
POLICY NAME: **Marking of Communication Lines Policy**

Effective Date: April 30, 2004

Policy Owner: Technology Systems Division

Policy Number: TSD-NET1003

Related Policies: None

Purpose: Voice, data, and video communications circuits are critical components of the University's infrastructure. Damage to the communications pathways due to drilling or excavating can cause major expenses and render entire buildings unusable for extended periods, until repairs can be completed. This policy addresses the requirements for notifying Network Engineering and Technology (NET) in advance of any digging or excavation on University property. The purpose of this policy is to define the responsibilities of NET personnel to locate and mark any lines in the target area.

Scope: The Marking of Computer Lines Policy TSD -1003 applies to all property owned by George Mason University where University-owned underground communications facilities are known or suspected to exist

Policy Statement: This policy defines the roles and responsibilities of NET with respect to marking underground communication facilities.

Definitions: None.

Responsibilities: The Commonwealth of Virginia has published policies and minimum standards to be followed by all state agencies for the

marking of communications lines. Responsibility for electronic communication resources at all campuses of George Mason University resides with the Vice President for Information Technology. The Information Technology Unit's (ITU) NET group, under the direction of the Vice President for Information Technology, is responsible for setting local standards and policies for the marking of communications lines.

Compliance: All ITU NET employees are responsible for complying with this policy.

Implementation Process: Initial Notification

- Before commencing any excavation, the responsible University department or their contractor will contact ITU NET to request the location and marking of all buried communications lines in the affected area.
- ITU NET should complete the request as soon as possible, normally within 48 hours (2 University working days.) Unavailability of qualified personnel, equipment failures, or other unusual circumstances may occasionally extend this period.

Location and Marking

- Upon receipt of the request, ITU NET personnel will confirm the scope of the affected area with the requester, and locate and mark all communications pathways following standard operating procedures. NET personnel performing this work must have been specifically trained to use the locating equipment, and must be familiar with the relevant operating procedures. If no qualified personnel are available, the work must be delayed. The Director, NET will approve and maintain a roster of NET personnel authorized to mark cable.

Approved By:

Walt Sevon
Deputy CIO
Executive Director, Technology Systems division

Approval Date: *January 18, 2011*

Revision History: *N/A*

Supersedes (Previous Policy): *N/A*

Date of Review: Provide the date the policy was reviewed (current date if policy is not going to be revised)

Example:

Reviewed August 25, 2011

Policy Contact Name: David Robertson - Service Delivery Manager

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