Borough of Chambersburg

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regional wastewater, water, and municipal solid waste utility

TO: Street Excavation Contractors

FROM: Phil Wolgemuth, Land Use & Development Director

DATE: March 25, 2014

SUBJECT: Street Excavation and Restoration

The Borough of Chambersburg Town Council recently approved new rules and fees for street excavation and restoration work, to be implemented on April 1, 2014.

An Excavation Permit must be secured before you begin excavation work on a Borough Street or State Route. A permit fee of $15 will be collected at the time of permit application for Borough Streets and a $45 fee will be collected for State Routes.

A $1,000 bond is no longer required; however, a certificate or other evidence from an insurance company certifying that the permittee has comprehensive general liability and automobile insurance must be provided.

A plan – on a form to be provided by the Borough – depicting the location and dimensions of the excavated area is required along with the application for permit.

Permittees will no longer be offered the option to restore the excavated area of a Borough Street or State Route; however, they will remain responsible for backfill with 2A aggregate compacted in not more than eight inch (8") layers to within four inches (4") of the roadway surface.

The Borough will now conduct all temporary and permanent restoration. A fee will be collected at the time of application for permit from permittees to cover Borough costs associated with temporary and permanent restoration. A fee will not be collected for permanent restoration if the street where the excavation takes place is scheduled for reconstruction or overlay within 12 months of the date of the excavation permit.

The Borough will conduct inspections for permittee excavation work on Borough Streets and State Routes. A fee will be collected at the time of permit application to cover Borough costs associated with inspection.

If the Borough inspector discovers an excavated area with dimensions larger than the permitted area, the permittee will be notified to amend the permit and pay a fee to cover Borough costs associated with temporary and permanent restoration for the amended area.

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Please see below an example of permit, temporary/permanent restoration and inspection fees for a 4 foot by 6 foot excavated area on a Borough Street and State Route.

Permittees must contact the Pennsylvania One Call System, Inc. at 811 or 1-800-242-1776 no less than 3 nor more than 10 business days before digging anywhere in the Commonwealth, including excavation on a Borough Street or State Route.

Permittees must provide traffic control as required under PennDOT Publication 203, entitled "Work Zone Traffic Control."

For all work that involves saw cutting, a storm water filter sock must be placed around all storm sewer inlets that could potentially be affected by run-off from the saw cutting operation or precipitation runoff.

Applications for Excavation Permits can be obtained at Borough Hall, 100 South Second Street, Second Floor in Chambersburg, Monday through Friday, 8:00 a.m. until 5:00 p.m. or by visiting the Borough website at www.chambersburgpa.gov and clicking on the Documents link on the front page.

Applications, associated fees and proof of insurance must be returned to the Borough Engineering Office Secretary at Borough Hall, 100 South Second Street, Second Floor in Chambersburg, Monday through Friday, 8:00 a.m. until 5:00 p.m. Permits for Borough Streets are generally issued within one hour from the time of application receipt; however, permits for State Routes can take a week or longer to process according to PennDOT Highway Occupancy Permit regulations.

Questions can be addressed by calling the Engineering Office Secretary at 717-261-3221.

BOROUGH STREET

Permit Fee
$15.00

Temporary Restoration (4 feet X 6 feet)
Material square foot unit cost X 2 X size (sf) of street opening + Highway Department Operator hourly rate X 2 + restoration truck hourly rate + roller hourly rate.

$4.39 X 24 + $44.78 + $13.00 + $20.00 = $183.14

Permanent Restoration (6 feet X 8 feet)
Material square foot unit cost X size (sf) of street opening.

$3.18 X 48 = $152.64

Inspection
Engineering Technician hourly rate + vehicle hourly rate X 0.5.

$39.50 + $4.55 X 0.5 = $22.00

TOTAL: $372.78

STATE ROUTE

Permit Fee
$45.00

Temporary Restoration (4 feet X 6 feet)
Material square foot unit cost X 2 X size (sf) of street opening + Highway Department Operator hourly rate X 2 + restoration truck hourly rate + roller hourly rate.

$4.39 X 24 + $44.78 + $13.00 + $20.00 = $183.14

Permanent Restoration (6 feet X 8 feet)
Material square foot unit cost X size (sf) of street opening.

$5.39 X 48 = $258.72

Inspection
Engineering Technician hourly rate + vehicle hourly rate X 0.5.

$39.50 + $4.55 X 0.5 = $22.00

TOTAL: $508.86

Formulas will be adjusted annually after Contracts for the Purchase of Emulsion Products, Permanent Restoration of Surface Openings on Borough Streets and Permanent Restoration of Surface Openings on State Routes are awarded. Staff and equipment hourly rates will be adjusted at that time as well.

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EXCAVATION PERMIT APPLICATION

This application was developed to administer the street excavation permit as defined in the Code of the Borough of Chambersburg, Chapter 254, Article I. Please complete the application – along with a plan on the form provided by the Borough depicting the location and dimensions of the excavated area – and return it to Borough Hall, Second Floor, 100 South Second Street or fax or email it to Cindy Harr at 717-264-0224 or charr@chambersburgpa.gov.

Contractor name:_____

Contact person's name:_____

Contact person's telephone number:_____

Address of work location:_____

Property owner's name:_____

Reason for excavation:_____

PA One Call Serial Number:_____

A permit fee of $15 will be collected for Borough Streets and a $45 fee will be collected for State Routes. Also, a fee will be collected to cover Borough costs associated with temporary and permanent restoration. A fee will not be collected for permanent restoration if the street where the excavation takes place is scheduled for reconstruction or overlay within 12 months of the date of the excavation permit.

A certificate or other evidence from an insurance company certifying that the permittee has comprehensive general liability and automobile insurance must be provided along with the application for permit.

The Borough will conduct inspections for excavation work on Borough Streets and State Routes. If the Borough inspector discovers an excavated area with dimensions larger than the permitted area, the permittee will be notified to amend the permit and pay a fee to cover Borough costs associated with temporary and permanent restoration for the amended area.

Contractors must contact the Pennsylvania One Call System, Inc. at 811 or 1-800-242-1776 no less than 3 nor more than 10 business days before digging anywhere in the Commonwealth, including excavation on a Borough Street or State Route.

Contractors must provide traffic control as required under PennDOT Publication 203, entitled "Work Zone Traffic Control."

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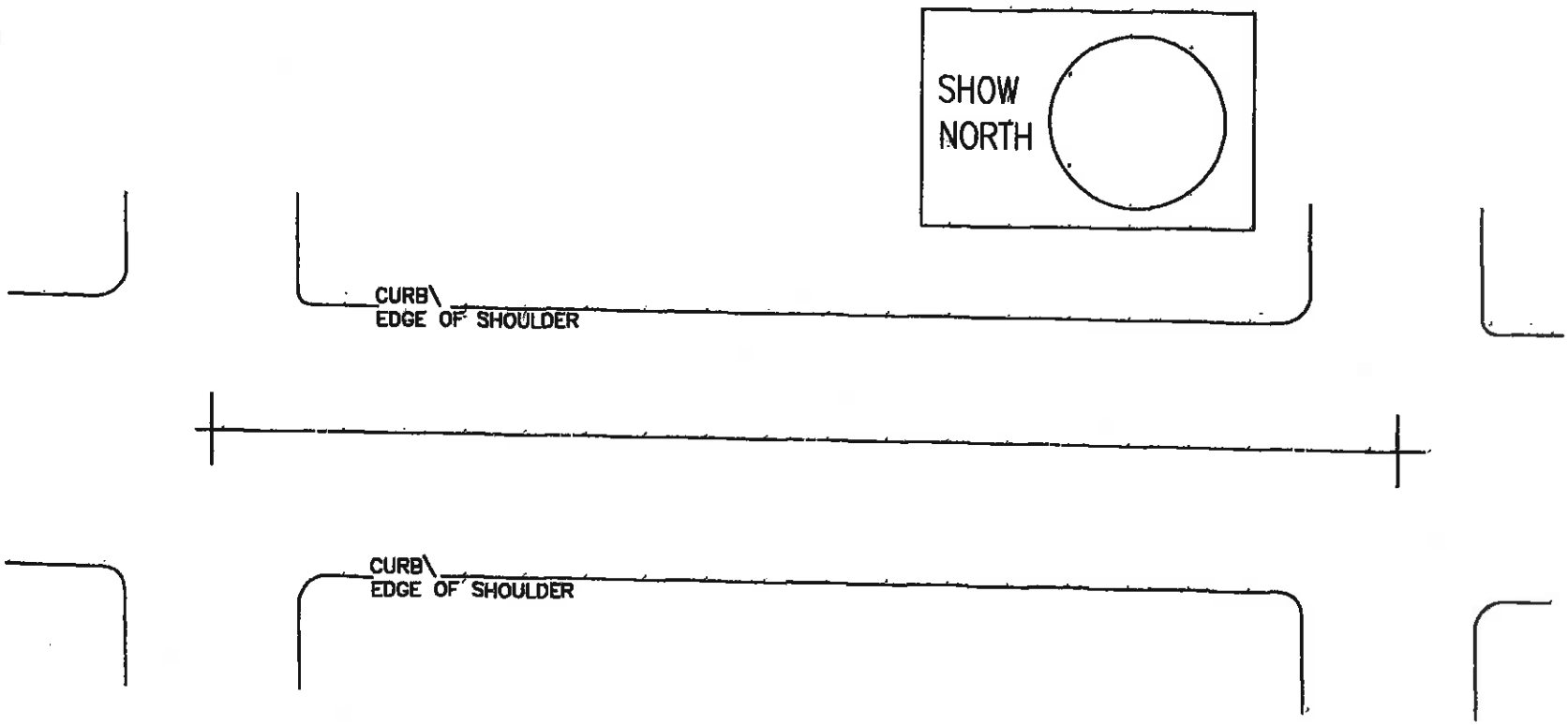
APPLICANT _____ PERMIT NO. _____ DATE _____

