use the electronic data and assumes full and complete responsibility for their use in preparing drawings and/or specifications for the above-referenced purpose. However, should they decide to use the electronic data, the Contractor acknowledges and agrees to indemnify, defend and hold the Government and their consultants harmless from and against any and all claims arising out of the use of the data. The Contractor also agrees to submit back to the Government the affected data where modified in relation to the above-referenced purpose for incorporation into the Government database.

The Contractor's use of the attached electronic data constitutes acknowledgment and agreement to the terms noted herein this limited authorization.

For Government Approval/Acknowledgment

(b) (6)	(b) (6)
Name (Print)	Signature
Pipefitter	November 1, 2020
Title	Date

Data Release_Electronic.doc
09/27/11
Page 1 of 3

Maps, Dig Permit, Utility Data Release Form

- ▶ Once updated with as much information as you can put in, you will send/walk these documents to the following members
 - ▶ EV2 Cultural Resources: (b) (6)
 - ▶ EV3 Environmental Restoration: (b) (6)
 - ▶ UEM Electric, Water, Sewer: (b) (6)
(Walk Maps next door to exterior electric and have them clear our dig, for sewer clear it with (b) (6) and have him sign the dig permit. That being said still send the dig permit to (b) (6))
 - ▶ Fleet Logistics Command (Fuels): (b) (6)
(b) (6)
 - ▶ Hawaii One Call Center: At this point they should already be notified. Make sure you keep the ticket number they gave you.
 - ▶ Telecommunications (BCO): (b) (6)

Hawaii Telecom Form, (Edit highlighted Portions, bring 3 copies of Dig Permit and a copy of the map to the address listed on the form)

EXCAVATION NOTICE FOR TONING



EXCAVATION DESK - PH: 546-7745
1177 BISHOP ST., MAIN LOBBY, EXCAVATION DROP-OFF BOX
DROP-OFF/PICK-UP HOURS: REFER TO BACK OF FORM

DROP-OFF INSTRUCTIONS:

- FULLY COMPLETED AND SIGNED HT DROP-OFF FORM
- 3 SETS OF SITE PLANS (11x17 OR SIMILAR PREFERRED)
- STATE, C&C OR MILITARY TRENCHING PERMIT APPLICATION FORM.
- PLAN REVIEW WILL TAKE ABOUT 5 BUSINESS DAYS.
- YOU WILL BE CONTACTED WHEN PLAN IS READY FOR PICK-UP.

PLEASE COMPLETE THE FIRST BLOCK AND SIGN THE GENERAL AGREEMENT AT THE BOTTOM

CONTRACTOR/CUSTOMER: NAVFAC Hawaii		PHONE: (b) (6)
E-MAIL ADDRESS: (b) (6)		MOBILE: (b) (6)
LOCATION: Bldg 3568, Closest Cross Streets, Mamala Bay Dr. & Worchester Ave.		
DESCRIPTION: Emergency Water Main Repair		
CONTRACTOR/CUSTOMER INFO		CALL HAWAII ONE CALL CENTER (HOCC) 1-866-423-7287 5 BUSINESS DAYS PRIOR TO EXCAVATION <i>*Check your HOCC ticket status at www.managetickets.org</i>
AFTER HOURS TROUBLE OR REPAIR PLEASE CALL "611" OR 643-6111		
HT USE ONLY - RECORDS		CENTRAL OFFICE: _____ MAP # _____
☐ FACILITIES CLEAR OF AREA		FID # _____
☐ LOCATE FACILITIES: ☒ ☐ CABLES IN CONDUIT ☐ CONDUIT ☐ BURIED CABLES ☐ OTHER _____		
HT USE ONLY - DISPOSITION		
TONING COMPLETED BY: _____ DATE _____, 2011		TIME _____ ☐ AM ☐ PM
TONING FACILITIES MARKED BY: ☒ ☐ PAINT ☐ WOOD STAKES ☐ OTHER _____		
TONING ACKNOWLEDGEMENT _____ DATE _____		
REVIEWED BY: _____ (Contractor/Customer) DATE _____		
REMARKS: _____		
_____ (Issued by)		

HT Use Only	
☐ HOCC TICKET*	NO.: _____
☐ MARK AREA	
☐ AERIAL AREA	HOCC TICKET DATE: _____
☐ CLEAR AREA	
☐ INCOMPLETE REQUEST/INSUFFICIENT INFORMATION	
Date Stamp Area	
RECEIVED: _____	

AT&T Cable Toning Request Form, (Edit Highlighted Portions and Sign, bring 4 copies of Dig Permit and a copy of the map to the address listed on the form)



AT&T

HNS Program Management Office

☐ Toning Required☐ No Toning RequiredAirport Industrial Park Suite D-120
3375 Koapaka Street
Honolulu, HI 96819-1968

CABLE TONING REQUEST APPLICATION

TONING REQUEST NO. _____

(AT&T Internal Use)

***Highlighted area's must be filled out.**

NAVFAC Hawaii	(b) (6)		(b) (6)
ORGANIZATION COMPANY	& Point of Contact	CO. LICENSE NO.	TELEPHONE NO.
(b) (6)			
ADDRESS	CITY	STATE	ZIP CODE

HEREBY applies and requests AT&T HNS provide cable toning services at: TAX MAP KEY _____

(OFF BASE)

BASE /LOCATION: 1232 Freedom Ave.

