



## Rules to Dig By

ComEd Technical Procedure  
CM-CE-080011  
Rev. 6

**Effective:** 10/31/2019  
**Supersedes:** CM-ED-08000  
**Level:** 3  
**Review Type:** 3 Year  
**Core Function:** Corrective  
Maintenance

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#### 1. Purpose

- 1.1. To provide an overview of methods for excavation work on the ComEd system.
- 1.2. This procedure is to be utilized in conjunction with the state mandated law governing excavations and construction of underground facilities.
- 1.3. Field Procedure CM-CE-080011, "Rules to Dig By," covers Section 6 of the procedure except for the Rules to Dig By summary attachment (CM-CE-080011-2).



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### 2. Precautions and limitations

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#### 2.1. Precautions

2.1.1 None.

#### 2.2. Limitations

**Note:** This procedure is not all-inclusive.

2.2.1 **NOTE:** Steps found to be unclear, missing, inaccurate or incomplete in Attachment CM-CE-080011-1 Lessons Learned.

### 3. Safety Measures and Environmental Concerns

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#### 3.1. Safety Measures

3.1.1 All individuals involved with “digging operations” shall comply with OSHA Standards.

3.1.2 Observe all applicable safe work practices per EU Safety and Work Procedures.

3.1.3 Conduct a Job Briefing to discuss the scope of work to be performed and any hazards involved and clearly understand the expectations.

3.1.4 All individuals involved with “digging operations” shall comply with all Federal, State and Local Environmental Protection Act(s) or Permit(s) as pertains to the safe, satisfactory completion of the job or task(s).

3.1.5 Each excavator shall comply with the Illinois Underground Utility Facilities Damage Prevention Act.

3.1.6 Each excavator shall obtain and maintain their own dig ticket through 811 for the work they are performing with the exception of storm related emergent work. Subcontractors should be named on storm related emergent dig tickets whenever possible.

#### 3.2. Environmental Concerns

3.2.1 None

### 4. Material and Special Equipment

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#### 4.1. Material

4.1.1 Properly rated materials for the job task(s).

#### 4.2. Special Equipment

4.2.1 Specialty Equipment as indicated in the work package.



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### 5. Prerequisites

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- 5.1. All individuals involved in “digging operations” shall receive a Job Briefing and review the work package.

**\*\*\*CAUTION\*\*\***

**NO EXCAVATION SHALL COMMENCE WITHOUT ALL UTILITY NOTIFICATIONS  
BEING MADE, RECEIVED CONFIRMED, AND OPPORTUNITY MADE TO  
PROPERLY MARK**

### 6. Procedure

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- 6.1. **REVIEW AND FOLLOW** the “Rules to Dig By” Attachment (CM-CE-080011-2) of this procedure.

**NOTE:** REFER to Field Procedure CM-CE-080011-R0001, “Rules to Dig By.”

### 7. Return to Normal

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- 7.1. All individuals shall leave the job site in an orderly, safe condition.
- 7.2. Substation Facilities **SHALL** be restored to appropriate condition in accordance with engineered soil AND gravel requirements.

### 8. Roles and Responsibilities

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#### 8.1. MANAGERS

- 8.1.1 Ensure compliance with this procedure.

#### 8.2. SUPERVISION

- 8.2.1 ComEd Construction and Maintenance Group owns this procedure.
- 8.2.2 ComEd Construction and Maintenance Subject Matter Expert and Supervisors are accountable for the content and process of the procedure.

#### 8.3. EMPLOYEES/WORKERS:

- 8.3.1 All Exelon Utilities (EU), contractor, or vendor personnel performing work within the ComEd service area shall comply with this procedure.

- 8.3.1.1 This Procedure.

- 8.3.1.2 ED Fundamentals.



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- 8.3.1.3 ComEd Safety Rule Book.
- 8.3.1.4 Employee Code of Conduct.
- 8.3.1.5 All other Corporate and EU policies, programs, procedures, and expectations appropriate to the work being performed.

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## 9. Documentation

- 9.1. Documentation generated during performance of this document shall be filed in accordance with Exelon Corporate Procedure LE-AC-401 – Records and Information Management Retention and Disposition.

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## 10. Terms and Definitions

- 10.1. STAR
  - 10.1.1 The acronym STAR, Stop, Think, Act and Review, relates to a self-check, attention to detail technique that aids in the safe, satisfactory completion of a job or task.
- 10.2. SUPERVISORY INSTRUCTION
  - 10.2.1 These are instructions given by supervision for a specific task “on-the job”.

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## 11. References

- 11.1. LE-AC-401 – Records and Information Management Retention and Disposition.
- 11.2. CM-CE-080011-R0001, “Rules to Dig By Field Procedure”
- 11.3. SA-EU-09014, “Trenching and Excavating Procedure”
- 11.4. CM-CE-811037, “Verifying Locate Marks with the Subsite Cable Avoidance Tools (950 R and 910-R)”
- 11.5. Field Procedure CM-CE-811037-R0001, “Verifying Locate Marks with the Subsite Cable Avoidance Tools (950 R and 910-R)”
- 11.6. Common Ground Alliance Manual (CGA)
- 11.7. ComEd Safety Rulebook
- 11.8. Title 83: Public Utilities, Chapter 1: Illinois Commission Subchapter b: Provisions Applicable to more than one kind of utility, Part 265, Protection of Underground Utility Facilities, Subpart A: General

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## 12. Attachments



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- 12.1. Attachment CM-CE-080011-1, "Lessons Learned - Suggested Procedure Improvement"
- 12.2. Attachment CM-CE-080011-2, "Rules To Dig By"
- 12.3. Attachment CM-CE-080011-3, "Job Site Walk Down Checklist"
- 12.4. Attachment CM-CE-080011-4 – DELETED
- 12.5. Attachment CM-CE-080011-5, "Tools For Excavation"
- 12.6. Attachment CM-CE-080011-6, "JULIE/DIGGER Locate Request Form"
- 12.7. Attachment CM-CE-080011-7, "Plan of Property and Equipment – Job Aid"
- 12.8. Attachment CM-CE-080011-8, "Conduit and Cable Tabulations – Job Aid"
- 12.9. Attachment CM-CE-080011-9, "Cable and Troughs – Job Aid"
- 12.10. Attachment CM-CE-080011-10, "Exelon Locating Marks"



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### 13. Development history

<b>Revision 0</b>		<b>Date: 12/10/2009</b>
Writer	Kevin Kinnerk (Methods), Renee Jourdin (PAG)	
Reviewer(s)	Kevin Kinnerk (Methods); Tom Stutzman (SSG); James Williams (CM); Mark Primm (CM); Ed Bengson (Methods); Bob Shuttleworth (TRNG); John Markgraff (PCM); Kelly McCann (CM); Jerry Ludke (CM); Shane Cole (CM); Dan Gunnell (CM); Sean Hughes (COC); Bill Huston (Safety); Dave Holman (Safety); Craig Weber (PCM); Joe Terrell (PCM).	
Technical Approver(s)	Approver's name and work group;	
Safety Approver(s)	Approver's name and work group;	
UFAM Approver(s)	Dan Galovich (CM FAM Owner); Lori Cimaglia (TS FAM Owner)	
Reason written	Split CM-ED-080003 procedure into ComEd and PECO specific procedures & update references due to procedure splits. Remove Section 8 language and replace with visual field procedure document as an associated reference document (CM-CE-080011-R0001).	

<b>Revision 1</b>		<b>Date: 10/24/2011</b>
Writer	Renee Jourdin (PAG)	
Reviewer(s)	Rich Thometz (PAG), Craig Weber (PCM), Kevin Kinnerk (Methods); Tom Stutzman (SSG); Shane Cole (CM), Richard Ernst (TRNG), Bob White (TRNG), Terry Miller (CLAIMS), Tom Elliott (CLAIMS), John Vargas (CM), John Strub (CM), William Sullivan (CM), Jack Craighead (SAFETY)	
Technical Approver(s)	Approver's name and work group;	
Safety Approver(s)	Approver's name and work group;	
UFAM Approver(s)	Dan Galovich (CM FAM Owner); Gus Ponce (TS FAM Owner)	
Reason written	Revised attachment numbering to align with CM-CE-080011-R0001	

<b>Revision 2</b>		<b>Date: 8/18/2014</b>
Writer	N/A	
Reviewer(s)	N/A	
Technical Approver(s)	N/A	
Safety Approver(s)	N/A	
UFAM Approver(s)	N/A	
Reason written	Moved to new template; no content revisions made.	



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<b>Revision 3</b>		<b>Date: 10/31/2014</b>
Writer	Renee Jourdin (PAG)	
Reviewer(s)	Rich Thometz (PAG), Craig Weber (PCM), Kevin Kinnerk (Methods); Tom Stutzman (SSG); Shane Cole (CM), Richard Ernst (TRNG), Bob White (TRNG), Terry Miller (CLAIMS), Tom Elliott (CLAIMS), John Vargas (CM), John Strub (CM), William Sullivan (CM), Jack Craighead (SAFETY)	
Technical Approver(s)	N/A	
Safety Approver(s)	N/A	
UFAM Approver(s)	Mark Primm ComEd UFAM	
Reason written	Periodic document review and moved to new template; no content revisions made.	

<b>Revision 4</b>		<b>Date: 5/11/2015</b>
Writer	Kelley Heinz	
Reviewer(s)	Tom Stutzman (SSG), Dorvel Offord (C&M), Tom Forbes (C&M), Steve Ronan (C&M), Anthony Fornelli (Methods), Ed Bengson (Methods), Craig Weber (Projects), Gary Stetins (Claims), Mathew Kahne (C&M), Mike Mann (C&M)	
Technical Approver(s)	N/A	
Safety Approver(s)	N/A	
UFAM Approver(s)	Mike Meathe	
Reason written	Revised to reflect new verbiage from a corrective action out of an ACE investigation. AR# 532497	

<b>Revision 5</b>		<b>Date: 4/30/2018</b>
Writer	Susan Gasper (Distribution Ops)	
Reviewer(s)	Kelley Heinz (Claims), Tom Stutzman (SSG), Dorvel Offord (C&M), Steve Ronan (C&M), Anthony Fornelli (Methods), John Fladeland (ComEd); Chris Johnson (ComEd), Craig Weber (Projects), Robert Joyce (C&M)	
UFAM Approver(s)	Adam St Pierre ComEd CM UFAM	
Reason written	Periodic review performed, no updates made	



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<b>Revision 6</b>		<b>Date: 10/31/2019</b>
Writer	Jack Craighead	
Reviewer(s)	Jack Craighead	
UFAM Approver(s)	Eric Henderson ComEd CM UFAM	
Reason written	Section 11 updated procedure from CM-CE-4030 to SA-EU-09014	

<b>Revision 7</b>		<b>Date: 9/10/2020</b>
Writer	Kelley Heinz	
Reviewer(s)	Tom Stutzman (SSG), John Haluzak (C&M), Steve Ronan (C&M), John Fladeland (ComEd); Chris Johnson (ComEd),	
UFAM Approver(s)	Eric Henderson ComEd CM UFAM	
Reason written	Clarified the need for each contractor to obtain and maintain their own 811 ticket.	





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### COMED RULES TO DIG BY

**CHECK** that the One-Call ticket is correct.

- Verify Address, scope, and area of your proposed excavation.

**CHECK** the lawful start date and time.

- Verify excavation does not begin prior to the lawful start date & time.
- 48 hours for normal excavation.
- A 2 hour waiting period exists for emergent locate requests and action or repair must be made within 48 hours.
- You can begin hand digging immediately on emergency jobs at any time after a locate request has been submitted **AND** customers are out of service.
- Except for emergent requests, these waiting periods are exclusive of Saturday, Sunday, and One-Call holidays.
- Work must begin within 14 days and be completed within 28 days unless extended after the 20<sup>th</sup> day of the ticket.
- One-Call law allows deviation from these rules in isolated emergencies provided prudent digging techniques are utilized.

**CHECK** for completeness and accuracy of locates.

- Investigate and ensure facilities are marked near equipment (i.e., transformers, pedestals, splice boxes, down-feeds, meters, etc.) within your extent of work.
- Evaluate available maps & work orders to determine if marks exist, as they would be expected.
- Verify if all One-Call utilities, municipalities, and private facility owners have been asked to locate their facilities. If not, recall 811.
- "All clear" marks or notifications should exist for those utilities that **DO NOT** have facilities in the specified area of excavation.
- When utilizing One Call, **NEVER** waive the "all clear" call back from utilities.

**LOOK** for previous marks on sidewalks, curbs, and roads.

- Evaluate the potential for human error or oversight by reviewing the area for fading marks from previous locate requests.
- If fading marks are found, call 811 with an incomplete or verification of marks.

**USE** appropriate maps, work orders, and prints prior to construction,

- Evaluating maps, work orders, and prints will help determine if the marks found in the field are accurate or missing such as recently installed cable replacements.

**HAND DIG** prudently when working within tolerance zone of locates or equipment to verify the underground facility's location.

- Tolerance zones are created due to the technical difficulty of locating buried facilities. Locate accuracy is reduced significantly due to improper installation or abandonment practices and/or the depth of the facility. The actual location of these facilities can vary to any portion of this zone and beyond.



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- Prudently dig & visually identify all facilities in potential conflict down to the depth of excavation.
- One mark does not mean one facility
- Secure the excavation when unattended.

**NEVER** solely use powered equipment in the tolerance zone, such as trenchers, backhoes and augers, until you have verified that the mark is accurate, unless being used to clear the material loosened during the manual 6" probing, in a scraping/swiping motion, or as allowed by CM-CE-080011-R0001, "Rules to Dig By Field Procedure."

- Once you determine what facilities exist, create a safe work plan to avoid them.
- The tolerance zone is noted as the 18" either side of the mark down to the depth of your excavation or 24" either side of the mark down to the depth of your excavation when trenching parallel to direct buried cable for installation of new URD cables.
- While using mechanical means to excavate, you are expected to utilize practices, such as "chipping in." This term amounts to digging outside the tolerance zone first and using hand tools to loosen earth over marks into the excavation site.

### **NEVER ASSUME:**

- The facility route is in a straight line.
- Locating marks are accurate.
- Utilities are buried at proper depth.
- No marks mean no utilities.

**A DIG TICKET** is **NOT** a license to dig.

- All information in this guideline combined and applied provides a safer opportunity to excavate.
- Evaluation of the information and existing field conditions are determining factors when beginning to excavate.

**RESPECT** all One-Call marks.

- Refer to the One-Call law.
- It is part of your safe excavation practices.

### **IF A UTILITY DAMAGE OCCURS**

- Immediately stop excavation
- Contact your supervisor and the OCC
- Call 811
- Call the affected utility
- Call 911 first when damage results in the escape of any flammable, toxic, or corrosive gas or liquid.



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### PRUDENT DIGGING includes:

- Strict adherence to all Energy Delivery procedures and One Call Laws.
- Proper application and use of all approved tools as defined in this procedure,
- Maintenance of the marks
- Protection and support of uncovered facilities.
- Except as allowed in CM-CE-080011-R0001, "Rules to Dig By Field Procedure," use of **powered equipment** without probing in 6" lifts shall only begin after:
  - The exact location of all facilities and visual identification of all facilities within the **tolerance zone** have been identified;
  - A safe work plan has been created to avoid the facilities;
  - All potential hazards including but not limited to those referenced in this procedure will be documented on the Job Brief.