CONTACT PERSON _____ TELEPHONE NO. _____

STREET NAME _____ HOUSE NO. _____ UTILITY _____

NUMBER OF OPENINGS _____ SIZE OF OPENINGS _____

INDICATE DISTANCE AND DIRECTION TO NEAREST INTERSECTION _____ NORTH, SOUTH, EAST, WEST



* INCLUDE WITH EXCAVATION APPLICATION

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Standard Operating Procedures/Guidelines:
Safe Procedures for Cutting or Breaking Up Asphalt

Introduction:
From time to time the paved streets, alleys and parking lots of the Borough of Chambersburg must be cut either for utility repairs or for bituminous patching or reconstruction. This will frequently require that the asphalt surfaces be dug into, either with saw cutting or other methods. One of the challenges in doing this safely is that this can produce dust, some of which may contain contaminants. There is no danger to the public or workers if the following procedures are followed.

Applicability:
This policy applies to all employees of the Borough of Chambersburg, as well as all contractors, subcontractors, and/or consultants that operate in the streets, alleys and parking lots owned by the Borough of Chambersburg, except where noted otherwise. State owned highways are regulated by the Pennsylvania Department of Transportation through the highway occupancy permit process and other applicable laws and regulations.

I. Cutting a Bituminous Street Surface
Regardless of whether the crews cutting the pavement are Borough employees or not, they shall remove the existing bituminous pavement as part of a utility ditch, excavation, base repair and/or milling process using the methods described herein. Use copious amounts of amended water (water to which a PennDOT approved surfactant has been added) according to the manufacturer's specifications during any operations involving saw cutting, drilling, milling, mechanical disturbance, and/or excavation/loading of pavement material. Dry operations involving disturbance to asphalt are strictly prohibited. Use amended water as directed by the Engineering Department. Examples of source water component in the amended water include a hose connected to an external water source, tank water, or water that may be supplied from a Borough Fire Hydrant, vacuum truck, or other water source; some rules and fees may apply.

I.A. Cold Weather Procedure
Any cut made during a cold weather event (temperatures less than 32°F) shall require that the crew add propylene glycol antifreeze (RV antifreeze only; use of any other antifreeze is prohibited) to their amended water in sufficient quantity to prevent the accumulation of ice on streets, sidewalks, and other surfaces. In addition, all amended water, ice, and slush must be carefully and deliberately removed from the job site regardless of whether it is a part of the slurry (as defined herein) and/or ancillary to the cutting process. Ice accumulation during cold weather cuts is unacceptable.

II. Slurry
Dust that is trapped in this manner will become a mud-like substance known as "slurry". The necessary care and caution shall be taken in order that the slurry is not allowed to run into storm sewers, but is trapped in silt socks or other devices designed to collect this material. Collected slurry and absorbent devices must be properly disposed in accordance with applicable laws, regulations and standards for such disposal. Any contamination of the storm water system by slurry requires immediate spill response actions must be undertaken.

Processes I, IA, and II are not optional regardless of whether the quantity or type of contaminants are known and whether the Engineering Department considers the pavement clean.

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III. Disposal
It is unknown what contaminants may or may not exist in old pavement. Further, it is best to use an abundance of caution when hauling and disposing of pavement. The Borough Engineering Department may, or may not, certify that the pavement is free of contaminants. For small cuts, it is likely not cost effective to pre-test or certify the pavement. Therefore, when in doubt, follow best management practices for the hauling and disposal of old bituminous waste and slurry-filled absorbent devices.

Do not reuse or recycle any excavated or milled bituminous material unless you first test for the presence of contamination.

