

PA One-Call
(<https://www.pa1call.org/>)

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1. Design and Project Owner Responsibilities

(<https://www.pa1call.org/ResourceLibrary/Resource/category/Law>)

- Designer – Is anyone who prepares a drawing for a construction or other project which requires excavation or demolition work within the Commonwealth. They are required to contact the PA One Call system. The notice shall be placed not less than 10 or more than 90 business days in advance of final design. Designers can obtain place notification more than 90 days before final design is to be completed, however they shall state in their notification that such work is preliminary.
 - According to the PA One Call law, Final Design means
 - the engineering and construction drawings that are provided to a bidder or other person who is asked to initiate construction on the bid date or,
 - the date the project is set for construction in the absence of a bid.
 - The designer shall make a reasonable effort to prepare the construction drawings to avoid damage to and minimize interference with a facility owner's facilities in a proposed construction area by maintaining the clearance as provided for in the applicable easement condition or an eighteen inch clearance of the facility owner's facilities.
 - The Designer shall submit an alleged violation to the commission through the One Call System not more than thirty business days from the time the designer becomes aware that a violation of this act may have been committed in association with excavation or demolition work.
- Project Owner
 - It is the duty of project owners to utilize and pay for Subsurface Utility Engineering (SUE) in accordance with the Act. The use of SUE or other similar techniques is required on large or complex projects costing \$400,000 or more.
 - Project Owners must furnish pertinent data obtained through subsurface utility engineering to the One Call System in a mutually agreeable format.
 - The SUE data can be the SUE plans, SUE data sheets, or other plans with the SUE data on them.
 - .exe files are prohibited
 - the maximum file size is 158 MB
 - the file name should state "Pertinent SUE Data"
 - The SUE data should be uploaded in the Coordinate PA Application under project documents. It should be labeled as SUE data. This will require the project to be added to Coordinate PA Application.
 - The SUE data should be uploaded to the Coordinate PA application when it's received. Although it's usually done during the project design phase, it could also be done during the construction phase.

- If the SUE data changes, the changes should be uploaded to the Coordinate PA application and the information should be shared with anyone that could be impacted by it.
- Project Owners must not release to bid or construction any project until after final design is completed.
- Project Owners are obligated to timely respond to notifications received from the excavator when facility owners cannot accurately locate or identify all lines. When not resolved in the design phase, and an excavator must ascertain the location or lines, including unclaimed or abandoned lines. The project owner has responsibility to compensate the excavator for such work.
- Project Owners are required to participate in design and complex project construction meetings.
- Project Owners are required to submit a report of an alleged violation. The report must be submitted no more than ten business days after striking or damaging a facility owner's line during construction or demolition work activities.

2. PA One-Call Applications - A valid user ID and password are required to access them.

<https://www.pa1call.org/account/login?returnUrl=%2Fpocs%2F0fb0e938-36be-49ae-ab0e-0de7c9d65d64%2FApplications>)

- Web Ticket Entry
 - The application is an online or mobile application for entering location requests without contacting the PA One Call by telephone
 - You have to watch a web ticket entry basic training video and take a quiz.
- Coordinate PA
 - It's a web service application developed to aid in project planning collaboration and cooperation.
 - Benefits
 - Define projects using a web application (No special software required!)
 - Store project data and records in a secure repository
 - Gather and disseminate information to a broader range of stakeholders beyond project planners and public works officials
 - Coordinate and collaborate on projects outside your scope of responsibility, saving money and improving service for all parties
 - Request meetings and upload documents associated with a complex project
 - It's a planning tool intended to promote collaboration, cooperation and communication among all stakeholders. It requires participation by Project Owners or their designees to populate future projects to be successful at improving project quality, eliminating potential conflicts in advance of construction and reducing damages to existing infrastructure.
- Complex Projects
 - The PA One-Call Act defines them as projects that have excavation that involves more work than can properly be described in a single locate request or any project designated as such by the excavator or facility owner because of the complexity, significant disruption to lines, facilities and the public, including excavations that require scheduling over an extended time frame.
 - The maximum size for a single location request is 1000 feet, or intersection to intersection, whichever is greater, along the same road within the same political subdivision.
 - Notifications will be handled through the PA One Call System Coordinate PA Web Portal.
 - The notification will be handled through the Coordinate PA web portal.
- Drawing Exchange Portal

- The application is used to facilitate the exchange of electronic design files between a facility owner and a designer for design tickets.
- Alleged Violation Reports
 - All Alleged Violations are to be submitted via the One Call website under the Enforcement section.

3. Who should notify the One Call System?

- For excavation work, the person performing the excavation must make the Construction One-Call.
- Designers who work on the project plans that include a work operation which involves the movement of earth with powered equipment as part of the project must place the Design One-Call.
- Project Owners, who or which engages the contractor for construction on any project which requires excavation or demolition work should ensure their designers and excavators notify the one call system.

4. When should you notify the One Call System?

- Preliminary Engineering Notice
 - Designers may request line and facility information more than ninety days before final design is to be completed, however, they shall state in their requirements that such work is preliminary.
- Final Design Notice
 - Designers are obligated to notify “not less than ten nor more than ninety business days before final design is to be completed”.
- Routine Locate Request Notice
 - Notification for excavation work shall be made not less than three business days nor more than ten business days prior to commencing excavation work starting the day the notification is received.

5. Plans

- The designer is required to add the one call serial numbers and telephone number (1-800-242-1776 or 8-1-1) to the plan before they send them to the involved facility owners. See DM-3: Chapter 2, Section 2.3.G & Chapter 3, Section 3.4.F

6. Types of notifications handled by the PA One Call

1. Design Notice
 - Preliminary Design
 - Final Design (there may be more than one Final Design One-Call)
2. Emergency Notice
3. Routine Locate Request Notice
 - The maximum locate request size is 1000 feet or intersection to intersection, whichever is greater, along the same road, within the same political subdivision.
4. Demolition Notice
5. Complex Project Notice

6. One Call notifications

- They can be made by calling 811 or using the PA One-Call Website (<https://www.pa1call.org/>)

7. PA One Call Website Tools

- Coordinate PA, Drawing Exchange Portal, Excavator/Designer Web Access, Member Database Verification & Mapping and Web Ticket Entry & Response

8. PA One-Call Training Events & Coordinating Committee

- The One Call has list of training events and coordinating committee meetings.
(<https://www.pa1call.org/pocs/117b8650-3f40-4caf-bc82-fa4b4067e976/Events>)

9. One-Call Numbers in URMS

- Whenever a One Call is placed for a project a record must be entered within the Department's Utility Relocation Management System (URMS). This record organizes all One Call requests and serial numbers associated with the Department's MPMS project.
- Results of the One Call can be uploaded to the URMS project record via the URMS Document Upload page.

10. PA One-Call Information in DM-1, DM-1C, DM-2, DM-3, DM-5 & Pub 2 (see Attachment A)

11. Proposed Changes to PA One Call References to PennDOT Publications

1. DM-1: Chapter 7, Section 7.2.C.2
 - a. Added reference to refer to DM-2 for guidance on PA One Call notifications during project development
2. DM-1C: Chapter 4, Section 4.6
 - a. Added note that the Final Design PA One Call notice is to be performed not less than ten nor more than ninety days before the Let Date of a project
3. DM-2: Chapter 2, Section 2.18.I
 - a. Added description of Final Design and Preliminary PA One Call Notifications
4. DM-3: Chapter 2, Section 2.3.G & Chapter 3, Section 3.4.F
 - a. Added note that both preliminary and final design serial numbers are to be listed
5. DM-5: Chapter 1, Section 1.2.J
 - a. Added reference to refer to DM-2 for guidance on PA One Call notifications during project development

PA One Call Information in DM-1, DM-1C, DM-2, DM-3, DM-5 & Pub 2

DM-1 (Pub 10)

- **Section 7.2.C.2. Utility Coordination (page 7-12, third bullet point)**
Act 287 of 1974, as amended by Act 187 of 1996 and by Act 181 of 2006 (Call Before You Dig). Requires designers, utilities, and contractors to coordinate any excavation through the Pennsylvania One Call System. Information regarding PA One Call procedures, designer and locator effectiveness guidelines, responsibilities of the various stakeholders, definition of terms, and the current Pennsylvania One Call legislation is available on the PA One Call Website at www.pa1call.org/PA811/Public/.
- **Section 8.6 Alleged Violation Report (pages 8-6 & 8-7)**
Underground utilities are to be located and marked out by the facility owner prior to any excavation (for example: boring, drilling, blasting, etc.) or demolition work on every project (during design and/or construction).

The contractor/consultant is required to notify the Department and to submit an Alleged Violation Report (AVR) to the PA Public Utility Commission through the PA One Call System, www.pa1call.org, within ten (10) business days after a utility line is struck, damaged or previous damage is discovered (such as any break, leak, dent, gouge, groove or other damage to such lines or to any coating or cathodic protection) in the course of the excavation, subsurface exploration or demolition work as required by Pennsylvania's Underground Utility Line Protection Law Act 50 (P.L.852, No. 287 amended Oct. 30, 2017).

The Department, as the property owner is also required to submit an Alleged Violation Report (AVR) to the PA Public Utility Commission through the PA One Call System, www.pa1call.org, within ten (10) business days after a utility line is struck, damaged or previous damage is discovered on a Department construction project.

Additional information regarding PA One Call procedures, designer and locator effectiveness guidelines, responsibilities of the various stakeholders, definition of terms, and the current Pennsylvania One Call legislation is available on the PA One Call Website at www.pa1call.org/PA811/Public/.

DM-1C (Pub 10C), Section 3.5.K (page 3-20, second paragraph)

- Assure compliance to the criteria outlined in Act 287 of 1974 as amended. Secure information relating to the location of the existing utility facilities and their rights-of-way within the project limits and include this information on the plan. Information regarding PA One Call procedures, designer and locator effectiveness guidelines, responsibilities of the various stakeholders, definition of terms, and the current Pennsylvania One Call legislation is available on the PA One Call Website at www.pa1call.org/PA811/Public/.

DM-2 (Pub 13M), Section 2.18.I, Utilities (page 2-34, first paragraph)

- Highway and street improvements, whether upgraded within the existing right-of-way or entirely on new right-of-way, must be designed to avoid or minimize impacts to utility facilities. This is in accordance with State and Federal regulations (PA One Call, 23 CFR and the Federal Program Guide on Utility Relocation and Accommodation on Federal-Aid Highway Projects) and must be done. Information regarding PA One Call procedures, designer and locator effectiveness guidelines, responsibilities of the various stakeholders, definition of terms, and the current Pennsylvania One Call legislation is available on the PA One Call Website at www.pa1call.org/PA811/Public/.

DM-3 (Pub 14M), Sections 2.3.A.8.e & f (Page 2-12)

- e. THREE TO TEN WORKING DAYS PRIOR TO EXCAVATION BASED ON THE COMPLEXITY OF THE PROJECT, THE CONTRACTOR MUST CONTACT THE PA ONE CALL SYSTEM, INC., PHONE 1-800-242-1776, SERIAL NO. _____ FOR (list municipality). ADDITIONAL INFORMATION IS AVAILABLE AT www.pa1call.org/PA811/Public/.
- f. THE CONTRACTOR IS REQUIRED TO NOTIFY THE DEPARTMENT AND SUBMIT AN ALLEGED VIOLATION REPORT (AVR) TO THE PA PUBLIC UTILITY COMMISSION THROUGH THE PA ONE CALL SYSTEM, WWW.PA1CALL.ORG, WITHIN TEN (10) BUSINESS DAYS AFTER A UTILITY LINE IS STRUCK, DAMAGED, OR PREVIOUS DAMAGE IS DISCOVERED AS REQUIRED BY PENNSYLVANIA'S UNDERGROUND UTILITY LINE PROTECTION LAW ACT 50 (P.L.852, NO. 287 AMENDED OCT. 30, 2017).

DM-3 (Pub 14M), Section 2.3.G (Page 2-15)

- List the Pennsylvania One Call System telephone number and serial number for the project.
 - Each municipality will have a separate serial number.

