AASHTO - American Association of State Highway & Transportation Officials

AESTHETIC QUALITY - Those desirable characteristics in the appearance of the highway and its environment, such as: harmony between natural and manufactured objects in the environment, continuity of visual form without distracting interruptions and simplicity of functional design

ANSI – American National Standards Institute

ASTM – American Society of Testing and Materials

AUGERING – The procedure of making a hole below the surface by use of an earth auger

AVERAGE DAILY TRAFFIC – The average 24-hour volume, being the total volume during a stated period divided by the number of days of that period. Unless otherwise stated, the period is a year. The term is commonly abbreviated a “ADT”

AWWA – American Water Works Association

BACKFILL – Replacement of excavation with suitable material per Construction and Material Specification (CMS), compacted as specified around and over a pipe, conduit, casing or gallery

BEDDING – Organization of soil or other suitable material to support and underground facility

BORDER AREA – The area between the traveled way and the right of way line

BORING – The procedure of making a hole below the ground by drilling
**CAP** – Rigid structural element surmounting a pipe, conduit, casing or gallery

**CARRIER** – A pipe directly enclosing a transmitted fluid (liquid, gas or slurry). Also, an electric or communication cable, wire or line

**CASING** – A larger pipe enclosing a carrier

**CFR** – Code of Federal Regulations

**CLEAR ZONE** – The roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. The desired width is dependent upon traffic volume, speed and roadside geometry. The ODOT location and Design Manual should be used as a guide for establishing clear zones for various types of highway and operating conditions

**CLEAR ROADSIDE POLICY** – This policy is employed by a transportation department to provide a clear zone in order to increase safety, improve traffic operations and enhance the aesthetic quality of highways. This is done by designing, constructing and maintaining highway roadsides as wide, flat and rounded, as practical, and as free as practical from natural or manufactured hazards such as trees, drainage structures, non-yielding sign supports, highway lighting supports, utility poles and other ground mounted structures

The policy should address the removal of roadside obstacles which are likely to be associated with accident or injury to the highway user. When obstacles are essential, the policy should provide for appropriate countermeasures to reduce hazards. Countermeasures include placing utility facilities at locations which protect out-of-control vehicles, using breakaway features, using impact attenuation devices or shielding. In all cases, full consideration shall be given to sound engineering principles and economic factors
CMS – Construction and Material Specification of the Ohio Department of Transportation, including supplemental specifications

COATING – Material applied to, or wrapped around, a pipe

CONTROL OF ACCESS (Limited Access) – The condition where the right of owners or occupants of abutting land or persons to access, light, air or view in connection with a highway, is fully or partially controlled by public authority

- **Full Control of Access** – Means that the authority, to control access, is exercised to give preference to through traffic by providing access connections with selected public roads only by prohibiting crossings at grade or direct private driveway connections. In effect, under full L/A, the authority provides public road connection to the through roadway by constructing highway interchanges, as opposed to at grade crossings or private drive access.

- **Partial Control Access** – Means that the authority, to control access, is exercised to give preference to through traffic to a degree that, in addition to access connections with public roads, there may be some crossings at grade and some private driveway connections

COVER – Depth to top of facility below grade of roadway, ditch or other surface

CRADLE – Rigid structural element under, and supporting, a carrier or casing

DIRECT BURIAL – Installing a utility facility underground, without encasement, by plowing or trenching

DIRECTIONAL BORE – A bore using guiding device which enables the bore to change direction to avoid conflicts and obstructions
DRIVING – The procedure of placing pipe or casing below the surface by applying force in intermittent blows

ENCASEMENT – Poured concrete completely surrounding a carrier or casing

ENCROACHMENT – Unauthorized use of highway rights of way or easements by such items as signs, fences, buildings, utilities, vehicle parking, storage, etc.

FHWA – Federal Highway Administration, United States Department of Transportation

GALLERY – A structure large enough to house, inspect, repair or replace one or more utility lines

GATHERING LINES – Pipelines that are used to transfer products to processing facilities, as opposed to public consumers

HIGHWAY, STREET OR ROAD- A general term denoting a public way for the transportation of people, materials, goods and services, but is primarily used for vehicular travel. The term refers to the entire area within the right of way. Various descriptions are:

- Arterial Highway – A general term denoting a highway primarily for through traffic, usually on a continuous route
- Bypass – An arterial highway that permits traffic to avoid part, or all, of an urban area
- Divided Highway – A highway with separated roadways for traffic traveling in opposite directions
- Expressway – A divided arterial highway with full, or partial, control of access generally having grade separations at major intersections
- Freeway – A divided arterial highway with full control of access
• **Frontage Road** – A local street or road, auxiliary to and located along the side arterial highway, for service to abutting property or adjacent areas and to provide control of access

