



## General Guidelines for Right-of-Way Activities\*

\*Referenced guidelines from American Petroleum Institute Publication: Guidelines for Right-of-Way Activities  
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This document provides guidance on how to safely perform a variety of excavation activities around Countrymark Refining and Logistics, LLC (CountryMark) pipelines, facilities and right-of-way (ROW).

### ONE CALL SYSTEM

#### **STEPS FOR SAFE DIGGING**

- 1) Call 811 the required number of days before excavation is scheduled to begin.
- 2) If within CountryMark ROW or is there if presence of a pipeline call CountryMark's One Call Center 812-838-8500.
- 3) Outline the digging area with white paint or flags.
- 4) A CountryMark representative must be present when work is performed within the ROW. Always hand dig within a tolerance zone of 24 inches. The tolerance zone is a horizontal area, measured from the marks, where the excavator should excavate using hand tools (or other non-invasive tools) to protect the marked underground facility until it is exposed. The tolerance zone includes the area from the ground surface down and around the facility.

When excavation is to take place within the specified tolerance zone, the excavator exercises such reasonable care as may be necessary for the protection of any underground facility in or near the excavation area. Methods to consider, based on certain climate or geographical conditions include hand digging when practical (pot holing), soft digging, vacuum excavation methods, pneumatic hand tools, other mechanical methods with the approval of CountryMark, or other technical methods that may be developed. Hand digging and non-invasive methods are not required for pavement removal.

An excavator discovering or causing damage to underground facility must notify CountryMark's One Call Center 812-838-8500. All breaks, leaks, nicks, dents, gouges, grooves, or other damages to facility lines, conduits, coatings or cathodic protection are reported.

If the damage results in the escape of any flammable, toxic, or corrosive gas or liquid or endangers life, health, or property, the excavator responsible immediately notifies 911, the State One Call Center (811) and CountryMark. The excavator takes reasonable measures to protect everyone in immediate danger, including the general public, property and the environment until CountryMark or emergency responders arrive and complete their assessment.

The excavator protects all facilities from damage when backfilling an excavation. Trash, debris, coiled wire, or other material that could damage existing facilities or interfere with the accuracy of future locates are not buried in the excavation.

Contractors installing underground facilities notify CountryMark if the actual placement is different from expected placement.

All stakeholders comply with all best practices and the following general guidelines prior to, during, and after any trenchless excavation.



Vacuum excavation, when used appropriately, is an efficient, safe and effective alternative to hand digging within the designated underground facility tolerance zone. Use of equipment should also follow state/provincial laws and/or local ordinances.

## WORKING NEAR HIGH-PRESSURE PIPELINES

### **EASEMENT INFORMATION**

General Conditions of an easement give the holder of the easement the right to operate a business in a safe and unencumbered manner. Easement Amendments & License Agreements attempt to change the legal document to reflect the physical changes to the property. These new arrangements may require the crossing party to:

- Recognize the rights and needs of CountryMark by obtaining permission to encroach on the easement and follow the specifications for crossing the pipeline system.
- If the pipeline needs to be altered, then all costs will be the responsibility of the crossing party.
- Indemnify, and hold harmless, CountryMark from all claims and liabilities. In addition, the crossing party shall pay all costs and fees for responding to failures, or in the enforcement of all details in the performance of the encroachment or crossing.
- Notify CountryMark 48 hours before working near the pipeline, and follow specifications and the directions of the CountryMark representative.
- Develop diagrams and surveys with plan and profile views of the site and the method of construction including materials, equipment, personnel training and construction loads.

### **GENERAL SPECIFICATIONS**

CountryMark must confirm any variance from these specifications in writing. The crossing party shall:

- Not attempt to probe for or engage in any activities, which might damage the pipeline or coating.
- Contact CountryMark to re-mark a pipeline if crossing party believes existing marks to be inadequate for any reason, including disturbance during construction.
- Not burn trash, brush or other items or substances within 100 feet of any pipeline.
- Not construct any obstruction above or below ground (including, but not limited to, buildings, engineering structures, pavement, fences, refuse, pools and waste disposal systems) within CountryMark ROW.
- Not operate heavy equipment over any pipeline.
- Cross as near perpendicular as possible to any pipelines.
- Perform no power digging within 100 feet of the side of the pipe unless a CountryMark representative is present.
- Ensure all excavation work complies with OSHA's excavation standards outlined in 29 CFR 1926 and correct any noncompliant excavation site before any CountryMark representative enters the site to perform work.
- Perform no power digging within 24 inches of the outer edge of the pipeline. The tolerance zone extends on all sides of the pipeline and includes the area from the ground surface down and around the facility. Within the tolerance zone, use only hand excavation, air cutting and vacuum excavation.



- Not cross the pipeline by auto tunneling, boring or directional drilling methods unless approved and documented by CountryMark. A CountryMark representative must be present during this operation.
- Not develop or build retaining walls, drive piling or create an engineering works that develops or controls overburden loads that impact the pipeline without CountryMark approval.
- Not chisel, plow or rip the soil until inspected by a CountryMark representative. Rip no greater than 16 inches deep only after the exact position of the pipe is known and not within three (3) feet of the outer edge of any pipeline.
- Backfill and compact to the satisfaction and in the presence of a CountryMark representative.
  - At least six (6) inches of fine, loose earth or sand with no sharp gravel, rock, hard clods, vegetation or other debris shall be placed on all sides of any pipeline, and remaining backfill shall be placed so as not to disturb this padding material or injure the pipe.
  - Compact backfill directly over any pipe by hand until 18 inches of cover is achieved.
  - Compact disturbed ground to the same degree of compaction of surrounding areas.
- Restore the site to its original condition except for items that are part of the approved change.



GUIDELINES FOR CROSSING PIPELINES, GAS TRANSMISSION LINES, MAINS AND SERVICE CONNECTIONS ON OR NEAR PIPELINES, FACILITIES AND RIGHTS-OF-WAY

**COMMON GUIDELINES**

“Foreign pipeline” (non-CountryMark pipeline) means any hazardous liquid pipeline, gas transmission line, main, service connection, and utility pipe such as water line, sewer line or any other pipeline installed within ROW of CountryMark’s pipeline.

A foreign pipeline crossing should cross perpendicular, or as close as possible to 90 degrees to CountryMark’s pipeline and its designated ROW.

A foreign pipeline will cross underneath CountryMark’s pipeline with a minimum clearance of 24 inches. This elevation should be maintained across the entire width of the right-of-way for the pipeline.

If during the course of crossing CountryMark’s pipeline is exposed and unsupported for a distance in excess of 10 feet, the pipeline must be supported by cribbing on each side of the crossing or by some other manner approved by CountryMark. Prior to backfilling the hole, the cribbing must be removed and replaced with sand bags or good, compacted fill in order to minimize settling of the pipeline.

Pipeline markers or identifying markers should be located to indicate the route of the foreign pipeline across the ROW of CountryMark’s pipeline. Such markers should adhere to regulatory standards and API Recommended Practice 1109, *Marking Liquid Petroleum Pipeline Facilities*.

**METALLIC PIPELINE**

Foreign pipelines, other than utility lines, should install cathodic protection bonds and potential leads at all crossings and terminate them at aboveground locations. CountryMark will install test leads on the existing pipeline.

The foreign pipeline should be coated with a suitable pipe coating for a distance of at least 50 feet on either side of the crossing

A warning tape, or warning mesh, should be used to indicate the location of a foreign pipeline for a distance of 25 feet on either side of CountryMark’s pipeline.

**NONMETALLIC PIPELINES**

A tracer wire for a nonmetallic foreign pipeline should be installed to assist in locating it in addition to the above-mentioned warning tape.



*GUIDELINES FOR BORING, DRILLING AND TUNNELING ON OR NEAR PIPELINES, FACILITIES AND RIGHTS-OF-WAY*

**COMMON GUIDELINES**

Before beginning any conventional bore/utility service line boring, drilling or tunneling across or within CountryMark's pipeline ROW, design approval permission should be received from a CountryMark representative. Lines installed by conventional boring/utility service line push shall cross a minimum of four (4) feet below CountryMark's pipeline.

CountryMark will have a representative on site to monitor the crossing within the ROW and notification of such activities should be presented at least 48 hours in advance.

Common crossings include all foreign pipelines and pipes, cable or other utility facilities. All crossings should be perpendicular, or as near to 90 degrees as possible, to CountryMark's pipeline and its designated ROW, and should be designed to clear the pipeline by four (4) feet.

Prior to commencing any directional drilling activity under or in proximity to any CountryMark facility or pipeline right of way, permission must be received from CountryMark. For any directional drilling operations across or within CountryMark ROW, the excavator shall provide CountryMark with a directional drilling plan, complete with a written report documenting any special conditions or proposed adjustments that shall be incorporated into the directional drilling plan to prevent possible damage to the pipeline system. Lines installed by directional drilling shall cross at a minimum of four (4) feet below CountryMark's pipeline. This plan shall be reviewed and approved by CountryMark.

Some method must be employed to ensure this minimum clearance is met, such as excavating in the path of the crossing on either side of CountryMark's pipeline to a depth that if the foreign line does not appear, then the minimum clearance has been achieved. These inspection holes should be completed prior to the bore or push commencing to ensure CountryMark's pipeline is not hit.

No crossing should run parallel or nearly parallel to CountryMark's pipeline within the boundaries of the ROW for that pipeline, or within 25 feet of the pipeline, without CountryMark's written approval.

"Nearly parallel" means parallel to, or running at an angle 60 degrees or less to the pipeline

"Cable" means any power or communications cable, including fiber optic.

No splice box, service riser, or energized equipment will be installed within 25 feet of CountryMark's pipeline.

**SITE SPECIFIC DIAGRAMS**

The plan should include diagrams that are site specific. The diagrams must show a plan and profile view. Generic plans should be redeveloped to include the title, date and names, addresses and phone numbers of the responsible party and tunneling contractor. Items that should be shown in the specific diagrams include:

- Survey benchmark locations
- Property descriptions
- A clear depiction of all other pipelines and utilities, along with measurements
- Planned location of inspection trenches and holes



**CountryMark**

- Allowance for proper clearance between pipe and new utility
- Description of method and instruments used to follow the tool

CountryMark does request an “as-built” drawing depicting the verified angle of crossing, depth of the pipeline, and the clearance of the foreign line. This “as-built” drawing provides important information for later excavations and operational design compliance data.



*GUIDELINES FOR OVERHEAD AND BURIED POWER AND COMMUNICATION CABLES INCLUDING FIBER OPTICE ON OR NEAR PIPELINES, FACILITIES AND RIGHT-OF-WAY*

“**CABLE**” is defined as all wires and fiber optic facilities that transmit electrical power of communication signals.

**PLACEMENT OF CABLES**

All cable crossings should cross underneath and perpendicular to (or as near 90 degrees as possible) CountryMark’s pipeline and designated ROW.

No cable should run parallel or nearly parallel to CountryMark’s pipeline within the boundaries of its designated ROW, or within 25 feet of the pipeline, without CountryMark’s consultation and design review with express written approval. No splice box, service riser, or energized equipment should be installed within 25 feet of the pipeline.

After construction of cables within an operating voltage greater than 13.8 kV, CountryMark will investigate the possibility of induced current on the pipeline. If AC interference is evident, the crossing party shall be responsible for the cost of mitigating the AC interference.

A warning tape placed above the cable should be used to indicate the location of a cable for a distance of 25 feet on either side of the pipeline, if possible, or within the pipeline ROW.

All buried cables should be marked with proper signage and designation so that future work at these sites can be done without damage or interruption to the pipeline or cables.

**BURIED CABLES**

Buried cables should have at least 24 inches clearance of CountryMark’s pipeline and requires implementation of corrosion control procedures.

Cable crossings should be installed with warning tape above the cable and signage aboveground. An extra length cable should be looped to help with future excavations.

Critical buried cable should cross under CountryMark’s pipeline and should be contained within a PVC conduit of schedule 40 or greater strength. Also, must have either a red colored concrete slab 6-inches thick above the conduit for a distance of 10 feet on each side of CountryMark’s pipeline, or be encased within concrete. As long as there is 6 inches of red colored concrete above the conduit, or be otherwise installed according to National Electric Code or local electric code standards. The top of the concrete slab should have at least a 24-inch clearance of CountryMark’s pipeline. If metallic encasement is used as a conduit instead of PVC, it is important that cathodic protection and other issues be addressed with CountryMark representatives.