Based on your knowledge of the contamination in the old bituminous material waste and slurry-filled absorbent devices, secure an approved and permitted disposal facility for bituminous waste noting that the bituminous pavement may be contaminated. This arrangement must be made prior to the initiation of work. Transport the material while adequately wet in tarped trucks to the disposal facility in accordance with all federal, state, and local laws, regulations, and ordinances. Use appropriate placards. Provide documentation to verify the proper transportation and disposal of the removed pavement to the Borough Engineering Department. Contact the PA DEP South Central Regional Office for a complete list of landfills permitted to receive this type of waste.

Borough utility departments shall handle waste in accordance with our internal hauling process. Borough waste will be separated by whether we know contamination exists or not and disposed of by qualified Borough employees if required by local, state, or federal law.

External entities are responsible for their own determinations and hauling process.

IV. Certification
Contemporaneous with the application for any excavation or street opening permit, other than those being done by Borough employees, a pre-approved "No Exposure Assessment" form must be executed by a "competent person" who certifies that they have received this policy, understand the requirements, that the work area has been evaluated, that the projected work practices and engineering controls are adequate to reduce direct and indirect employee (and public) exposure to any contaminants that may or may not be present, and that their proposed excavation methods meet the requirements of these standards. The executed "No Exposure Assessment" shall be in compliance with 29CFR 1926.1101(g)(8)(vi)(b). The executed "No Exposure Assessment" is to be provided to the Borough Engineering Department representative prior to the scheduled start of CONSTRUCTION for review and acceptance. CONSTRUCTION is not to commence until the "No Exposure Assessment" is accepted by the Borough Engineering Department.

The Engineering Department can waive this condition if the pavement is pre-tested and no contamination is found.

V. Monitoring
As may be required at the sole and absolute discretion of the Borough Engineering Department, and if so instructed as a condition of the excavation permit, the Borough reserves the right to require, at contractors' expense, that a minimum of two employees, at any job site where the asphalt is being opened, must carry asbestos monitoring devices. (Although the Borough is exempt from OSHA regulation, OSHA's air monitoring standard identifies what they consider to be the mandatory protocol for conducting air monitoring.)

If so directed, the Borough of Chambersburg will be responsible for establishing air monitoring meters, testing air samples, and collating data. This may be done by Borough employees or a third party environmental consultant(s) as determined by the Borough.

Revised 06/30/14

Borough of Chambersburg

NO EXPOSURE ASSESSMENT
Form

To: The Borough of Chambersburg Engineering Department
For Street Opening Permit # _____
I state that I am, of

Print Full Name Print Company Name

and that:

1. I have reviewed the Borough of Chambersburg Standard Operating Procedure for the removal of bituminous material and I understand it
2. I am a competent person who knows and understands the process for excavating in bituminous material that may or may not contain contaminated material.
3. I certify that I am a competent person as defined in 29 CFR 1926.1101(g)(8)(vi)(b) and I further, certify that I have read and fully understand the applicable requirements as set forth in 29 CFR 1926.1101.
4. I will use best management practices and procedures for excavation and will control debris and fiber release.
5. I have evaluated the work zone and established the best manner to address the required excavation.
6. I will use copious amounts of amended water in all excavations and disturbances.
7. I will collect all runoff, slurry and other material created by my activities including but not limited to the activities of contractors, subcontractors, and/or other persons under my control and/or supervision, and take any and all necessary actions to prevent runoff, slurry and other materials created by my activities as defined herein from running into the sewer system and/or any waterway of the Borough.
8. I will properly transport and dispose of all materials in accordance with local, state, and federal laws including but not limited to applicable sections of 29CFR 1926.1101.
9. By signing herein I attest to my competence to evaluate the project and insure proper precautions are taken. I further certify that I have evaluated the work area, the projected work practices and the engineering controls, and that the controls are adequate to reduce direct and indirect employee exposure to below the PELs under all expected conditions of use and that the methods to be used meets the requirements of this standard. I further certify that my evaluation was performed in accordance with the applicable sections of 29 CFR 1926.1101.
10. I agree to indemnify and hold harmless the Borough, its elected officials, employees, agents, successors and/or assigns against any and all claims, expenses, costs, causes of actions, suits, and/or demands arising from and/or related to, directly and/or indirectly, the transportation, removal, and/or disposal of any and all materials removed, transported, and/or disposed of as a result of, directly and/or indirectly, with this excavation permit.

_____
Name of Applicant, Corporation, Firm or Individual

_____
Competent Person Signature Please Print Name

_____
Company Address Contact Phone #

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