(Include Cross Streets/Building numbers)

The Contractor expressly understands, agrees and warrants that:

- 1) The tone, markings and site locations provided by AT&T HNS are approximations only of the location of the cable or cables. AT&T HNS makes no representation, guarantee or warranty, either expressed or implied, of their accuracy, and that the Contractor shall have the sole responsibility to perform field verification, including probing and hand digging methods. In regards to the matter of a "toned cable depth", please be advised that AT&T HNS does not normally provide this service due to possible litigation; however, we recognize that even "non-certified" information could provide you with a significant degree of assistance in the design of infrastructures to be constructed. Therefore, AT&T HNS will provide this service only if a notarized approved disclaimer, which relieves AT&T HNS of any and all liabilities for providing this information, is furnished by your firm.
- 2) The toning marks provided by AT&T HNS, shall be maintained by the Contractor during the project. If the original marking is lost or additional marking is required, the contractor shall submit a new request for toning.
- 3) The excavation notice for toning is void 90 days after the date signed below. The applicant must reapply for toning if excavation has not been completed within this 90 day period.
- 4) Excavations with durations longer than 90 days may receive special handling. The permit needs to be renewed with AT&T HNS every 90 days for a record review. A weekly work schedule provided to AT&T HNS may be required.
- 5) Presence of an AT&T HNS representative to assist in locating the facilities shall not be deemed as any representation, guarantee or warranty by AT&T HNS as to their location. The Contractor shall have the sole responsibility for field verification, including probing and hand digging.

6) The Contractor shall be liable for any and all damages to the cable or cables resulting from any actions taken by the Contractor or any of its Sub-Contractors or Independent Contractors or the employees of any of them. The Contractor shall indemnify and hold AT&T HNS harmless from all claims and demands from injuries to persons or property resulting from or arising out of any actions of the Contractor.

7) The Contractor shall provide AT&T HNS - NMC Phone **808-471-4131**, 72 HOURS notification prior to the date each service is required. (Phone number 471-4131 has been updated as of 9/10/18)

8) For questions regarding toning and toning work performed please contact AT&T HNS Outside Plant Engineering at 659-1400.

The Contractor having read and understanding the foregoing, submits this application on this 1 day of November, 2020
MONTH YEAR

(b) (6)
NAME OF CONTRACTOR/INDIVIDUAL

TELEPHONE NO: (b) (6)

SIGNATURE of OFFICER or
AUTHORIZED COMPANY REPRESENTATIVE

_Rev091018

Hawaii Telecom Form & AT&T Toning Request Form

- ▶ **Hawaii Telecom: 1177 Bishop St. (Main Lobby, Excavation Drop-Off Box)**
 - ▶ Drop off 3 Hawaii Telecom cover sheets, 3 copies of dig permits, and 3 copies of the google maps (Just the google maps, we do not release Utility Maps to them). They will call you once the signed Hawaii Telecom Form is ready, pick it up and put it in our Exterior Shop dig permit record.
- ▶ **AT&T Toning: Airport Industrial Park, 3375 Koapaka St. Honolulu, HI 96819- 1868**
 - ▶ Drop off 4 AT&T Toning cover sheets, 4 copies of dig permits, and 4 copies of the google maps (Just the google maps, we do not release Utility Maps to them). They will call you once the signed AT&T Toning Form is ready, pick it up and put it in our Exterior Shop dig permit record.

Exterior Dig Permit Cover Sheet, (Edit highlighted areas)

Note: This Page is for your records only, it's so you have easy access to important information for that particular job and helps you keep track of where your at in the dig permit process. This document can a should be modified to suit the individual shops needs.

Dig Permit Status

3568 Emergency Water Break

1. Work Order#- FYHBCT

1. Date started- November 1, 2020

2. Date completed- November 7, 2020

2. Hi one call Ticket #- (b) (6)

a. Latitude - 21.318303

b. Longitude- -157.932977

3. Required Toning- Cleared or Made Aware of Infrastructure

1. Hawaii one call ☐

2. AT&T- ☐

3. Hawaii Tel. Com- ☐

4. NCTAMS (AFB,Com)- ☐

5. HECO- ☐

6. Oceanic- ☐

7. Electrical Dis.- ☐

8. Environmental- ☐

☐ Verizon Ticket# (b) (6)

4. Requester-

NAVFAC Hawaii

(b) (6) HI One Call ID# (b) (6)

Exterior Plumbing Shop Dig Permit

- ▶ We keep the following documents in our records
 - ▶ Cover Sheet
 - ▶ Signed Dig Permit
 - ▶ Signed Hawaii Telecom Form
 - ▶ Signed AT&T Cable Toning Request Form
 - ▶ All Versions of Maps (Regular, Satellite, Utility)