700 GLOSSARY AND DEFINITIONS

Terminology used in policies and guidelines should depart little from conventional usage. However, some terms need to have restricted or special meaning. This glossary defines terms that are used commonly in this manual. Sources of definitions are AASHTO, FHWA, State statutes, and Caltrans' manuals and standard specifications.

• • •

Agency – A public entity.

Airspace Development – Any development of airspace on or above the land within the State highway right-of-way limits for non-transportation purposes.

Average Daily Traffic (ADT) – The average 24-hour volume of traffic, being the total volume during a stated period divided by the number of days in that period. The period is a year, unless stated otherwise.

Backfill – Material used to replace or the act of replacing material removed during construction. Also may denote material placed or the act of placing material adjacent to structures.

Bar Hole – Using a probe (bar) to locate underground facilities.

Bedding – Composition and shaping of soil or other suitable material to support a pipe, conduit, casing, or utility tunnel.

Blanket Permit - A general permit that allows activities at more than one location or District.

Boring – A horizontal drilling operation to place a carrier pipe or casing pipe progressively behind the drilling face by jacking. Bore trailings are augered or mucked back through the pipe.

Buffer Strip – That portion of the roadside, usually vegetated, between the curb or curb line and the sidewalk, or extending about 1.21 meter (4') or more from the curb where there is no walk.

Cable – An insulated conductor or combination of insulated conductors, enclosed in a sheath.

Caltrans – California Department of Transportation.

Cap – Rigid structural element surrounding a pipe, conduit, casing, or utility tunnel.

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

Casing – A larger pipe, conduit, or duct enclosing a carrier.

Catch Point – The intersection of a cut or fill slope and the natural ground.

Categorical Exclusion – Federal terminology for an action that has no significant effects on the environment and requires neither an environmental assessment nor an environmental impact statement.

Categorical Exemption – State terminology for an exemption from the requirements of CEQA for a project having no significant effect on the environment.

CEQA (California Environmental Quality Act) – The State environmental legislation that establishes procedures for conducting an environmental analysis for all projects in California (California Public Resources Code, Section 21000, et. seq.).

Clear Recovery Zone – The total roadside border area starting from the edge of the traveled way that is available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, or a clear run-out area. The desired width of a clear zone depends upon traffic volumes, speeds, and the roadside geometry.

Coating – Material applied to or wrapped around a pipe.

Common Carrier – means every person and corporation providing transportation for compensation to or for the public or any portion thereof. This includes pipelines that transport petroleum products.

Communication Line – A transmission circuit, such as fiber optic, telephone line, telegraph wire, fire alarm, or television cable.

Concurrent Resolution - Resolution requiring consideration and adoption by both the California Assembly and Senate.

Conductor – A wire or wires not insulated from one another, for carrying electric current.

Conduit – An enclosed casing for protection of wires, cables, or lines. Conduits often occur in multiple, usually are jacketed, and often extend from manhole to manhole.

Control of Access – The condition where the right of owners or occupants of abutting land or other persons to access in connection with a highway is fully or partially controlled.

> Full Control of Access – Control is exercised by providing access connection with selected public roads and by prohibiting crossings at grade or direct private driveway connections.
>
> Partial Control of Access – Control is exercised to a degree that there may be some crossings at grade and some private driveway connections, in addition to access connections with selected public roads.

Conventional Highway – A highway with no control of access, which may be divided or have grade separations at intersections. Abutting property owners have access rights.

Cooperative Agreement – An executed document that specifies the respective roles and responsibilities of Caltrans and local government entities involved.

Coring – A small casing drilled into firm soil, which enters the pipe as it advances. The core is removed by sluicing during or after drilling.

Cover – The depth to the top of pipe, conduit, casing, cable, or similar line or utility tunnel below the earth or roadway surface.

Cradle – A rigid structural element below and supporting a carrier or casing.

CTC – California Transportation Commission.

CWA – Clean Water Act

Department – California Department of Transportation (Caltrans).

Direct Burial – Installing a utility facility underground without encasement.

Discretionary Project – Requires analysis and consideration for its approval or disapproval.

District – A management region defined by the Department of Transportation (Caltrans).

District Utility Coordinator – The District Right of Way employee responsible for utility relocations.

Discovery – It is determined that an existing installation/facility has been modified or upgraded. The installation/facility design or capacity exceeds that, which was allowed for placement under the original encroachment permit.

Double Permit – A permit issued to someone performing work for the original permittee, e.g., a contractor performing encroachment work for the owner permittee.

Drain – An appurtenance to discharge liquid contaminants from casings.

Driving – A small pipe driven through compressible soils by hammering, vibrating, or a steady thrust. A casing or corrosion-resistant covering shall be used.

Duct – An enclosed tubular non-metal casing for protecting wires, lines, or cables. Often semi-rigid or flexible.

EIR – Environmental Impact Report. Required by provisions of the California Environmental Quality Act (CEQA).

EIS – Environmental Impact Statement. Required by provisions of the National Environmental Policy Act (NEPA).

Electric Lines – Overhead conductors with supporting structures or underground conductors and the conduit in which they are contained.

Emergency Conditions – When a situation is life threatening, when traffic is severely impacted, or when conditions are unsafe.

Encasement – Surrounding a carrier or casing with a structural element.

Encroachment – A structure or object placed in, under, or over a State highway right of way. Also a non-highway use of a State right of way or easement (such as signs, fences, utilities, storage, special events, etc.).

Encroachment Permit – A revocable license granting an encroachment.

Environmental Assessment – A public document for which a Federal agency is responsible that provides sufficient evidence and analysis for determining whether to prepare an environmental impact statement or a finding of no significant impact.

Environmental Documents – Environmental impact reports and statements, negative declarations, initial studies, and environmental assessments under CEQA and NEPA.

Environmental Handbook – A Caltrans publication of guidelines for complying with State and federal environmental requirements.

Environmental Impact Report – A detailed statement prepared under CEQA describing and analyzing the significant environmental effects of a project and discussing ways to mitigate or avoid the effects.

Environmental Impact Statement – A detailed statement prepared under NEPA presenting studies and information needed to identify and assess the significant effects a project may have on the quality of the human environment.

Existing facility – A facility installed in a prior era of time (months, years).

Expressway – An arterial highway for through traffic which may have partial control of access, but which may or may not be divided or have grade separations at intersections.

Facility – Something installed to serve a particular purpose.

FHWA – Federal Highway Administration.

Finished Grade – The finished surface of the completed roadway.

Flexible Pipe – A plastic, fiberglass, or metallic pipe having a large ratio of diameter-to-wall thickness that can be deformed without undue stress.

Franchise – A privately owned company that has been licensed as a corporation and is regulated by the California Public Utilities Commission to operate in the State of California.

Freeway – A divided arterial highway with full control of access and with grade separations at intersections.

Frontage Road – A local street or road auxiliary to and located on the side of an arterial highway for service to abutting property and adjacent areas and for control of access.

General Provisions – Basic requirements that are attached to each encroachment permit.

Grade Separation – A crossing of two highways or a highway and a railroad at different levels.

Grading Plane – The lowest level of original ground upon which the first layer of highway base is placed.

Grounded – Connected to earth or to an extended conducting body that serves instead of the earth, whether the connection is intentional or accidental.

Grout – A cement mortar or slurry of fine sand or clay.

Highway, Street, or Road – A general term denoting a public way for the transportation of people, materials, goods, and services but primarily for vehicular travel. Includes the entire area within the right of way.

Highway Improvement Agreement – An executed document that specifies the respective roles and responsibilities of Caltrans and private entities involved in developing a special funded State highway project.

Highway Right of Way – Any public street or highway or portion thereof which is within the boundaries of a state highway, including a traversable highway adopted or designated as a state highway, shall constitute a part of the right of way of such state highway without compensation being paid therefore, and the department shall have jurisdiction thereover and responsibility for the maintenance thereof. (Statutes relating to the California Department of Transportation, 1999, Page 150)

Historical Resource – Includes, but not limited to, any object, building, structure, site, area, place, record, or manuscript which is historically or archaeologically significant, or is significant in the archaeological, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California (For more information see: California Register of Historic Resources "Proposed Guidelines for the Nomination of Properties, March 1, 1995)

Initial Study – Determines whether an environmental impact report or a negative declaration must be prepared to satisfy CEQA provisions.

Interchange – A system of ramps and grade separations at the junction of two or more roadways which eliminates traffic conflicts, improves safety, or increases capacity.

Jacket – Encasement by concrete poured around a carrier or casing.

Jacking – Pushing pipe horizontally into a bored hole behind a drilling device or to protect a manual excavation operation.

Lead Agency – The public agency having principal responsibility for a project, including preparing environmental documents and approving and carrying out the project.

Local Assistance Project – A local agency project involving federal or State highway funds.

Longitudinal – A facility located parallel to and within highway right of way.

Manhole – An opening in an underground system that workers may enter to make installations, removals, inspections, repairs, connections, and tests.

Median – Portion of a divided highway separating traveled ways for traffic in opposite directions.

Modification – a revision to or change of an existing installation/facility, which does not increase size or capacity.

ND – Negative Declaration. Justifies that a project subject to CEQA will not have a significant environmental effect and does not require an environmental impact report.

NEPA (National Environmental Policy Act) – The national environmental law that establishes procedures for conducting an environmental analysis for a project involving federal action.

New Installation – A new installation is placed in a location where none are existing.

Newspaper Vending Machine – A self-service and coin-operated box, container, storage unit or other dispenser installed, used or maintained for the display and sale of newspapers.

Nonprofit Organization – An organization that is tax exempt under Title 26 of the United States Code, Section 501(c)(3),(4),(6),(7),(8), 501(d) and the California Revenue and Taxation Code, Section 23701(d).

Non-operational right-of-way - land used for, but not limited to, office buildings, District offices, maintenance facilities, and labs.

NPDES – National Pollution Discharge Elimination System

Occupation of an existing facility – the placement of telecommunications within an existing empty facility.

Operational right-of-way – the area between the right-of-way limits utilized for the purpose and protection of public travel.

Overcrossing – A structure carrying a road or street over a State highway.

Overhead – An elevated structure carrying a highway over a railroad.

Owner – The owner or authorized agent.

Pascal - Newton per square meter.

Pavement Structure – The combination of subbase, base course, and surface course placed on a subgrade to support the traffic load and distribute it to the roadbed.

PEER – Permit Engineering Evaluation Report. A documented engineering analysis to examine permit actions that affect highway operations, maintenance, or tort liability.

Pipe – A tubular product made as a production item for sale as such. Cylinders formed from plate are not defined here as pipe.

Pipeline – A pipe used to transport liquids or gases.

Plowing – Direct burial by means of a "plow-type" mechanism that in a single operation breaks the ground, places the line, and closes the break in the ground.

Pothole – An excavation to expose an underground facility.

Pressure – Relative internal pressure in psig (pounds per square inch gauge) or pascal (Pa).

Pressure Pipeline – Any pipeline flowing full shall be considered under pressure.

Probe – A rod used to locate an underground facility without exposing the facility.

Project Report – A detailed report documenting the justification for a proposed State highway project and including the appropriate draft environmental document regarding the project.

PSIG (PSI) – Pounds per square inch gauge pressure.

Public Corporation – Includes federal, State, cities, counties, and public Districts (not including privately-owned public utilities).

Public Road Connection – Provides public access to a State highway.

Public Service Organization – A nonprofit organization that desires to provide beverages and packaged and labeled foodstuffs during certain legal holiday periods.

Public Utility – Includes every common carrier, toll bridge corporation, pipeline corporation, gas corporation, electrical corporation, telephone corporation, telegraph corporation, water corporation, sewer system corporation, and heat corporation, where the service is performed for, or the commodity is delivered to, the public or any portion thereof.

Public Utility Facility – Any pole, pole line, pipe, pipeline, conduit, cable, aqueduct, or other structure or appurtenance dedicated to public use and used to provide a service to the public.

Public Works - All road, bridge, street lighting, or installation of signal work performed under an encroachment permit issued and for acceptance into the State highway system, except work

performed solely to allow private encroachments onto the State highway or for utility and/or drainage encroachments within the State highway.

RWQCB – Regional Water Quality Control Board

Relocation – Removal, rearrangement, reinstallation, or adjustment of a public utility facility required by highway construction or improvement.

Relocation within State Rights-of-Way – Relocation is required from an existing location to a designated location remaining within the existing or proposed State rights-of-way.

Relocation out of State Rights-of-Way – Relocation is required from an existing location to a location out of the existing or proposed State rights-of-way.

Repairs – To correct problems with an existing installation/facility that is deemed inoperable by the owner.

Replacement in kind – When an owner cannot correct a problem with an existing facility and is deemed inoperable, the owner shall replace that existing facility with another of the same size or capacity.

Resolution – A written expression of the will of a legislative body, such as a city or town council, county board, of the California Assembly or Senate.

Responsible Agency – A public agency, other than the Lead Agency, which has responsibility under CEQA for carrying out or approving a project in California.

Right-of-Way – A general term denoting land, property, or interest therein (usually in a strip) acquired for or devoted to transportation purposes.

Rigid Pipe – Pipe designed for diametric deflection of less that one percent (1%).

Roadbed – That portion of the roadway extending from curb line to curb line or shoulder line to shoulder line; divided highways are considered to have two roadbeds.

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 roadside.

Roadway – That portion of a highway, including shoulders, that is for vehicular use. A divided highway has two or more roadways.

Safety Roadside Rest Area – A designated area within and along State highways with parking facilities provided for motorists to stop and rest for short periods. It may include drinking water, toilets, tables and benches, telephones, information, and other facilities for travelers. (S&H Code §220 and §220.5)

Scenic Highway – A system of highways established by Section 263 of the Streets and Highways Code.

Scenic Overlook – A roadside area provided for motorists to stop their vehicles beyond the shoulder, primarily for viewing the scenery in safety.

Scenic Resource – Includes but not limited to a stand of trees, a rock outcropping, or an historic building; having scenic or visual qualities, as determined by a trained individual.

Semi-Rigid Pipe – Pipe designed to tolerate from one percent (1%) to three percent (3%) diametric deflection.

Shoulder – The paved or unpaved portion of the roadway contiguous with the traveled way for accommodating stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Sidewalk Sale – Use of the sidewalk for vending purposes. It may be permitted as a special event, but otherwise is prohibited by Section 731 of the Streets and Highways Code.

Slab, Floating – A slab between (but not contacting) a utility line and a structure or pavement.

Sleeve – A short casing through a pier or abutment of a highway structure.

Special Event – Street festival, sidewalk sale, or community sponsored or approved activity, as defined in Streets and Highway Code Sections 660 (b) and 682.5.

Special Funded Project – Any project on the State highway system that is developed with local or private funds. Utility and drainage encroachment projects normally are not considered special funded projects.

Special Provisions – Written requirements of an encroachment permit supplementary to the general provisions.

SWMP – Statewide Storm Water Management Plan

SWRCB – State Water Resources Control Board

Telecommunications – The installation of wiring, to include but not limited to fiber optic cabling or hard wiring (copper or aluminum).

Telecommunication Facilities – The installation and placement of conduits (Steel, G.I.P., H.D.P.E., M.D.P.E., or P.V.C.) splice boxes, vaults, manholes, regeneration/boosting stations, or cabinets.

Temporary Barrier – An object used to prevent vehicular access into construction or maintenance work zones, and to redirect an impacting vehicle so as to limit damage to the vehicle and injury to the occupants while providing worker protection.

Traffic Barrier – A device used to prevent a vehicle from striking a more severe obstacle or feature located on the roadside or in the median to prevent crossover median accidents.

Transverse – A facility crossing from one side of a highway right of way to the other.

Traveled Way – The portion of the roadway used for movement of through traffic.

Trenched – Installed in a narrow open excavation.

Tunnel – A horizontal underground highway crossing of jacked pipe, liner plate, or wood lagging work in excess of 76.2 centimeter (30") diameter.

Undercrossing – A structure providing passage for a road or street under a State highway.

Underpass – A structure providing passage for a highway under a railroad.

Untrenched – Installed without breaking the ground or pavement surface, such as jacking, boring, or mechanical compaction.

Upgrade – An upgrade consists of an increase in the size or capacity of the existing.

Utility Tunnel – An undercrossing for one or more utility lines.

Vent – An appurtenance used to discharge gaseous contaminants from casings.

Vista Point – A roadside area within the right of way of a State highway to afford the traveler a viewpoint from which to observe the scenic panorama.

Walled – Partially encased by concrete placed alongside a carrier or casing.