

SOIL & LANDSCAPE MATERIAL USE PERMIT PROCEDURE

The University of Notre Dame strives to maintain a safe, secure and environmentally compliant campus. To this end, all parties seeking to store or remove materials from the Soil & Landscape Material Stockpile Area must follow the procedures set forth below.

1. A completed Soil & Landscape Material Use Permit Form must be filed with the Office of the University Architect in order to obtain permission and keys to allow entrance to the stockpile area.
 2. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
 3. Parties requesting permits must appear in person at the Office of the University Architect between 8:00 am and 5:00 pm, Monday thru Friday, to complete a Soil & Landscape Material Use Permit Form.
 4. Failure to properly follow the Soil & Landscape Material Use Permit Procedure may result in damage to the University, the environment, damage to utilities, personal injuries (including death) and property damage.
 5. A Soil & Landscape Material Use Permit Reference Number will be assigned and given to the requesting party for reference. Upon completion of use of the stockpile area, the requesting party must return to the Office of the University Architect to close out a use permit. Failure to do so may result in a loss of stockpile use privileges or disciplinary action.
 6. A copy of the signed use permit must be in the possession of the individual or individuals using the stockpile at all times. If requested this permit must be presented to University personnel who request to review said permit.
 7. Along with an approved permit, a key for entry will be issued. In the case of a multiple day entry the party to which the permit is issued to may keep the key until the work is completed.
 8. The following materials are suitable for storage in the Soil & Landscape Material Stockpile Area:
 - Clean Fill
 - Slag, Stone, Asphalt Millings
 - Clay
 - Topsoil
 - Leaves
 - Branches
 - Yard Waste
- All other materials are prohibited unless expressly approved and noted on the Use Permit by an authorized representative of the University.
9. Materials stored or removed from the stockpile area shall be for the express use of the University of Notre Dame any other use is prohibited unless expressly approved in writing by the University of Notre Dame.
 10. All persons entering the Soil & Landscape Material Stockpile Area shall be responsible for their own safety and shall be solely responsible for anticipating, knowing and taking all necessary precautions relative to working in such an environment.
 11. All persons or parties using the Soil & Landscape Material Stockpile Area shall abide by the University of Notre Dame, Storm Water Pollution Prevention Plan developed in accordance with the University's General Permit for Industrial Uses No. INR700019. Copies of this plan are available from the Office of the University Architect or the Utilities Department. Failure to comply with this plan or damage created to the best management practices in place for the Soil & Landscape Material Stockpile Area shall be remedied immediately at the responsible party's expense.

FIRM: _____

NAME: _____

SIGNATURE: _____

DATE: _____

I hereby acknowledge that as a requestor of Soil & Landscape Material Use Permits I have reviewed the University of Notre Dame Soil & Landscape Material Use Permit Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du lac.

UNIVERSITY OF NOTRE DAME
SOIL AND LANDSCAPE MATERIAL PERMIT

Ref. No. _____

PART A - REQUEST

Key Returned: _____

Section I - Requesting Party

Key No: _____

Firm Name:	Date:
Street Address:	Time:
Contact Person:	Phone:
	Fax:

SECTION II - UNIVERSITY OF NOTRE DAME CONTACT

Department		Contact:	Phone:

SECTION III - DETAILS OF USE

Project:				
Start Date:			End Date:	
	Storage	Removal	Material	Est. Volume
Uses:				

PART B - USE PERMIT

Permit Granted by:	Date:
Permit Received by:	Date: