

- ❖ **Policy Title** - Marking of Communications Lines
- ❖ **Policy ID** - TSD-1004
- ❖ **Version** - Version: 1.0
- ❖ **Supersedes** – Not applicable. This is the first version.
- ❖ **Review Date** – One (1) year from effective date.
- ❖ **Procedures** - TBD
- ❖ **Overview** -- Voice, data, and video communications circuits are critical components of the University's infrastructure. Damage to the communications pathways due to drilling or excavating can cause major expenses and render entire buildings unusable for extended periods, until repairs can be completed. This policy addresses the requirements for notifying ITU Network Engineering and Technology in advance of any digging or excavation on University property.
- ❖ **Purpose** - To define the responsibilities of Network Engineering and Technology (NET) personnel to locate and mark any lines in the target area.
- ❖ **Applicability** - Applies to all property owned by George Mason University where University-owned underground communications facilities are known or suspected to exist.
 - Initial Notification
 - Before commencing any excavation, the responsible University department or their contractor will contact ITU NET to request the location and marking of all buried communications lines in the affected area.
 - ITU NET should complete the request as soon as possible, normally within 48 hours (2 University working days.) Unavailability of qualified personnel, equipment failures, or other unusual circumstances may occasionally extend this period.
 - Location and Marking
 - Upon receipt of the request, ITU NET personnel will confirm the scope of the affected area with the requester, and locate and mark all communications pathways following standard operating procedures. NET personnel performing this work must have been specifically trained to use the locating equipment, and must be familiar with the relevant operating procedures. If no qualified personnel are available, the work must be delayed. The Director, NET will approve and maintain a roster of NET personnel authorized to mark cable.

- The requester will be informed that if digging is not completed within 15 working days after the marking, ITU NET must be contacted to re-mark the lines.

❖ **Compliance**

All ITU NET employees are responsible for complying with this policy.

Effective Date: 04/30/2004

Last Update: ___/___/_____

Approved: ___/___/_____

Signed: _____