

Drawings

To forward a copy of the project plans to each facility owner who requests a copy. If a designer is unable to provide a copy because of security of the project or proprietary concerns regarding the design or the project, the designer shall negotiate in a timely manner with the facility owner the means of obtaining the necessary data.

To show upon the drawing the position and type of each facility owner's line, derived pursuant to the request made, the name of the facility owner as shown on the list from the one call system, the serial number of one call notice and the toll free number of the one call system.

To make a reasonable effort to prepare the construction drawings to avoid damage to and minimize interference with a facility owner's facilities in the 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, where practical, if no easement restriction exists, or other clearance permitted or agreed upon.

Facility Owner Responses

- Clear. No facilities or Facilities Not Involved Based on Ticket Information.
- Design Conflict, Send Plans.
- Engineering Completed— a PDF file or marked up plans were sent to the requestor.

Facility Owner Options

Send plans to the designer, or; mark the plans provided by the designer by field location or by another method agreed to by the designer, excavator and facility owner, or their agent, or; use the Drawing Exchange via Coordinate PA, or; mark the field, or; clear if there is no conflict with the notification.

Project Owner

The project owner is any person who or which engages an excavator for construction or any other project which requires excavation or demolition work.

The project owner responsibilities under the Act during design stage are as follows:

- 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 four hundred thousand dollars (\$400,000) or more.

"Subsurface utility engineering" or "(SUE)" means those techniques set forth in the American Society of Civil Engineers (ASCE) standard CI/ASCE 38-22 and 75-22, or their successor document.

- To not release to bid or construction, any project until after final design is completed.
- To participate in design and preconstruction meetings either directly or through a representative. The designer is required to attend preconstruction meetings on complex projects.

References

ASCE 38-22 and 75-22, Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data.

Common Ground Alliance Best Practices –
www.CommonGroundAlliance.com
www.FHWA.dot.gov

Pennsylvania One Call System



Design Notifications

PA Act 287 of 1974
as amended by
PA Act 50 of 2017

April 2024

www.paonecall.org

**Pennsylvania One Call:
The Keystone of Damage Prevention**

Designer Responsibilities

The Design Notice is meant to allow the designer to plan the new work around existing facilities as PA Act 287 as amended prescribes. Notifying Pennsylvania One Call System (POCS) is only the first step and there are several other responsibilities, which need to be considered. Once the responses are received it is acceptable to send enhanced .pdf plans of the site.

Who Should Notify POCS?

Each designer preparing a drawing requiring excavation or demolition work within the Commonwealth. The Act states that the person preparing the drawing shall make the notification.

Designer Definition

Any architect, engineer or other person who or which prepares a drawing for construction or other project, which requires excavation or demolition work as defined by the Act.

When to Notify?

Plan the design work to avoid damage to a minimize interference with a facility owner's facilities in a proposed construction area. Those planning work that disturbs the earth are required to notify POCS not less than 10, nor more than 90 business days in advance of the final design. Designers can obtain such information more than 90 days before final design is to be completed, however, they shall state in their requirements that such work is preliminary. *POCS can be notified over the phone or via the web for those who qualify.*

Business Day Definition

Means any day except a Saturday, Sunday or legal holiday prescribed by statute. A business day begins at 12:00:00 a.m. and ends at 11:59:59 p.m.

Coordinate PA (CPA)

Coordinate PA is a web service application developed by POCS to support Public Works and utility project planning and utility coordination

within the Commonwealth of Pennsylvania. Designers should create a project within the CPA web portal with the project description and proposed timeline. Drawings can be uploaded and design requests should be entered within the portal.

Design Request

To request the line and facility information from POCS; the information provided should cover the entire scope of the plan or development with enough detail to allow the facility owners to provide the location of their lines in the proposed work area. Give as much descriptive information as you can to help the facility owner identify the proposed construction area. Please be as specific as you can with the location information. It is very important to describe the site in detail.

Drawing Exchange for Design Notifications via Coordinate PA

After a design notification is created in CPA, designers can upload their plans in an electronic format via the Drawing Exchange option. Facility owners can download the file, annotate with their facilities, save, and upload the electronic plan for the designer to view.

- Designers must be qualified to create tickets in CPA.
- Facility Owners must have access to the CPA and Online Ticket Management (OTM) to download and annotate with their facilities.
- Designers with OTM will automatically gain access to CPA to view the facility-annotated files.

Guidelines for Preparing a Design Request

1. Verify Information
2. Telephone Number - becomes your account number
3. County - the name of the county in which the work will be performed
4. Municipality - the name of the municipality in which the work will be performed

5. Street Name - use exact address numbers and the street suffix, i.e., ST, RD, WY, DR, LN, AVE
6. Nearest Intersection - the nearest intersecting street or route (within a reasonable distance)
7. Location Information - describe the work site in detail and give the distance from the street, structure, property line, fence or other landmarks. If specific work site information cannot be given, outline the work site in white.
8. Serial Number - the number assigned to the notification. Please write your serial number down for your records.

Design stage notifications are placed through the CPA Portal.

Terminology used when creating a Design Notification

“Drawing” – is a type of technical plan that shows information about existing and proposed underground facilities, grading, landscaping, or other site details. These are intended to give a clear picture of construction to the excavator. This term does not include sketches made for the purpose of obtaining excavation related permits.

“Sketch” – is a physical depiction of the work site generally for permitting purposes and not solely or specifically applicable to design requirements.

POCS DOES NOT MARK FACILITIES. POCS takes the information from an excavator or a designer and relays it to its member underground facility owners. These facility owners are responsible for responding to the request and ensuring their facilities are properly marked.