• **Major Highway** – An arterial highway with intersection at grade and direct access to abutting property; and in which, geometric design and traffic control measures are used to expedite the safe movement of through traffic

**JACKING** – The procedure of installing pipe below the surface by application of force to the trailing end of the capped conduit or pipe

**MANHOLE** – An opening in an underground system which workmen or others may enter for the purpose of making installations, removals, inspections, repairs, connections or tests

**MEDIAN** – The portion of a divided highway separating the traveled way for traffic in opposite directions

**NESC** – National Electric Safety Code

**NORMAL** – Crossing at a right angle

**OAC** – Ohio Administrative Code

**ODOT** – Ohio Department of Transportation

**OGPUPS** – Oil & Gas Producers Underground Protection Service

**OMUTCD** – Ohio Manual on Uniform Traffic Control Devices

**ORC** – Ohio Revised Code

**OUPS** – Ohio Utilities Protection Services

**PERMIT** – An agreement by which the highway authority regulates and/or gives approval of the use and/or occupancy of highway rights of way by public utility facilities or private lines. (A Non-Standard Permit is one in which the application contains a feature in variance with
applicable policies contained in this section of the Manual or minimum standards for design) *This document (permit) does not convey any estate in the land*

**PIPELINE** – A continuous carrier used primarily for the transportation of fluids (liquid or gas) from one point to another, using gravity or pressure flow

**PLOWING** – Direct burial of utility lines by means of a “plow” type mechanism which breaks the ground, places the utility line and closes the break in the ground in a single operation

**PRESSURE** – Relative internal force in a pipe (*expressed in psi – pounds per square inch*)

**PRIVATE UTILITY** – A utility whose ownership and operation is under the control and direction of a private individual, company or corporation

**PUBLIC UTILITY** – A utility whose ownership and operation is under the control and direction of an elected public body or pseudo-public agency, i.e. City Council, County Commission, Water Authority, etc.

**PUBLICALLY HELD UTILITY** – A utility whose ownership and operation is under the control and direction of private sector officials and public stock holders and regulated by the Public Utilities Commission of Ohio (PUCO)

**PUCO** – Public Utilities Commission of Ohio

**QAR** – Quality Assurance Review

**RIGHT OF WAY** – A general term denoting land, property or interest therein which is acquired, dedicated or reserved by the Ohio Department of Transportation or all Counties, Cities or Villages for transportation purposes. Lands acquired under the Highway
Beautification Program (23 USC 319) shall be considered highway right of way

**ROADSIDE** – A general term denoting the area adjoining the outer edge of the roadway. Extensive areas between the roadways of a divided highway also may be considered roadway

**ROADWAY** – The portion of a highway, including shoulders, for vehicular use. A divided highway has two or more roadways

**SAFETY REST AREAS** – A roadside area which has parking facilities that are separated from a roadway and provided for motorists to stop and rest for short periods. It may include drinking water, restrooms, tables and benches, telephones, information and other facilities for travelers

**SCENIC OVERLOOK** – A roadside area beyond the shoulder which is provided for motorists to stop their vehicles and safely view the scenery

**SERVICE DROPS OR LINES** – Any line supplying utility service to individual consumers from a distribution line

**SHOULDER** – The portion of the roadway contiguous with the traveled way, outside of the edge of the pavement, for accommodation of stopped vehicles, emergency use and lateral support of base and surface courses

**SLEEVE** – Short casing through pier or abutment of a highway structure

**SP** – Standard Procedure

**TRAVELED WAY** – The portion of the roadway for the movement of through traffic

**TRENCHED** – Where the utility facility is installed in a narrow, open excavation
TUNNEL – Enclosed excavation through which the utility facility is to be installed

USE AND OCCUPANCY AGREEMENT – The document by which the highway authority regulates and/or gives approval of the use and occupancy of highway rights of way by utility facilities or private lines. At ODOT, this is the Highway Use Permit

USC – United States Code

UTILITY – “Utility” shall mean, and include, a private, public or publically held cooperative owned line, facility or system used for producing, transmitting or distributing communications, cable television, power, electricity, light, heat, gas, oil crude products, water, steam, waste, storm water not connected with highway drainage, or any other similar commodity, including any fire and police signal system or street lighting system, which directly or indirectly, serves the public. The term “utility” shall also mean the utility company inclusive of any substantially owned or controlled subsidiary. For the purpose of this part of the manual, the term includes utility-type facilities which are owned, or leased, by a governmental agency for its own use or, otherwise, dedicated solely to government use. The term “utility” includes those facilities used solely by the utility which are a part of its operating plant. Service lines privately owned and devoted exclusively to supplying the various commodities to the owner, and not direct or indirectly serving the public, are not considered to be a utility.

VENT – Appurtenances to discharge gaseous contaminants from a casing