All power cables should be marked with red signs indicating “buried power cable”, according to National Electric Code standards.

Non-critical buried cable may be buried directly below the pipeline within a conduit.



### **OVERHEAD CABLES**

All overhead cable should maintain a minimum height of 20 feet above grade for a distance of 25 feet each side of CountryMark's pipeline.

No part or portion of mechanical supports and service drops, including poles, towers, guy wires, ground rods and anchors will be installed within CountryMark's designated ROW.





GUIDELINES FOR ROADS, RAILROADS, PAVED LOTS, AND HEAVY EQUIPMENT VEHICLES ON OUR NEAR PIPELINES, FACILITIES AND RIGHT-OF-WAY

For all the following examples, the responsible part should submit advance notice to CountryMark and receive CountryMark's approval.

**TEMPORARY CROSSING FOR AXLE LOADS LESS THAN 15,000 POUNDS**

Any traffic over a CountryMark pipeline represents a risk and should be minimized unless adequate precautions (discussed below) are taken. Equipment with tracks, as opposed to having tires, is preferred if travel over CountryMark's pipeline is required. In general, a minimum cover of 48 inches over CountryMark's pipeline is required where a vehicle crossing is to be made for axle loads up to 15,000 pounds. Site conditions (such as damp soil) may require that the crossing location be matted or provided with additional cover to compensate for soil displacement due to the subsidence of tires.

**TEMPORARY CROSSING FOR AXLE LOADS GREATER THAN 15,000 POUNDS**

For axle loads greater than 15,000 pounds, CountryMark's pipeline shall be protected from excessive stress by placing one (1) foot thick timber mats over the pipeline. The crossing design may require evaluation by CountryMark to ensure that the installation/crossing will not cause an excessive amount of stress on the underlying pipeline. If CountryMark determines that matting is required, then mats shall be placed on a minimum of two (2) feet undisturbed earth above the pipeline and oriented with the timbers perpendicular (across) the pipeline. Enough mats shall be placed to cover the complete width of the proposed crossing. An appropriate roadway material, such as crushed stone, can then be distributed over the mats to complete the crossing. Alternate means of protecting the pipeline must be approved by Countrymark.

Each location is unique and should be evaluated by a CountryMark representative to determine site-specific protective requirements.

**PERMANENT CROSSINGS**

Permanent vehicle crossings, such as roads, that are planned over or near a CountryMark pipeline must meet the clearance requirements as defined by CountryMark. The crossing design will require evaluation by CountryMark to ensure that the installation/crossing will not cause an excessive amount of stress on the underlying pipeline. The crossing party shall provide CountryMark with a plan and profile drawing indicating the existing and proposed elevations of the proposed project; the pipeline and buried utilities within 25 feet of either side of the crossing shall be clearly indicated in all views. The proposed surface encroachments should cross a buried pipeline, where reasonably possible, in a perpendicular alignment (90 degrees) to minimize the length of the impact to the underground facility, but in no event less than 45 degrees. A geotechnical report may be required to identify soil profile components. This subsoil study will show the load array characteristics of the site.

In the event that CountryMark determines that additional measures are necessary to provide adequate protection for the pipeline, the crossing party shall provide additional protection as approved by CountryMark. Some alternatives for additional protection are the provision of additional earth cover over the pipeline, the installation on reinforced concrete pads or pre-stressed concrete beams over the pipeline, or a lowering of the pipeline.



### **COVER OVER PIPELINE**

A minimum cover of CountryMark's pipeline of 48 inches for roads should be planned for both permanent installations over the pipeline, and temporary crossings of heavy equipment. Temporary roads for construction activity, such as for lumber trucks, logging wagons, or concrete trucks, may require additional cover and road matting to protect the pipeline from the additional loading stresses.

The crossing party should maintain a minimum of 36 inches from the top of pipe to grade at drainage ditches on either side of the road. Ground cover should not exceed 6 feet over the top of the pipeline unless approved by CountryMark.

No paved lots will be installed over CountryMark's pipeline or within designated ROW.

### **CULVERTS**

Culverts must not be located within 25 feet of the pipeline or CountryMark's ROW, whichever is greater. Any modification or creating of a drainage pattern that affects CountryMark's ROW must be addressed such that erosion of pipeline cover is controlled. If there are no other options for relocating the culvert, or if the culvert is on public ROW (federal, state or local), then CountryMark must approve the design. While reviewing the design, consideration should be given to additional stress placed on the pipeline, access to the pipeline for maintenance, and the effect any new drainage patterns might have on the pipeline ROW.

### **FUTURE RESPONSIBILITY**

In the event that CountryMark deems it necessary to inspect or repair any section of pipeline under a road at any time in the future, the cost of excavating and replacing any fill materials added to the original grade, and repairs to the road shall be borne entirely by the crossing party.



## GUIDELINES FOR PROPERTY IMPROVEMENT ON OR NEAR PIPELINES, FACILITIES AND RIGHTS-OF-WAY

To maintain safe operating pipelines, CountryMark routinely perform maintenance and required federal/state inspections on its pipelines. In order to perform these critical activities, CountryMark's maintenance personnel must be able to access the pipeline ROW, as provided in the easement agreement. Required access is accomplished by keeping the area on either side of the pipeline contained within ROW clear of trees, shrubs, buildings, structures or any other encroachments that might interfere with access to the pipeline. CountryMark typically use aerial patrol to survey the ROW, providing critical information regarding potential issues involving the safe operation of the pipeline. The landowner, as well as potential land purchasers and/or developers, have the obligation to respect the pipeline ROW by not placing obstructions or encroachments with the ROW and in planning developments in a manner that maintains the visibility and accessibility of the ROW, such as in the platting of "greenbelts" or common ground across the ROW area.

The encroaching or crossing party should provide CountryMark with a plan and profile drawing indicating the existing and proposed property improvements within 100 feet of the pipeline, and such drawings should depict the distance and relationship between the property improvements and pipeline. At the encroaching party's request, CountryMark will locate and mark its pipeline location to enable the location of the pipeline to be accurately surveyed and depicted on the plan and profile drawings. CountryMark will have a representative at the site during improvement activities.

### **STRUCTURES**

No permanent structure or obstruction is allowed within CountryMark's ROW.

### **LANDSCAPING**

Trees and bushes should not be planted within CountryMark's ROW. However, CountryMark may give written approval for landscape planting of ground cover. CountryMark may clear any vegetation within the ROW. Mechanical mowing and tree canopy trim removal vary based on geographical location, but are completed as needed or on scheduled intervals that may span several years. Tree canopy removal may extend to trees rooted outside the ROW but have canopy that overhands into the ROW. No vegetation should obstruct pipeline markers or signage.

### **FENCING**

Fences generally impede CountryMark's access to inspect and maintain the pipeline and thus should be discouraged from being installed across the ROW. Fences, where permitted within the ROW, should be installed so that posts are not within five (5) feet of any pipeline and, if crossing the pipeline, should be equidistant from the pipeline. No fence should cross a pipeline ROW at less than a 60-degree angle to the pipeline. Fences parallel to a pipeline should be at least ten (10) feet from the pipeline.

Fences that are perpendicular to a pipeline should include a gate (12 to 16 feet minimum width) or removable panels across the entire width of the ROW to allow CountryMark access to inspect and maintain the pipeline. No masonry, brick or stone fences should be installed on a pipeline ROW. No fences should obstruct the view of the pipeline ROW.



### **DRIVEWAYS OR LANES**

Driveways or lanes should cross pipelines at no less than 60-degree angle and should not run parallel within 25 feet of the pipeline. Generally, a minimum cover over the pipeline of 48 inches for driveways or lands and 36 inches for side ditches is recommended, but CountryMark will evaluate the impact of the encroachment to the pipeline on a case-by-case basis.

### **DRAINAGE AND SEPTIC SYSTEMS**

Drainage and septic systems work on the principle of gravity. It is important that grade elevations and slope are considered before these systems are created. Septic systems and their leach fields are not permitted in the pipeline ROW. This area is reserved for heavy construction equipment for the pipeline. Crossing the pipeline with these systems must be accomplished with non-perforated solid pipe buried deep enough to carry heavy loads.

### **REMOVAL OR DEPOSIT OF DIRT**

No amount of cover should be either removed from, or added to, a pipeline ROW without written approval by CountryMark. This recommendation applies to removal or burying of rocks and ditching for farm drainage, as an example.