

City of Yreka
Department of Public Works
Policy and Procedure

UNDERGROUND SERVICE ALERT (USA) UTILITY LOCATE REQUESTS

Policy

The City of Yreka, as owner and operator of underground water, sewer, storm drain and electric facilities, is a member of Underground Services Alert (USA) as required by law.

The Department of Public Works responds to all requests received via facsimile from USA North and marks the location of underground water, sewer, storm drain and electric facilities owned by the City of Yreka that are within the planned dig locations marked by a contractor or homeowner.

Procedure

1. Requests for locates are received by facsimile from USA North at the Department of Public Works Service Center office at 856 N. Main Street. Public Works is required to mark the location of its facilities prior to the reported excavation time which is typically a minimum of two working days.
2. The Account Clerk and/or Maintenance Manager review the Request Form and the Form is given to the Maintenance Manager or Water Manager.
3. The Maintenance Manager or Water Manager goes to the reported dig location, or, the Maintenance Manager or Water Manager assigns a Maintenance Worker to go to the dig location.
4. The Manager or Worker marks the approximate location on the ground with paint of any sewer, water, storm drain and electric facilities located within the dig area pre-marked by the contractor or homeowner.
5. The water, sewer and storm drain facilities are typically located by looking at the atlas and actually finding the existing water valves or manholes or other above ground facilities, and lining up between them. The electric facilities are typically located by looking at the street lights and pull boxes and lining up between them. (The water sewer and storm drain atlas only show that a pipe is underground and that valves, manholes and other above ground facilities are in the public right of way of a street. The atlas does not show the exact location with dimensions of the facilities in the right of way. The atlas is not an as-built plan and is not always correct.)
6. If the existing-found water valves or manholes appear to not be a good indicator of the underground facilities, or the underground facilities are not found, then water and/or sewer pipe locators are used to try to locate the pipe and further research is done. Plastic, PVC, HDPE, and Asbestos Cement (AC) pipes cannot be detected with the pipe locators.)
7. After water and/or sewer pipes are exposed, measurements of the horizontal location and depth are recorded on the atlas at the Service Center office.