



Colonial Pipeline Company



Colonial Safe Digging Requirements for Excavators

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1. General Safe Digging Requirements

Colonial wants you to work safely in the vicinity of our lines and asks you to remember these simple rules:

- Always call 811 to submit a locate request before beginning any job.
- Wait the required period for a Colonial representative to mark the lines.
- A Colonial representative must be on site during any digging near a Colonial pipeline. Do not begin excavation until Colonial personnel are present.
- All excavation within 2 feet of the pipeline must be accomplished by hand.
- Excavation equipment must be positioned a minimum of 3 feet from the edge of the excavation.
- Excavation may only take place from the “near side” of the pipeline. No excavation activity that requires “reaching over” the pipeline is allowed.
- If you do hit or damage a Colonial pipeline, immediately call Colonial’s emergency number at **1-800-926-2728**. Damage to pipeline coatings, gouges, dents, and nicks can compromise pipeline integrity and could cause a pipeline rupture in the future.



Don't risk your life, the life of your employees or endanger the local community by failing to report an excavation hit!

2. Always Call Before You Dig: 811

Third-Party damage to underground pipelines – whether by property owners installing a new deck or commercial excavators putting in a road – is the number one cause of pipeline damage nationwide.

Before the start of any digging job, Colonial Pipeline reminds you to:

1. Always call 811 before you dig.
2. Wait for the lines to be marked.
3. Respect the marks.
4. Dig With care.

Failure to submit a locate ticket through 811 can result in pipeline damage, loss of service, environmental threats, costly repairs, fines, litigation, injury or even death. One call to 811 can prevent risks for you and your company.



**Know what's below.
Call before you dig.**

3. Locating Colonial Pipelines

One of the most important steps in safe digging is to make sure you know the location of the pipeline before the start of any job. The following information will help you to locate Colonial's pipelines and avoid a possible line hit:

- Colonial's pipelines are clearly marked with yellow, red and black signs that indicate that a Colonial line is buried below. These markers are posted at intervals along the

pipeline right of way and at locations where pipelines pass beneath roads, rivers and streams, railroad tracks, etc.



- These signs display critical information about:

- The product in the pipeline:
PETROLEUM PRODUCTS
- The pipeline operator's name:
COLONIAL PIPELINE COMPANY
- Colonial's 24 hour emergency phone number:
1-800-926-2728

- Many people make the mistake of assuming that pipeline markers indicate the exact location of the pipeline. NOT TRUE! Pipeline markers let you know a pipeline is buried below, but do not indicate the exact location or depth of the pipeline.
- Before the start of any digging job, state law requires that you call 811 to have underground lines marked. A Colonial representative will come to your dig site, locate the line, and mark the location using paint or flags.
- It is a violation of federal law to move, remove or deface any pipeline marker.

4. Recognizing the Signs of a Leak

Following safe digging practices in the vicinity of Colonial pipelines is the best way to avoid a line hit. But if you do hit a Colonial pipeline, make sure you can recognize the signs of a refined liquid petroleum product leak:

WHAT YOU MAY SMELL

- An unusual smell like that of gasoline or petroleum



WHAT YOU MAY SEE

- Patch of dying vegetation amid green area
- Petroleum product on the ground
- A multi-colored film or sheen on water
- An exposed pipeline in a creek, river, or stream
- Vapor cloud
- Fire or explosion

WHAT YOU MAY HEAR

- An unusual hissing or roaring sound, depending on the magnitude of the leak

5. Colonial Product & Equipment Risks and Hazards

Colonial's system of underground pipelines transport refined petroleum products to consumers from Texas to New York harbor. When working near a Colonial pipeline, please keep the following risks and hazards in mind:

PRODUCT RISKS

Should a pipeline leak occur, refined liquid petroleum products such as gasoline, kerosene, home heating oil, military and jet fuels present the following hazards and risks:

