CONTRACTOR 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. The Contractor hereby certifies that the Contractor 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. Transferee assumes liability for all losses, damages (including loss of use), expense, demands and claims in connection with or arising out of any injury (including death) or damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the transfer of ownership, ownership or use of the University's Fill Material, by Transferee, its agents, servants, invitees, guests, students, employees, or others, including injury or death, losses or expenses sustained by the University, its employees, agents or servants and injury, losses, expenses or damage to Transferee's employees, agents, servants, invitees, guest, students, vehicles or property. The foregoing assumption, indemnification, hold harmless and undertaking of defense shall not apply to any loss, damage, expense, demand, claims or cause of action arising out of, or caused by the sole negligence of the University, its Board of Trustees, individually or collectively, or the officers, agents, or employees of said University and its Board of Trustees; provided, however, that any claims alleging that the Fill Material was defective, not properly repaired, not properly constructed, not properly maintained, or not properly inspected shall be evidence of Transferee's negligence and not the University's since it is Transferee's understanding that the Fill Material is accepted in an "as is" condition.

4. Parties requesting permits must appear in person at the Office of the University Architect between 8:00 am and 5:00 pm, Monday through Friday, to complete a Soil & Landscape Material Use Permit Form.

5. Failure to properly follow the Soil & Landscape Material Use Permit Procedure may result in termination of the Contractor.

6. Upon the completed use of the stockpile area, the requesting party must return to the Office of the University Architect to close out the use permit and have the stockpile area inspected. Failure to do so may result in a loss of stockpile use privileges.

7. 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.

8. 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.

Over
9. Only the following materials are suitable for storage in the Soil & Landscape Material Stockpile Area:
   - Clean Fill
   - Clean Topsoil
   - Leaves
   - Branches
   - Yard Waste

   All other materials are prohibited.

10. Materials stored or removed from the stockpile area shall be for the express use of the University of Notre Dame. Any other use is strictly prohibited.

11. 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.

12. Contractors working in stockpile area shall acknowledge that the surrounding vegetated berm is to be left fully intact and accept all responsibility for keeping the stockpiled soil from contacting the vegetated berms. If any event the stockpiled soil sloughs, falls, or collapses onto or over the berms, the Contractor agrees to restock pile and rebuild the berms in keeping with Best Management Practices, at no expense to the University.

13. 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.

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.

FIRM OR DEPARTMENT:  

NAME OF PERSON RESPONSIBLE:  

SIGNATURE:  

DATE:  
# SOIL AND LANDSCAPE MATERIAL PERMIT

## SECTION I - REQUESTING PARTY

<table>
<thead>
<tr>
<th>Firm or Department:</th>
<th>Key Issued:</th>
</tr>
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<tbody>
<tr>
<td>Street Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Person Responsible:</td>
<td>Title:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Fax:</td>
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</tbody>
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- [ ] I have read and agreed to all the terms and provisions of the Contractor Soil & Landscape Material Use Permit Procedure.

## SECTION II - DETAILS OF USE

<table>
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<tr>
<th>Project:</th>
<th>Start Date:</th>
<th>End Date:</th>
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Describe Request:

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### Soil to be Stored:

- [ ] Topsoil Quantity: ________
- [ ] Approved Structural Fill Quantity: ________

### Soil to be Removed:

- [ ] Topsoil Quantity: ________
- [ ] Approved Structural Fill Quantity: ________

Permit Granted by:

- Project Manager
  - Date:
- Construction Administrator
  - Date:
- Director of Construction and Quality Assurance
  - Date:
- University Architect
  - Date: