

INSTRUCTIONS FOR COMPLETING THE HANFORD SITE EXCAVATION PERMIT

Excavation Permit No.	Site Excavation Permit numbers can be obtained by accessing the Site's web page (http://msa.hanford.gov/sepn/). Upon filling out the required log book information, the web site will immediately return an assigned Excavation Permit Number in an email response.
Last Permitted Start Date.	Enter the last permitted start date for this excavation permit. This date should be no more than 90 days from the last signature. Refer to this procedure for more details.
Block 1 & 2	Enter Work Package Number or appropriate source of funds or project number, if known.
Block 3	Enter brief location where excavation work is to be performed (include Section, Township, Range, and GPS Coordinates).
Block 4	Enter permit Originator name, phone number, and date of preparation.
Block 5	If excavation associated with an Engineering Change Notice or Facility Modification Package, enter ECN/FMP Number.
Block 6	List drawings and plans/procedures that describe the work to be performed.
Block 7	Describe the purpose of the excavation work. Attach a composite map identifying each of the areas to be excavated and all known interferences in the area of excavation. NOTE: The composite map is part of the excavation permit.
Block 8	Enter special instructions/comments or requirements relating to the excavation.
Block 9	List utilities, services, facilities, and groundwater wells that will or may be affected by the excavation.
Blocks 10 - 25	Obtain review/concurrence from designated organizations. Refer to Appendix E of the Site Excavation Procedure. Each reviewer shall print, sign, and date.
Block 26	Enter the Ticket number provided when the CALL BEFORE YOU DIG (1-800-424-5555) was called.
Points of Contact	Web page at http://www7.rl.gov/rapidweb/excavation/index.cfm?pagenum=1 Excavation Coordinator: Dave Havens: 376-9770

The original completed Hanford Site Excavation Permit is to be maintained in the Work Package/Project file. A courtesy copy shall be provided to the Hanford Site Excavation Permit Coordinator.