EXCAVATION & TRENCH PERMIT PROCESS

NOTE: In case of EMERGENCY, a permit is not needed prior to excavating; it can be submitted on the next business day

Permit Applicant
- Requests DigSafe
- Obtains DigSafe #

Permit Applicant
- Obtain UMA Excavating & Trench Permit
  - Online, from EH&S website, or Physical Plant Network (N:/Excavating-Trench Safety Permit)
  - Hard-copy from EH&S (Draper Hall) or Physical Plant Safety Office

Permit Applicant
- Complete permit application
- Read & retain attached “Excavating & Trench Safety Regulations” (MA & OSHA)
- More than one DigSafe # will apply for “blanket” permits
- “Blanket” permits are valid for duration established by the Permitting Authority

Permit Applicant
- 72 hours prior to excavation, submit:
  - permit application
  - certificate of insurance, if applicable

  to Permitting Authority:
  Physical Plant Safety Officer (PP projects/PP contracts) or Construction Safety Officer (contractor/Facilities projects)

Permitting Authority
- Approves permit application, or contacts applicant for more information
- Once approved, the permit is given to the Permit Applicant, now classified as the Permit Holder
- Electronically reports issuance of all permits to MA DPS, on a weekly basis
- Inspects excavation/trench sites
  - May order immediate shutdown for violations
  - May report violations to the MA DPS and/or OSHA

Permit Holder
- Prominently displays permit at excavation site
- Adheres to excavation/trench safety regulations
- Allows site access for inspections
- If site is shutdown due to violations, corrections are made; site will not be allowed to re-open until violations are corrected

Permit Holder
- For Blanket Permits, contacts Permitting Authority for a renewal, prior to expiration