



## Information Requested on Locate and Design Tickets

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Below are brief explanations of the information you will be required to provide when requesting locate or design tickets. The information is listed in the order it will be requested.

### Excavation Information

**Phone Number and Extension** – Method to contact excavators and retrieve SSOCOF data.

**Company Name/Address/City/State/Zip** – Method to contact excavators.

**Caller's Name** – Validates who placed the call for the notice. It is also helpful in the event additional information is necessary.

**Email Address** – Allows the excavator to receive an automatic update from the positive response system and gives members another way to contact the excavator. Excavators can also elect to have copies of your tickets sent to this address for easy record retrieval at a later date.

**Fax** – Method to contact excavators.

**Call Back** – Establishes times when an excavator is available.

**Mobile** – Method to contact excavators.

**Field Contact/phone/fax/pager/mobile/email** – Method to contact excavator in the field.

**Working For** – The person or company for whom the work is being done.

**Work Type** – The type of work to be done at the job site.

### Work Information

**Depth** – Approximate depth of the excavation.

**Using Machinery** – A yes or no answer indicates whether machinery will be used during the job.

**White Lining** – A yes, no or unknown answer indicates whether the area to be marked is outlined with white marks.

**Directional Drilling** – A yes, no or unknown answer indicates whether directional drilling will be done.

**Permit Needed** – This is not a requirement on all excavations, but is asked as a courtesy to SSOCOF members.

**Underwater Excavation** – A yes or no answer indicates whether all or part of the job site is underwater.

**Duration** – Anticipated time excavation or demolition will last.

**Damaged Facility** – A yes or no answer to this question indicates the excavation is being done as a result of a prior damage.

### Date Field

**Start/Work Date** – Date excavation or demolition will begin.

**Due Date** – 11:59 p.m. on the second or tenth business day.

## Excavation Site Properties

**Dig Site Type** – Clarifies whether the excavation will take place at one physical address, multiple addresses, an intersection or between intersections.

**County/Place** – Identifies where the job site is located. ***Street names may be duplicated from county to county so it is imperative that the correct county is used.*** Work outside Florida should be referred directly to facility owners or the one-call system responsible for that state.

**Address** – Physical address if excavation is taking place on a property. Please ensure you have the proper street name before contacting SSOCOF. Also use caution in identifying whether the address includes a street, avenue, boulevard, etc. If no physical address exists, provide detailed directions.

**Street** – Identifies where job site is located.

**Near Street/Intersecting Street** – The name of the street or intersecting street nearest the job site and if the near street is within a quarter mile of the job site.

**Name of Subdivision/Lot Number** – Identifies where job site is located.

**Location Description** – Identifies the specific portion of the job site that needs to be marked.

**Remarks** – Any additional information, comments or instructions to help members respond to the ticket including: 1) information that could prevent a locator from accessing the excavation site (i.e. locked gate or guard dog on property); 2) an excavator's request to meet with a member; 3) township-section-range coordinates to further describe excavation site; 4) driving directions; 5) safety precautions; and 6) GPS coordinates.

## Tips for Requesting Locate Tickets

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The key to getting timely and accurate locates is to be as specific as possible on the locate ticket.

1. Know the jobsite and give an accurate description of where it is located. Addresses, street intersections, railroad tracks, references to natural landmarks and driving directions are helpful.
2. Use the locate description to pinpoint exactly where excavation or demolition will occur and the depth. Give detailed marking instructions and state whether premarking (white lining) was done. The following descriptions may help you complete your ticket.
  - a. Use north, south, east and west rather than left or right.
  - b. If the excavation is in the roadway, marking instructions could include:
    - i. Mark from curb to curb.
    - ii. Mark from the right-of-way to the right-of-way and/or to corresponding easements.
    - iii. Mark from the centerline of the road to the (north, south, east or west) (lot line, curb or right-of-way) and designate footage to the ending point.
3. If the excavation site information does not adequately describe where locates are needed, members may need additional information before locating their underground facilities. If so, the start date may be delayed until the required information is provided or white lining (pre-marking) has been done.
4. *If your office staff renews tickets, let them know when an ongoing project is complete so that tickets are no longer requested for that project.*

5. Always request your own locate ticket. Using another company's locate marks does not guarantee that their marks cover your entire excavation or demolition area.
6. Use the Remarks section on the locate ticket to notify locators when access to the job site is restricted.

## Low Impact Marking Guidelines for Excavators

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Excavators must follow the Low Impact Marking Guidelines in s.556.114, F.S., summarized below.

1. *Locate ticket requests should cover only those portions of a job site where excavation or demolition will occur within 30 calendar days of the date the ticket is requested.*
2. *When renewing tickets for jobs lasting longer than 30 calendar days, identify only the areas where excavation will occur (i.e. eliminate any areas where excavation or demolition is complete).*
3. Work sites that are difficult to explain should be pre-marked unless the excavator and member have mutually agreed otherwise.
4. Acceptable marking products for excavators to pre-mark a job site:
  - a. White flags
  - b. White stakes
  - c. White temporary, non-permanent paint
  - d. Other industry accepted low-impact marking practices

**Note:** Flags, stakes or other temporary markers made of biodegradable material could further goals of low impact marking but such products are not required by s.556.114(4), F.S.