### JOB SITE WALK DOWN CHECKLIST

**WALK** the job site AND note any evidence of underground utility facilities in the job area. These may include, but are **not** limited to:

- Manholes, Hand holes
- Pedestals
- Terminal poles/down feeds/underground to aerial facility transitions
- Valve boxes
- Fire Hydrants
- Utility meter pits
- Gas regulator pits, Gas Transmission Pipeline markers
- Cathodic protection facilities and test points
- Underground fed electric meters
- Evidence of patches, or other remnants of prior excavation activities
- Evidence of prior mark outs.
- Streetlights, traffic signals, or private post lights with no apparent overhead electric supply
- Gas streetlights
- Buildings or other facilities where their source of utility services cannot be determined
- Rainspouts, wellheads, septic tank inspection/cleanout points, sewer vents



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**TOOLS FOR EXCAVATION-COMED**  
**TOOLS CAN BE SUBSTITUTED FROM LIST BY SUPERVISORY APPROVAL**

*HAND TOOLS for use within the Tolerance Zone for - ComEd System*

ITEM	WEST CAT ID#	Stocked	Power Tool	Able for Digging In Frost	Ideal for Digging In Frost	Ideal for Proximity Digging?
<b>SHOVELS</b>						
48" Flat Shovel	1186480	Yes	No	Yes	No	Yes
48" Round Shovel	1186430	Yes	No	Yes	No	Yes
27" Short Round Shovel	1186420	Yes	No	Yes	No	Yes
48" Spade Shovel	1186545	Yes	No	Yes	No	Yes
27" Short Spade Shovel	1186540	Yes	No	Yes	No	Yes
<b>PRYING TOOLS</b>						
30" wrecking bar	1103134	Yes	No	Yes	Yes	No
Manhole bar	1132021	Yes	No	Yes	Yes	No
<b>HYDRAULIC</b>						
Stanley clay digger DR19	1601330	Yes	Yes	Yes	Yes	Yes
<b>PNEUMATIC</b>						
Compressed Air Excavator	1602053	Yes	Yes	No	No	Yes
Pneumatic Hammer 90lbs	1121281	Yes	Yes	Yes	No	No
Pneumatic Hammer 60lbs	1190181	Yes	Yes	Yes	No	No
<b>ELECTRIC</b>						
Electric Hammer Large 66lb	1177401	Yes	Yes	Yes	No	No
Electric Hammer 22.5 lbs	1124673	Yes	Yes	Yes	Yes	Yes
<b>OTHER</b>						
FX60 Vacuum Excavation/Water Pressure PURCHASE	N/a	No	Yes	Yes	Yes	Yes
FX60 Vacuum Excavation/Water Pressure RENTAL	N/a	No	Yes	Yes	Yes	Yes
FX30 Vacuum Excavation/Water Pressure PURCHASE	N/a	No	Yes	Yes	Yes	Yes
FX30 Vacuum Excavation/Water Pressure RENTAL	N/a	No	Yes	Yes	Yes	Yes
Grave Warmer	<b>Not recommended or approved due to Safety and Business Case Issues</b>					

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### Digging in Illinois?

## Call JULIE or DIGGER First

Job  
Foreman or  
other Field  
Employee  
contact  
information



1-800-892-0123



312-744-7000

Name and contact information  
of the person who physically  
makes the call

### Illinois State Law Requires a 48-Hour (Two Working Day) Advance Notice Before You Dig!

1	COMPANY PHONE NUMBER WITH AREA CODE ( )	CALLER NAME			
2	COMPANY NAME				
3	COMPANY ADDRESS				
4	COMPANY CITY, STATE, ZIP CODE			FAX NUMBER WITH AREA CODE/PAGER NUMBER ( )	
5	SITE CONTACT		PHONE NUMBER WITH AREA CODE ( )		EXTENSION (IF APPLIES)
6	COUNTY (this information MUST be given)	(Circle one and list location name)	VILLAGE/CITY (URBAN)	O R	UNINCORPORATED TOWNSHIP (RURAL)
7	SUBDIVISION NAME		EXCAVATION SITE ADDRESS OR LOT NUMBER		
8	NEAREST CROSS STREET/CROSS ROAD, REGARDLESS OF SIZE, WITHIN A 1/4 MILE (Please indicate whether Street, Road, Lane, Avenue, etc.)				
9	JULIE MEMBERS AND THEIR SUBCONTRACTORS MUST PROVIDE THE SECTION-QUARTER/SECTION INFORMATION		TIER	RANGE	SECTION NUMBER QUARTER/SECTION NUMBER
10	ADDITIONAL LOCATION INFORMATION (such as directions, landmarks, distance and direction from nearest town, etc.)				
11					
12	TYPE OF WORK (trenching for sewer/water, cable/telephone drops, fence/deck installation, planting trees/scrubs, new building foundations, curb/gutter, ditch work, road grading, paving, etc.)				
13	EXTENT OF WORK (locate north side of building, along rear lot line, front of property to curb and from lot line to lot line, etc.)				
14	ARE YOU DIRECTIONAL BORING OR HORIZONTAL DIRECTIONAL BORING (CIRCLE ONE) YES      NO		WILL YOU BE DIGGING DEEPER THAN 7 FEET? (Circle One) YES      NO		
15	EXCAVATION SITE OWNER/RENTER'S NAME (if other than caller)				
16	NOTES TO UTILITIES ABOUT EXCAVATION SITE				
17					
19	DIG NUMBER (given to caller by operator)		DIG NUMBER MEANS: A or X = JULIE system; XXX = Julian Calendar Day; XXXX = Request sequence number for that day. Keep this number as proof of your call and as a reference number for this call.		
<b>JULIE MEMBER COMPANIES SENT THIS MESSAGE (given to caller by operator)</b>					

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**SUBSTATION PLAN OF PROPERTY AND EQUIPMENT – JOB AID**

Horizontal Coordinates

REDACTED, Substation Map Removed

Vertical Coordinates

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**SUBSTATION CONDUIT AND CABLE TABULATIONS – JOB AID**

Cable Info. Service Route Location

FROM TO

NO.	DATE	DESCRIPTION	SERVICE	FROM	TO	LOCATION
194	11-11-00	CHC'D PER FIELD MARKED PRINT				
195	11-11-00	FOR RECORD W.O. 64-621A,B,C				
196	11-11-00	REEL CA				
197	11-11-00	CHC'D PER FIELD INFORMATION				
198	11-11-00	CONDUIT AND CABLE TABLE OF CABLES NO. 2251 TO 2300				
199	11-11-00	TSS 194				
200	11-11-00	SABROOKE				
201	11-11-00	SCHEMATIC				
202	11-11-00	DATE 1-8-79				
203	11-11-00	COMMERCE HEALTH EDISON COMPANY CHICAGO, ILL.				
204	11-11-00	194E-3000AA				

FOR INFORMATION ONLY!

Magnified Detailed View

ABBREVIATIONS	
JB.	- JUNCTION BOX
PB.	- PULL BOX
PT.	- POTENTIAL TRANSFORMER
PNL.	- PANEL
TH.C.	- CONCRETE TROUGH, OUTDOOR
M.H.	- MANHOLE
CND.	- CONDUIT

Magnified Detailed View

11-11-00	CHC'D PER FIELD MARKED PRINT		
11-11-00	FOR RECORD W.O. 64-621A,B,C		GDW
11-11-00	REEL CA		
11-11-00	CHC'D PER FIELD INFORMATION		
NOV	DATE	REVISION	TECH. ENG.
CONDUIT AND CABLE TABLE OF CABLES NO. 2251 TO 2300			
TSS 194		SABROOKE	
SCHEMATIC		COMMERCE HEALTH EDISON COMPANY CHICAGO, ILL.	
DATE 1-8-79			
194E-3000AA			