DM-3 (Pub 14M), Section 3.4.F (Page 3-29)

- List the Pennsylvania One Call System telephone number and serial number for the project.
 - Each municipality will have a separate serial number.

DM-5, Section 1.2.J

- **Pennsylvania One Call, 73 P.S. §176 et seq.** The purpose of the Pennsylvania One Call System is to prevent damage to underground facilities by promoting safety through a communications network of designers, excavators, and facility owners. Under certain situations, the Department and other organizations are required to comply with the provisions set forth in the Pennsylvania Underground Utility Line Protection Law. Information regarding One Call procedures, designer and locator effectiveness guidelines, responsibilities of the various stakeholders, and the current Pennsylvania One Call legislation is available at www.pa1call.org/PA811/Public/.

DM-5, Section 3.0.C

- **Pennsylvania One Call.** PA One Call considers the Department to be a single organization when making location requests. The Department currently pays a onetime annual stipend to PA One Call. This payment covers any and all location requests from the Department during a given calendar year. It is important to insure that each individual making location requests through the PA One Call System use the company name "PennDOT".

DM-5, Section 6.2.A

- **State Law and Federal Policy (PA One Call Law and Federal policy on use of SUE).** The use of SUE is required on projects as specified in Section 6.1 of Pennsylvania Act 287 as amended. The PA One Call legislation requires that project owners (i.e. the Department) utilize SUE as follows: "It shall be the duty of each project owner who engages in excavation or demolition work to be done within this Commonwealth...to utilize sufficient quality levels of subsurface utility engineering or other similar techniques whenever practicable to properly determine the existence and positions of underground facilities when designing known complex projects having an estimated cost of \$400,000.00 or more."

Pub 2 (Project Office Manual), Part B, Section 4 (pages 20-1 & 2,) PA One Call Notification for Utility Line Strikes or Damage During Construction

REPLACES B.4.20	PENNSYLVANIA DEPARTMENT OF TRANSPORTATION	PART B	SECTION 4	PAGE 20-1
DATED 4/1/2019	PROJECT OFFICE MANUAL	DATE April 1, 2020		
SUBJECT PA ONE CALL NOTIFICATION FOR UTILITY LINE STRIKES OR DAMAGE DURING CONSTRUCTION				

Underground utilities are to be located and marked out by the facility owner prior to construction on every project. Underground utilities that are struck or damaged during construction activities on a Department project are to be reported by the contractor, as the Excavator, and by the Department, as the Project Owner, as required by Pennsylvania's Underground Utility Line Protection Law Act 50 (P.L.852, No. 287 amended Oct. 30, 2017).

The contractor is required to notify the Department and report immediately to the facility owner any break or leak on its lines, or any dent, gouge, groove or other damage to such lines or to their coating or cathodic protection, made or discovered during construction. The contractor is also required to submit an Alleged Violation Report (AVR) to the PA Public Utility Commission through the One Call System, www.palcall.org, within ten (10) business days after previous damage is discovered or a utility line is struck or damaged on a Department construction project.

The Department is also required to submit an AVR to the PA Public Utility Commission through the One Call System, www.palcall.org, within ten (10) business days after a utility line is struck or damaged on a Department construction project. The One Call System website requires the establishment of an account in order to submit an AVR. The AVR is in a digital format with fields to be filled out completely and submitted online at the link listed above.

Each District is required to establish a policy to specify the following:

- personnel that needs a One Call System account;
- personnel to be notified when a utility is struck or damaged on a Department project or local/municipal project with Department oversight; and
- personnel responsible for submitting an AVR to ensure compliance with the law.

Information to be included on the AVR:

- County
- Municipality
- Ward (Pittsburgh, Philadelphia, Erie, Allentown only)
- Site address
- Nearest intersection
- PennDOT permit number
- Latitude/longitude
- Type of work
- Depth, method and extent of excavation
- Proposed start of work
- Contractor name/address
- Construction site photographs

B	SECTION 4	PAGE 20-2	DATE April 1, 2020
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Utilities that are struck or damaged and are established as being unknown will be addressed in the summary section of the AVR. Photographs of the site are recommended to be included with the AVR and can be uploaded as attachments. An example AVR is available to be viewed on the website and can be accessed using the link provided above.