

# ATTACHMENT N

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## Standard Operating Procedures Dig Tickets

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*Addendum No. 8*



# STANDARD OPERATING PROCEDURES

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## DIG TICKETS

### Document Revision History

Date	Version	Notes
6/17/24	1.0	
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Document Owner: Aaron Long\_\_\_\_\_

PM Acknowledgement: \_\_\_\_\_ as of \_\_\_\_\_

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## Purpose of these Standard Operating Procedures

This SOP establishes a clear and consistent process for obtaining and managing dig tickets, specifically those for CSXT railroad construction projects within the TRV Program corridor. These procedures are designed to ensure the safety of all personnel, safeguard existing infrastructure, and comply with all relevant regulatory requirements. Adhering to this process will minimize the risk of damage to underground utilities, prevent service disruptions, and promote efficient project planning and execution.

## Definitions/Assumptions

PHRASE	DEFINITION
AFE Number	The cost allocation number for field resources to charge support time
Dig Ticket Number	The number assigned to each dig ticket with attached AFE # in Sequential order based on submission
Date	Date the dig ticket was received by CSXT PM/CM
Location of Dig	Where the dig will be taking place
MP Start	The milepost where the dig ticket request begins
MP End	The milepost where the dig ticket request ends
Track Number	The track where the dig will take place
Dig Auth #	Number given by the local agency that is assigned prior to the GEC/Contractor digging
Requested Work Date	Date the GEC/Contractor wants to start digging
Required Work Date	The date the ticket must be done by to keep the project on schedule
Ball in Court	The responsible party with current action
Status	Current update showing the ticket "complete", "in progress", or "not started"
Clearance Status	Current update from field team shown as "cleared", "not cleared", or "signals need to be present"
Priority Level	Priority status of the ticket needing cleared
Date Cleared	The date the dig ticket was cleared
Days Cleared	How many days it took for all actions on the ticket to be completed
Days Outstanding	The number of days the dig ticket has been open since the submission date
Expected Duration	The amount of time it will take to complete the work that the dig ticket was requested for
Aerial Image	An aerial view of the dig ticket request work area
Requested Activity	The scope of work that the dig ticket is being requested for
Design/Field Work	Request for design investigation or construction work
On Site Contact	Individual who will be the main point of contact for the field operation and crew(s)
Project Manager	Individual with overall responsibility of the request and field crews

## CSXT Responsibility

CSXT Team	Responsibility
Signals Team	Verify the presence and locations of underground signal cables to avoid damaging during excavation
Communications Team	Verify the location of underground communication cables and other related infrastructure to avoid them during excavation
Utilities Team	Identify the presence and location of all underground utilities, such as water, sewer, gas lines, and other facility-related infrastructure, to avoid damaging them during excavation

## Deliverables and Timing

### Contacts/Responsibilities

PROCESS STEP	ENTITY				
	CSXT PM/CM	Signals	Communications	Facilities	Outside Party
1. Will send Dig Ticket to MBI					<b>X</b>
2. Compile Dig Ticket requests	<b>X</b>				
3. Send request to Signals, Communications, and Facilities	<b>X</b>				
4. Mark/Clear Dig Tickets		<b>X</b>	<b>X</b>	<b>X</b>	
5. Notify Dig Tickets are complete and Email CSX PM/CM and Brett Sanders		<b>X</b>	<b>X</b>	<b>X</b>	
6. Notify GEC/Contractors tickets are completed, and track protection can be requested	<b>X</b>				
7. Comply with safety requirements		<b>X</b>	<b>X</b>	<b>X</b>	

<b>CONTACT INFORMATION</b>
CSXT PM/CM - Flagging_CSX_PMCM@mbakerintl.com
Aaron Long - Aaron.Long@mbakerintl.com
Brett Sanders - Brett_Sanders@CSX.com
Signals (Bobby Evans) - Sigfixer@comcast.net
Signals (Robert Flora) - Robert_Flora@CSX.com
Communications (James Earp) - James_Earp@CSX.com
Facilities (Travis Meyer) - Travis_Meyer@CSX.com

**CSXT Staff:** Includes the Signals Team, Communications Team, and the Facilities Team  
**CSXT PM/CM:** Michael Baker (MBI) and Patrick Engineering staff functioning in the CSX TRV Program Manager roles  
**Outside Party:** GEC's, and Contractors

## Program Procedures

### INITIATE A REQUEST

Outside Party should fill out a dig ticket request form (see Appendix A) providing the following information:

1. Date
2. Location of Dig
3. Town & State
4. Nearest Crossing Street
5. Main Line/Yard
6. Prefix/MP
7. Track #(s)
8. Additional Info
9. AFE #
10. Dig Auth #
11. Requested Work Date
12. Required Work Date
13. Starting Time
14. How many days/weeks to complete
15. Department doing work
  - a. Communications
  - b. Signals
  - c. B&B
  - d. Contractor
  - e. Other
16. Phone #
17. Name, Address, Phone & Fax number of employee / contractor requesting the validation number to dig

The completed request form should be emailed to [flagging\\_csx\\_pmcm@mbakerintl.com](mailto:flagging_csx_pmcm@mbakerintl.com)

### COORDINATE WITH SIGNALS, COMMUNICATIONS, AND FACILITIES

When CSXT PM/CM receives a dig ticket from a GEC, Contractor, or Outside Party the dig ticket information will be added to the TRV Dig Ticket Tracker with all of the required information. If there is any required information missing from the ticket, the CSXT PM/CM should obtain and add the needed information. Once it has been determined that all the necessary information has been received and the tracker has been filled out correctly, the CSXT PM/CM can forward the dig ticket email to the Signals Team, the Communications Team, and the Facilities Team to begin their work. This email should have a CSXT representative copied.

