



HORIZONTAL DIRECTIONAL DRILLING BEST PRACTICES

For Supervisory Personnel

PRE-DRILLING

- Obtain applicable drawings, permits, and company guidelines. Become familiar with the work area and the technical requirements of the plans.
- Ensure there is an appropriate Emergency Action Plan to protect employees in case of fires, electrical storms, hurricanes, tornadoes, etc. Ensure that your plan is site specific for each job and that it is well communicated to employees.
- Ensure that HDD entry and exit locations are visibly marked or staked.
- Verify that the one call (811) has been made and that utilities are marked and depth verified before the commencement of drilling activities.
- Verify that all overhead lines are identified and marked.
- Ensure that an effective traffic control plan is in place and well communicated to employees.
- Ensure that there are storm water pollution prevention measures in place according to the Company's Spill, Prevention, Control, and Countermeasures Plan Policy guidelines.
- Verify availability of tracking equipment.
- Ensure availability of appropriate personal protective equipment (PPE) for the task being performed and as required per OSHA regulations.

DRILLING

- Only qualified personnel shall operate equipment. A qualified person through knowledge, skills, and experience has demonstrated their ability to operate the equipment.
- Perform all operations in compliance with OSHA, EPA, DOT, and any other regulatory agency's guidelines. Ensure that all personnel are properly trained and equipped to work in the public right of way.
- Ensure equipment is set up maintaining the minimum requirement of clearance between the equipment and facilities.
- Only approved methods and equipment shall be used to connect or disconnect components from the drilling system.
- Maintain a safe work area around the entry and exit points.
- All unnecessary personnel shall be prohibited from the work area.

POST DRILLING

- Ensure that the public and all personnel will be protected from all open excavations
- Protect any exposed ends of pipe if necessary from foreign materials.
- Ensure there is means of disposal of materials