- **GASOLINE** is highly flammable & easily ignited when released in air
- **DISTILLATES** (diesel, home heating oil) are combustible; Distillates produce less vapors than gasoline
- The vapor from all refined petroleum products is heavier than air; when released it will collect in low areas or confined spaces
- Liquid petroleum products released under pressure as an aerosol have increased volatility; heat can increase volatility
- Refined petroleum products are also:
 - Potential irritants to eyes and skin
 - Potential inhalation risks
 - Potential carcinogens
 - Environmental hazards to wildlife and plant life

EQUIPMENT RISKS

- Colonial's pipeline system is operated under high pressure.
- **DO NOT ATTEMPT TO OPEN OR CLOSE VALVES OR OPERATE EQUIPMENT ON PIPELINE/FACILITIES; PERSONNEL INJURY OR DAMAGE TO THE PIPELINE MAY RESULT**

6. Colonial Product & Equipment Risks and Hazards

If you are digging near the pipeline, your first priority is to follow safe digging practices to avoid hitting the pipeline and causing a leak. But if a pipeline emergency occurs, follow the guidance below to ensure your safety and that of your employees and the surrounding community:



WHAT TO DO IN A PIPELINE EMERGENCY:

- Abandon any running equipment and eliminate any ignition sources (flames, flares, cigarettes, cell phones, etc.) without risking injury.
- Leave the immediate area by foot. Warn others in the area to leave. Stay upwind and avoid sheltering in a low spot, where vapors could accumulate.
- When you reach a safe location, **immediately call 911**. At a minimum, provide your name, a phone number where you can be reached, a brief description of the emergency situation (product leak, fire, etc.), and the location of the emergency, so that an appropriate local responders can respond.
- Then call Colonial Pipeline at **1-800-926-2728** to notify pipeline personnel.

**First Call
911,
then
Call
Colonial
1-800
926-2728**



WHAT NOT TO DO IN A PIPELINE EMERGENCY:

- **DO NOT** cause any open flame or create any other potential source of ignition by turning on an electrical switch, starting a vehicle engine, lighting a match, using a cell phone, etc. in the vicinity of the pipeline emergency.
- **DO NOT** come into direct contact with any escaping liquids or vapors.
- **DO NOT** drive into a leak or vapor cloud while leaving the area.
- **DO NOT** attempt to operate any pipeline valves. You may inadvertently route more product to the leak, or cause a secondary incident.
- **DO NOT** attempt to extinguish a petroleum product fire. Wait for local firemen and other professionals trained to deal with such emergencies to arrive on the scene.

7. Moving Heavy Loads Across the Pipeline

Pipelines can be damaged by excessive weight caused by heavy loads. If you will be moving heavy loads across the pipeline, please take the following precautions:

- Contact Colonial before the start of your job to discuss your work scope, the equipment you will use and the approximate weight of the load that will be crossing the pipeline.
- You may be required to install mats, timber bridges or other protective materials over the pipeline to more evenly distribute the weight and avoid stress on the line.



8. Installing Fencing & Irrigation Systems

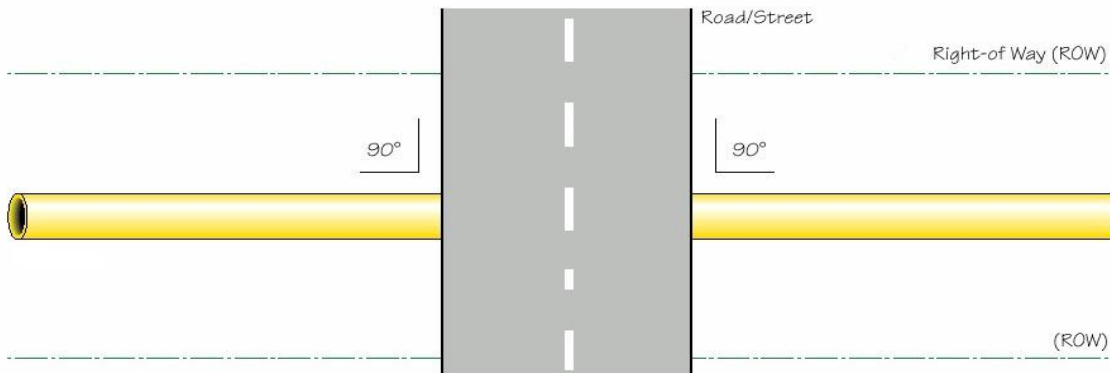
If you will be installing a fence or irrigation system near a Colonial ROW, please take the following safety precautions:

- Wait for Colonial to mark the location of the line before beginning any digging. While markers provide an approximate location of the line, they do not show the actual location or depth.
- Fence posts must be installed at least five [5] feet from the side of any pipeline.
- If a fence will be installed within the pipeline right of way, hand digging of fence post holes is required.
- Fences shall be constructed with gates sufficiently large enough to allow Colonial's personnel and equipment the right of ingress and egress to the ROW.

9. Installing a Street, Road or Driveway

If you will be installing a street, road or driveway near a Colonial pipeline, please remember the following:

- Once you have submitted a ticket, a Colonial representative will mark the line. Discuss the road crossing plans with Colonial. An engineering review and an encroachment agreement are required for all street or road crossings.
- Streets, roads and driveways must be constructed to cross the pipeline as close to a 90 degree angle as possible. Roads, streets and driveways may not be installed to run parallel to the right of way due to stress on the pipeline.
- No mechanized ditching, excavation, sub-grading or grading is allowed within five [5] feet of the extremities of the pipelines.
- Placement of fill, including spoil, or top soil over the pipeline is not permitted, unless approved in writing by a Colonial representative.



10. Blasting Requirements

If your job requires blasting in the vicinity of the pipeline:

- Contact Colonial Pipeline prior to any blasting activity.
- **EXPLOSIVE DETONATIONS IN THE VICINITY OF THE PIPELINE ARE NOT PERMITTED WITHOUT PRIOR ANALYSIS AND AUTHORIZATION.**



11. Landscaping On or Near the Pipeline ROW

If your job involves landscaping near a pipeline ROW, remember the following:

- Call 811 before any landscaping on the pipeline right of way to ensure you know the exact location of the pipeline. A Colonial representative will mark the line with paint or flags to help guide your digging.
- **NO** trees may be planted on the right of way. Tree roots can damage pipeline coatings and subject the line to corrosion. In addition, tree branches can obscure aerial observation of the pipeline. However, small ornamental shrubberies less than 4 feet in height are permitted. A Colonial representative can provide you with a list of acceptable plantings.
- **NO** plantings may be placed to obscure the view of pipeline markers. Pipeline markers are required by Federal law and may not be removed or hidden from view.
- Normal cultivation, including small gardens, is allowed within the easement provided the depth of cultivation does not exceed 12 inches.
- **DO NOT** change the grade of the property on the pipeline right of way by either removing or adding soil without consulting with Colonial personnel. Removal of soil reduces the cover over the pipeline; adding soil may increase the stress on the pipeline. Either change could compromise pipeline safety.



12. Handling Spoils & Backfill

If you are digging near a Colonial line, please keep the following requirements in mind regarding handling of spoils and backfill:

- A Colonial representative must be at your job site during excavation activities.
- Material that might fall or roll into the excavation area shall be kept a minimum of 2 feet from the edge of the trench.
- Spoil piles must be maintained a minimum of 2 feet from the excavation at an angle of repose less than 45 degrees from the horizon.
- Prior to backfilling, make sure all rocks, metal objects, tools, clamps and hard materials are removed from backfill.
- Following the job, clean, soft backfill shall be placed, NOT PUSHED, into the excavation area until a minimum of 2 feet of good backfill surrounds any exposed pipe.