## RESPONSIBILITY OF SIGNALS TEAM

**1. Location of Underground Utilities:**

Verify the presence and exact location of underground signal cables to avoid damaging them during excavation.

**2. Safety Precautions:**

Assess potential safety hazards and make sure that the appropriate safety measures are in place to protect workers and the integrity of the railroad infrastructure.

Notify the Signals team that a signals crew is needed to be onsite in certain areas while a dig is occurring.

**3. Marking the Dig Site:**

Ensure the dig site is properly marked with flags, paint, or stakes to delineate safe digging zones.

**4. Closeout Communication:**

Once these checks have been performed and the areas have been cleared/marked, the signals team will send an email to the CSXT PM/CM and CSXT Representative to notify them that they have completed their portion of the dig ticket.

## RESPONSIBILITY OF COMMUNICATIONS TEAM

**1. Location of Communication Lines:**

Verify the precise location of underground communication cables and other related infrastructure to avoid damaging them during digging.

**2. Safety Precautions:**

Assess potential hazards and ensure that proper safety protocols are in place to protect workers, communication infrastructure, and other railroad operations.

**3. Marking the Dig Site:**

Ensure the dig site is properly marked with flags, paint, or stakes to delineate safe digging zones.

**4. Closeout Communication:**

Once these checks have been performed and the areas have been cleared/marked, the communications team will send an email to the CSXT PM/CM and CSXT Representative to notify them that they have completed their portion of the dig ticket.

## RESPONSIBILITY OF FACILITIES TEAM

### 1. **Utility Location**

Identify the presence and exact locations of all underground utilities, such as water, sewer, gas lines and other facility-related infrastructure.

### 2. **Safety Precautions**

Assess potential safety hazards and ensure that the appropriate safety measures are in place to protect workers and railroad operations during the digging process.

### 3. **Marking the Dig Site:**

Ensure the dig site is properly marked with flags, paint, or stakes to delineate safe digging zones.

### 4. **Closeout Communication:**

Once these checks have been performed and the areas have been cleared/marked, the communications team will send an email to the CSXT PM/CM and CSXT Representative to notify them that they have completed their portion of the dig ticket.

## COORDINATE WITH GEC/CONTRACTOR

1. The CSXT PM/CM receives an email that the tickets have been cleared and marked
2. The CSXT PM/CM emails the GEC/Contractor to notify them of the ticket status
  - a. Cleared and Marked
  - b. Not Cleared
  - c. Signals needs to be present
3. The GEC/Contractor coordinates with flagging to confirm rail protection
  - a. Work should not begin until track protection is assigned

## Appendix A

# TRV/CSX – DIG SAFE – PROTECTION TICKET

PM/CM Email: **Flagging\_CSX\_PMCM@mbakerintl.com**  
Outside Party Email: **TRV\_Flagging@mbakercorp.com**  
Office Phone#: **(301) 759-2149**

DATE: \_\_\_\_\_ LOCATION OF DIG: \_\_\_\_\_

TOWN & STATE: \_\_\_\_\_ NEAREST CROSSING ST: \_\_\_\_\_

MAIN LINE/YARD: \_\_\_\_\_ PREFIX/MP: \_\_\_\_\_ TRACK #: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

AFE #: \_\_\_\_\_

**Please type dig locations and attach aerial images of the locations:**

Provide State's "Locating Agency's" Dig Authorization #: \_\_\_\_\_

Work Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ How many days/weeks to complete: \_\_\_\_\_

Department doing work: Track  Communications  Signals  B&B  Contractor  Other

Phone #: \_\_\_\_\_

Name, Address, Phone & Fax number of employee / contractor requesting the validation number to dig:  
\_\_\_\_\_

Name of Employee Locating Utilities, Signature and Phone Required:

PRINT: \_\_\_\_\_ Marked  Clear  Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Phone #: \_\_\_\_\_

Check if on site protection is required during dig: B&B  Communications  Signals

DIG TICKET # (internal use only): \_\_\_\_\_ SPONSOR/MANAGER IN CHARGE OF DIG: \_\_\_\_\_

## Locating Agencies

MD 1-800-257-7777

VA 1-800-552-7001

NY 1-800-962-7962

WV 1-800-245-4848

PA 1-800-242-1776

Qwest 1-800-283-4237