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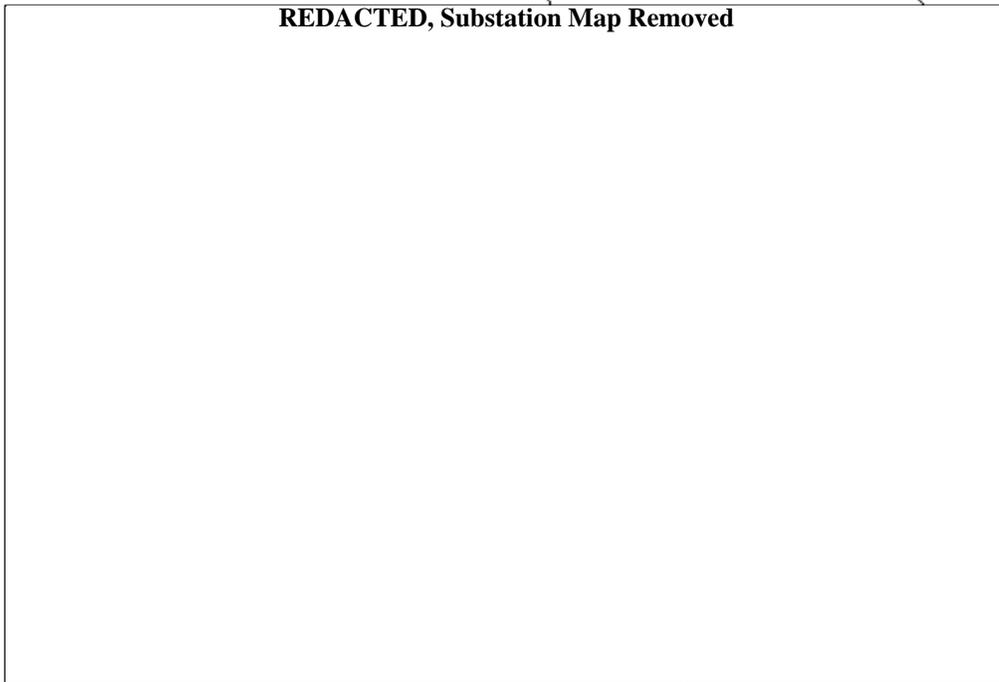
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**SUBSTATION CABLE AND TROUGHS – JOB AID**

**Troughs**

**Cable Numbers**

**Trench**



REDACTED, Substation Map Removed

**Indication of Direct Buried Cable**

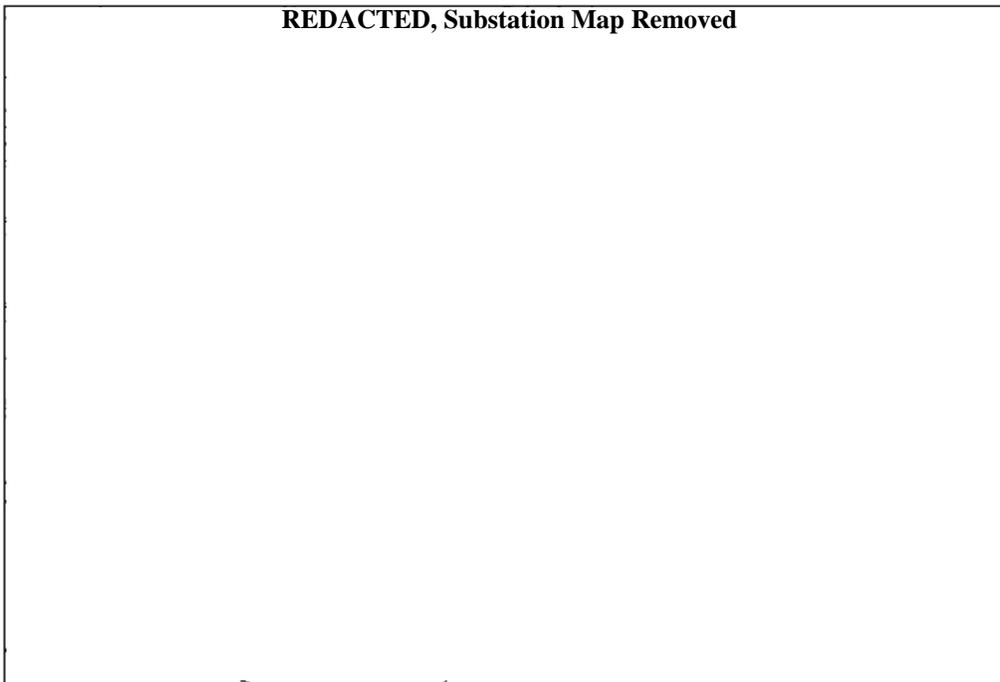
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### SUBSTATION CABLE AND TROUGHS – JOB AID



Notes: Help Identify Buried Cable

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### ENERGY DELIVERY LOCATE MARKS Attachment CM-CE-080011-10 (Page 1 of 1)

xx = Local Utility Identifier : ComEd = CE

