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Damage Prevention Summit

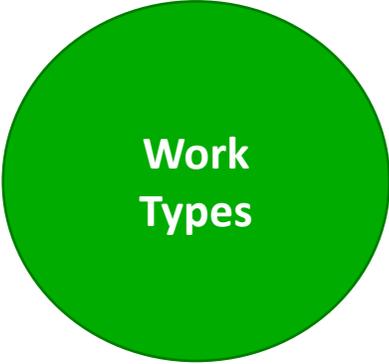
Best Practices Creating Locate Tickets

“Must Haves for All Ticket Types”

October 6, 2022

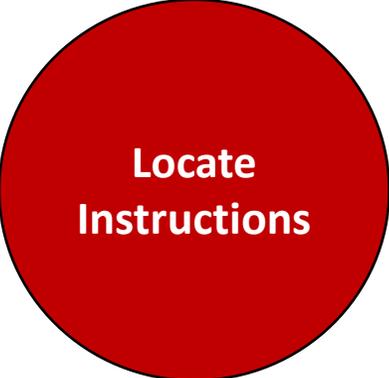
Tickets Must Comply with Laws, Policies and Rules

Three (3) Areas That Must Be In Harmony



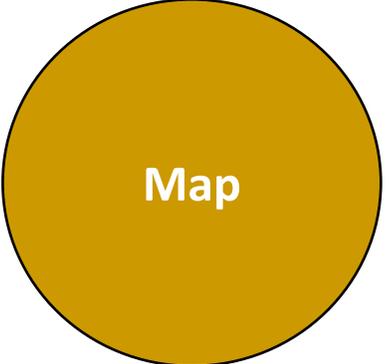
Work
Types

Must - Describe the type of blasting or excavating to be engaged in by the person.



Locate
Instructions

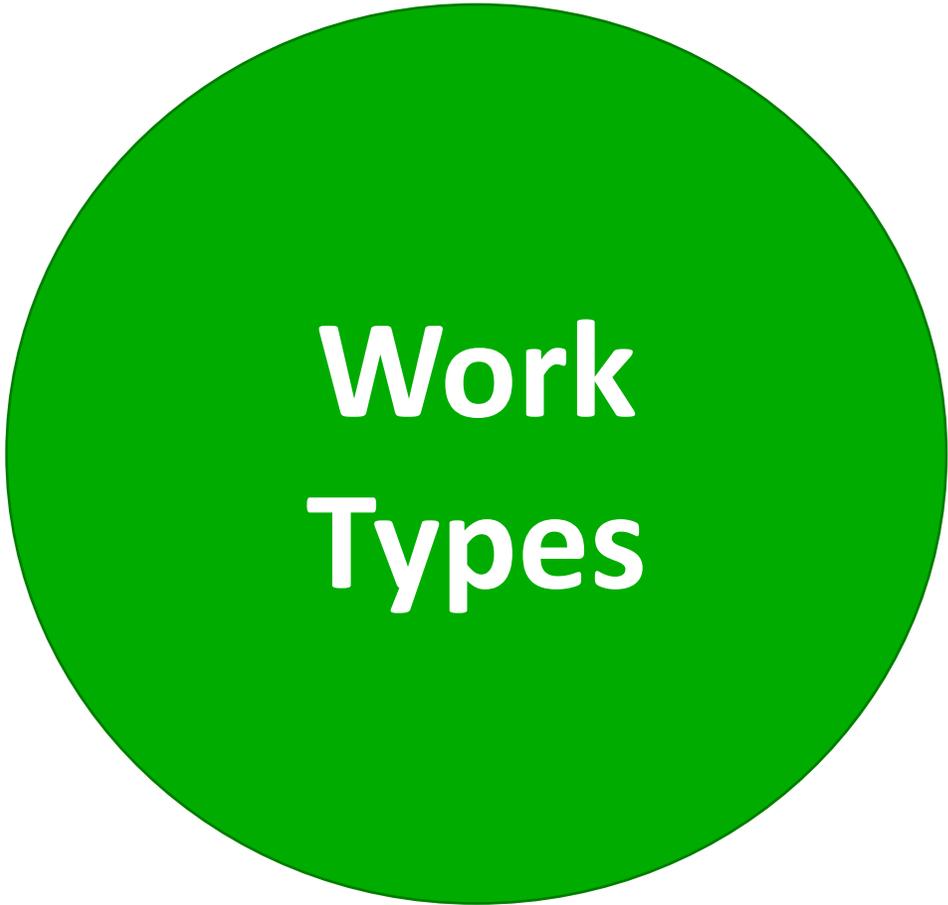
Must - Describe the tract or parcel of land upon which the blasting or excavation is to take place with sufficient particularity, as defined by policies developed and promulgated by Georgia 811.



Map

Must - Include the property and street or the road(s) where the digging will take place. This area is determined at the time the ticket is create to ensure all Utility Members are notified.

Work Type Must Haves



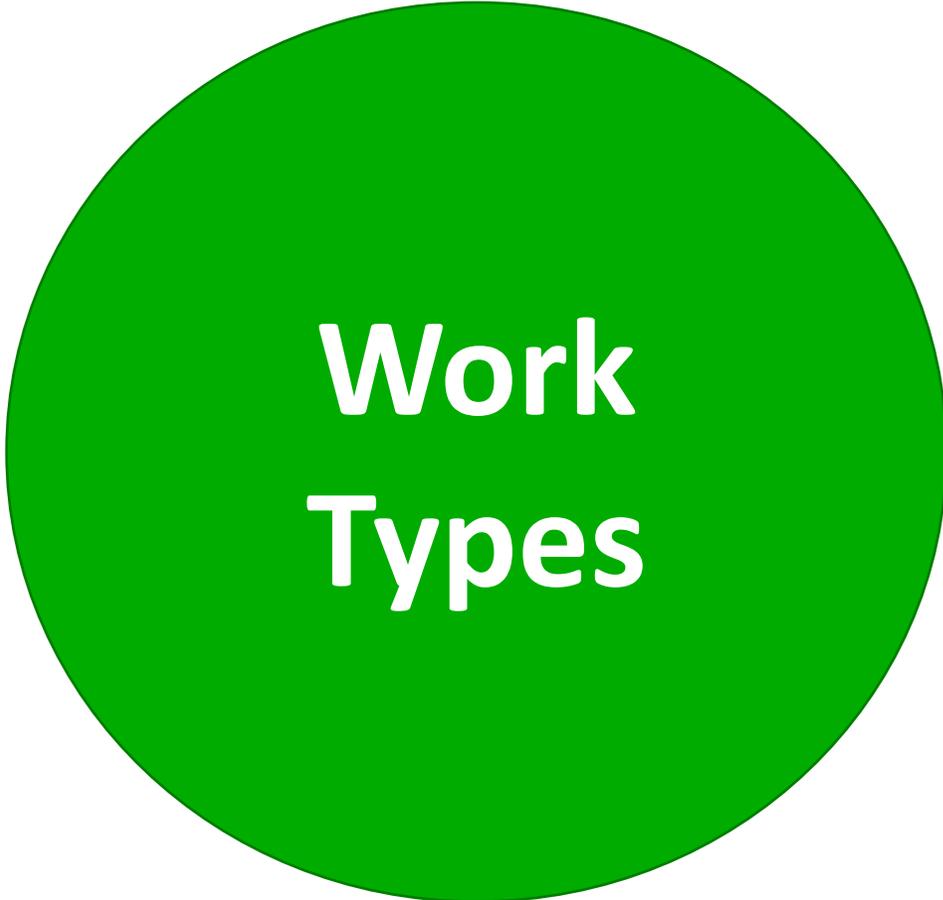
**Work
Types**

Must provide clear, specific information for all work types that require digging.

Must state for work involving a utility:

- Installing, Repairing or Replacing
- Utility Type: Electric, Gas, Water, etc.
- Include Main or Service line.

Acceptable and Unacceptable



Work Types

Acceptable Work Types:

- ✓ Cleaning Ditches
- ✓ Install Drainpipes
- ✓ Landscaping
- ✓ Install Foundation and Footers
- ✓ Install Sewer and Water Main
- ✓ Repair Drain Field Lines
- ✓ Replace Electric Primary
- ✓ Install CATV Service
- ✓ Install Poles and Anchors
- ✓ Stumping Grinding
- ✓ Building Demolition

Unacceptable Work Types:

- ✓ Digging
- ✓ Trenching
- ✓ Excavating
- ✓ New Construction
- ✓ Underground Utilities
- ✓ Water Leak
- ✓ Power line
- ✓ Yard Work
- ✓ Poles
- ✓ Install Service
- ✓ Building a House

These lists are limited. Contact 811 for Work Type questions.

Locate Instructions Must Haves



Locate Instructions

Must clearly describe the specific area where the digging will take place.

Must white line the dig site location, if no specific description can be provided as to where the digging will take place.

Must state where and how many areas have been white lined.

Must provide a starting and ending point, along with specific footage and direction.

Single Address Locate Instructions



Locate Instructions

Single Address Acceptable:

1. Up to 5 addresses, lots, buildings or areas (pool, picnic area, football field, playground, etc.) per ticket.
2. A single address (apartment complex, townhomes or condos) may request up to 10 buildings (5 buildings per ticket). More than 10 buildings is a large project.
3. Cross street must intersect the road the address is on.
4. All addresses must be within a mile, or a large project will be required.

Single Address Unacceptable:

1. Entire Property, white lined and a description of where the work is taking place.
2. The dig site street and the cross street name are the same names on the ticket.
3. Locate instructions state the work is on a different street than the dig site street name listed on the ticket.
4. GPS Coordinates without directions to the dig site location.
5. No location instructions, just a note to Call for specific locate instructions.

Cross Country Locates

Cross country locates are tickets requesting areas across fields or countryside, as opposed to on roads or tracks. Any ticket requesting a cross country locate such as, but not limited to, gas transmission pipeline or power transmission line, may not exceed one linear (1) mile from the starting point to the ending point.

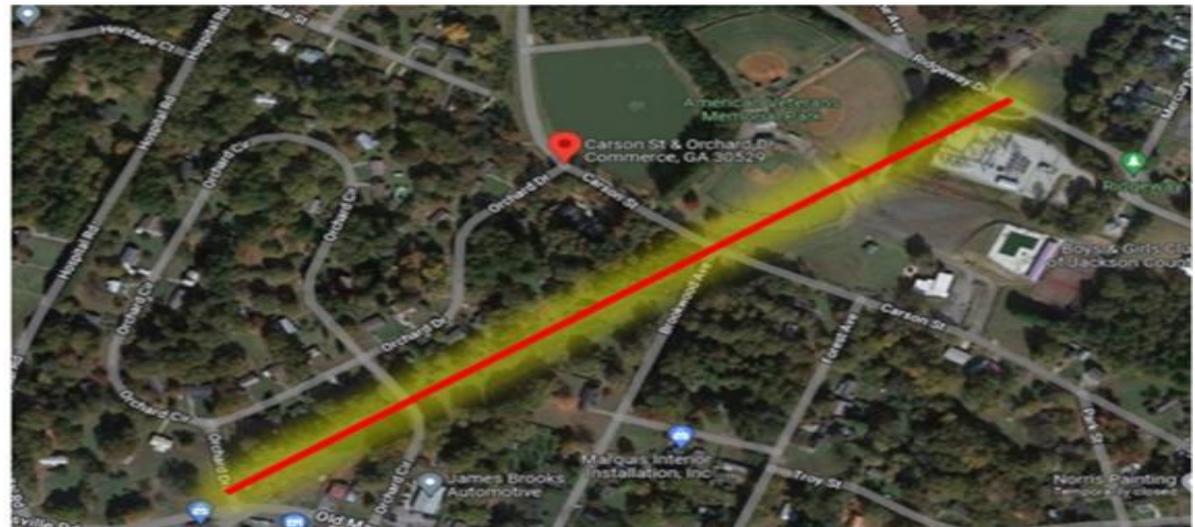
Example: Power Transmission line

Scenario- Excavation will occur along the Power Transmission line

Locate Instructions – Starting at structure 25 locate along the white-lined area for 1800 ft going Northeast along the power transmission line to structure 26, to include a 50ft radius around all structures.

Directions – Access this transmission line from the rear of 78 Orchard Drive. Exit the transmission line at the substation on Ridgeway Dr.

Locate
Instructions



Corner Lots

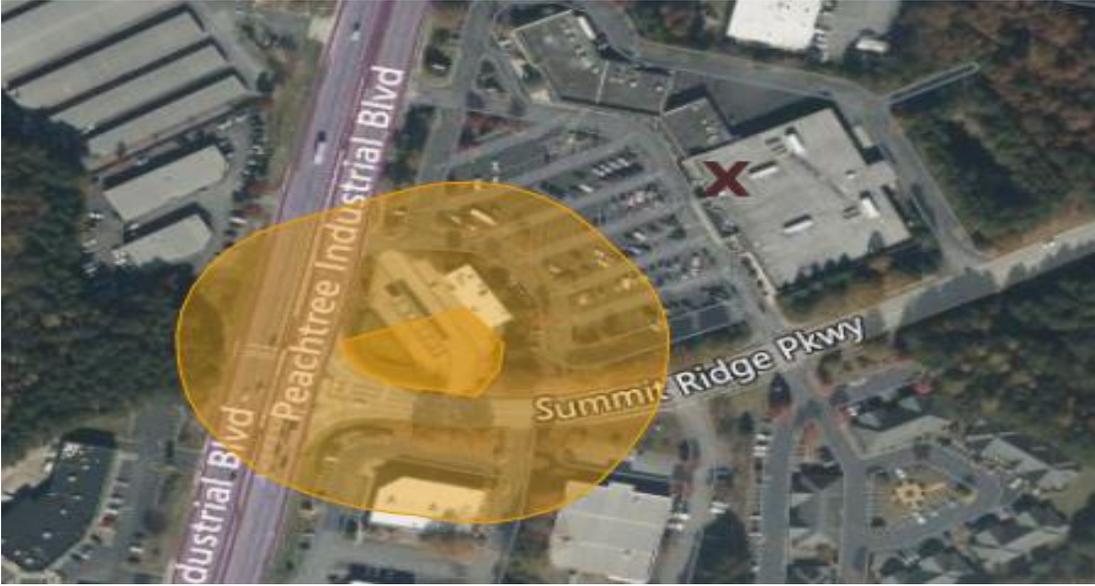
Locate Instructions

Corner lot locates are tickets requesting areas usually on a corner of an intersection at commercial properties or residential.

Example- Commercial Property

Scenario- Excavation will occur on the NE corner of Peachtree Industrial Blvd and Summit Ridge Pkwy

Locate Instructions- locate on the front right side of the BP gas station in front of the Publix. Locate the two areas marked with white paint.



Linear Spot Digging

Example- Excavation taking place along a road or area that requires a distance of locating that is outside of a single address. This type of excavation could be but is not limited to installing poles, mailboxes, or signs. You may list as many areas as needed for spot digging along a stretch of road or cross country within a 1-mile area on a Normal ticket.

Scenario-Excavation will occur along Summit Ridge Pkwy

Locate Instructions- Locate along the S side of Summit Ridge Pkwy going E from the intersection of Peachtree Industrial Blvd for 1000ft. Locate a 10ft radius of all utility poles

Locate
Instructions

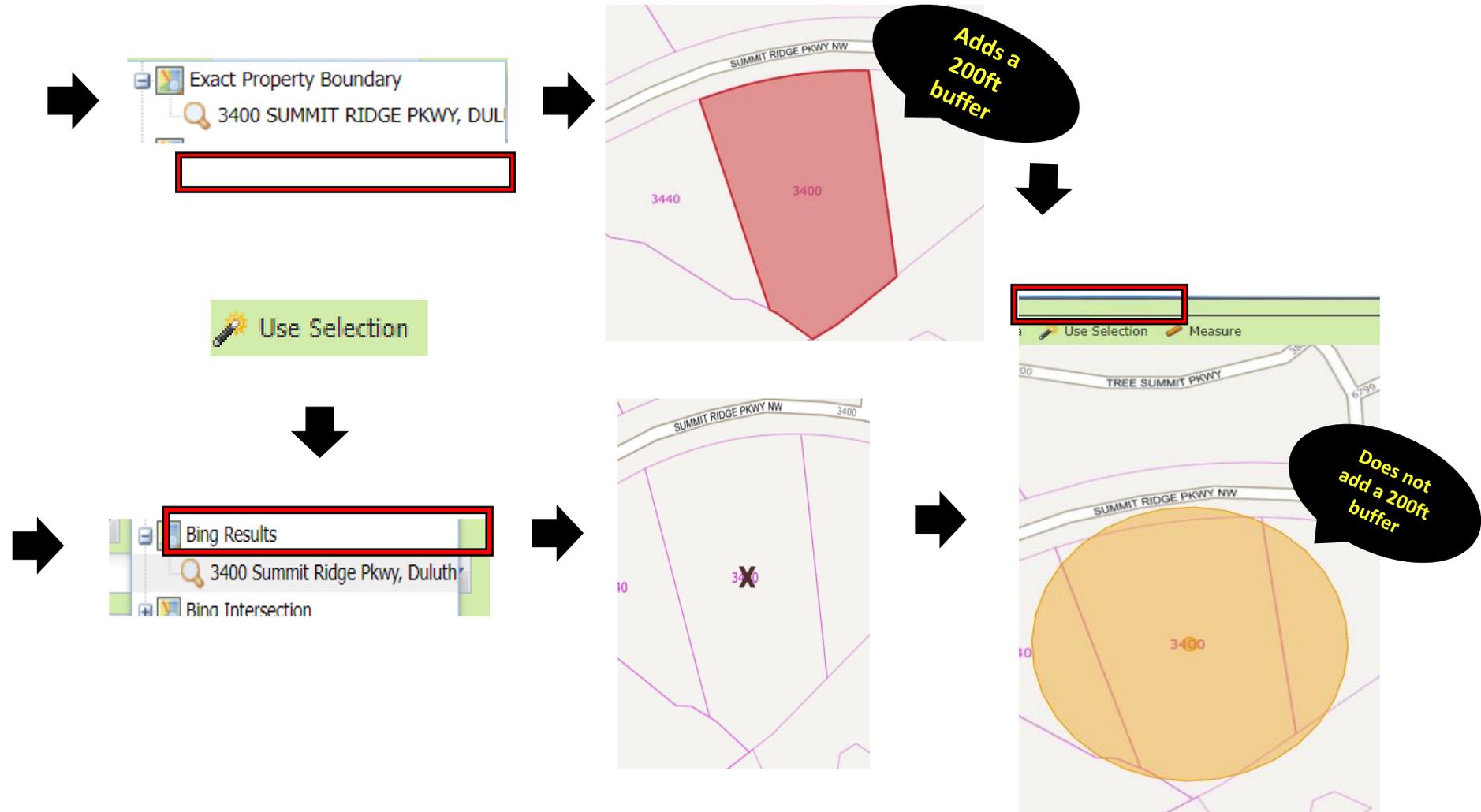
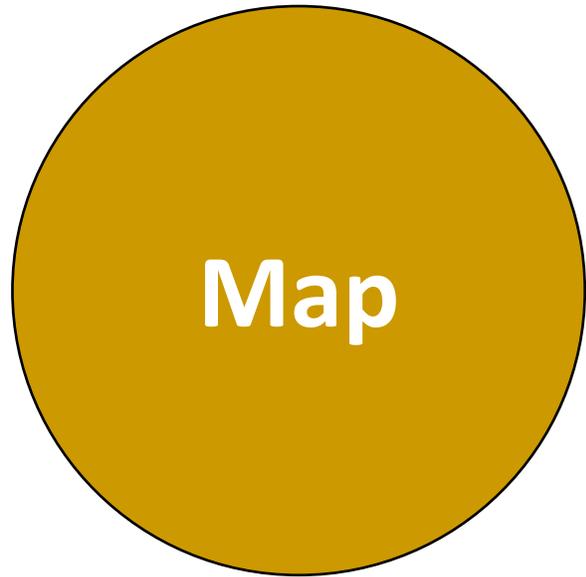


Map Tools

Use Selection Tool - The **Use Selection Tool** allows you to choose the Exact Property Boundary or Bing Results for a Single Address.

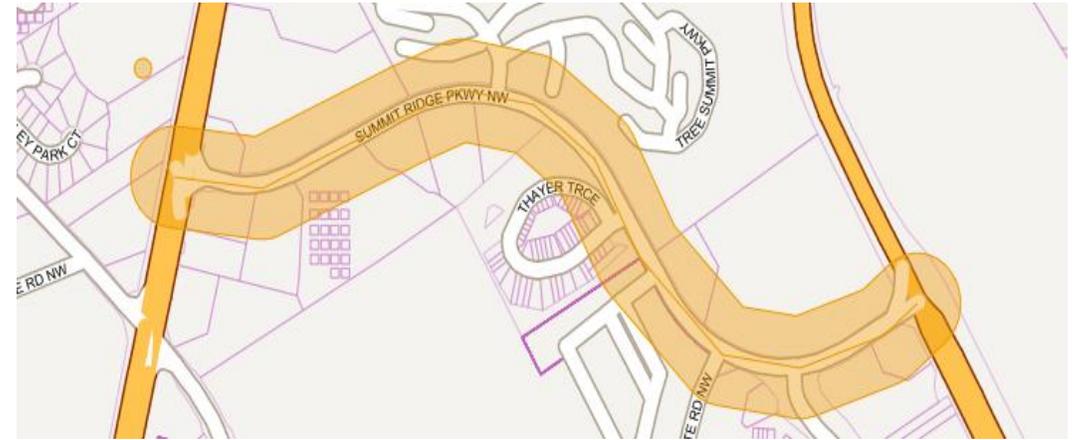
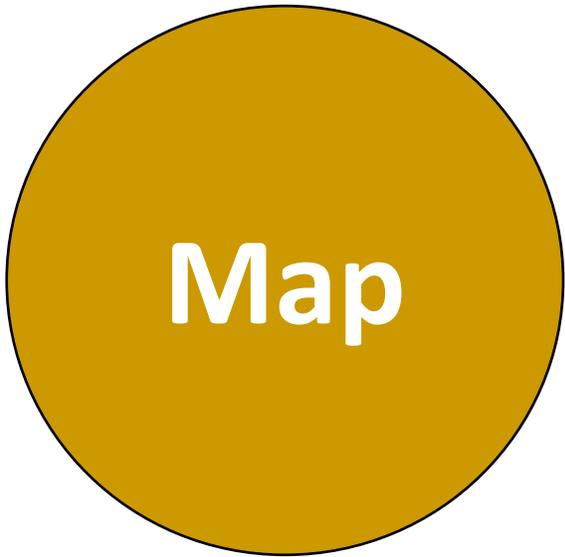
A pink highlighted area appears for the Exact Property Boundary and an **X** over the listed excavation address when you choose Bing Results.

Click on the **Use Selection Tool** and the excavation address will automatically be highlighted in orange and saved.



Map Tools

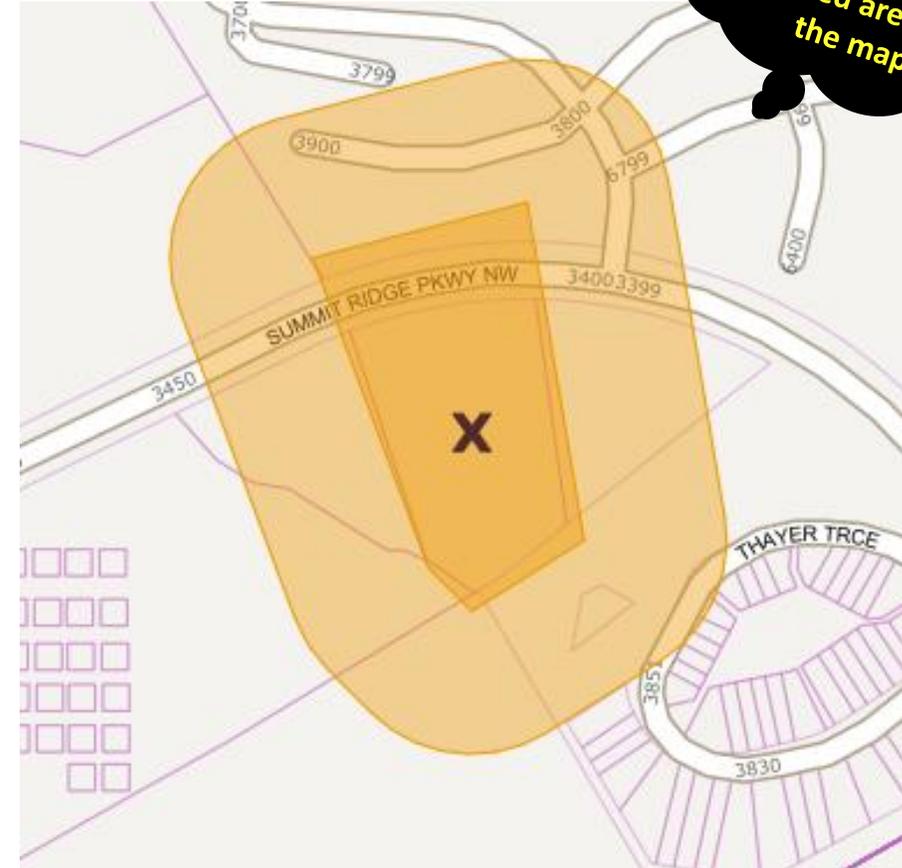
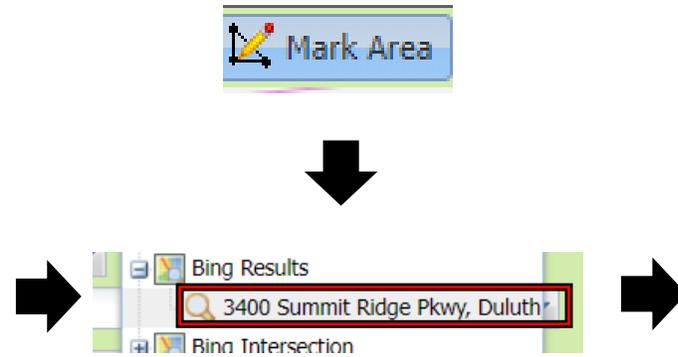
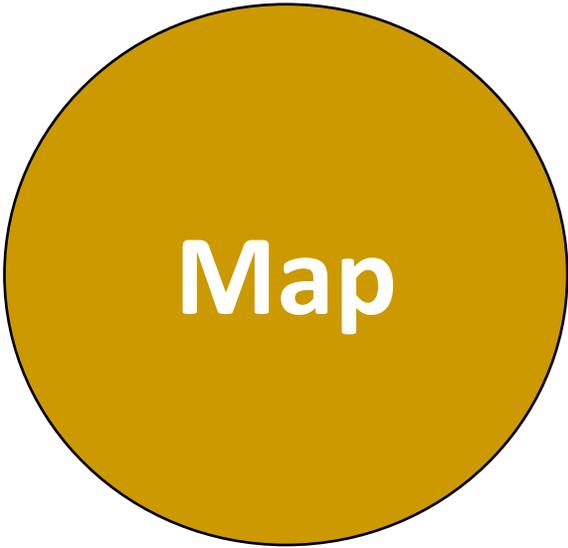
Mark Line Tool - The **Mark Line Tool** is great Linear Excavation for mapping a dig site area along a stretch of road or a cross-country excavation site. Click Mark Line, move your mouse to the beginning point, right-click along the route until the ending point, and double-click. The excavation area will be highlighted in orange and saved.



Reminder: The Georgia 811 Ticket Size Policy allows you to request on a Normal Ticket up to 1 mile along a single roadway. Any excavation over 1 mile is considered a Large Project.

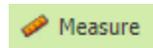
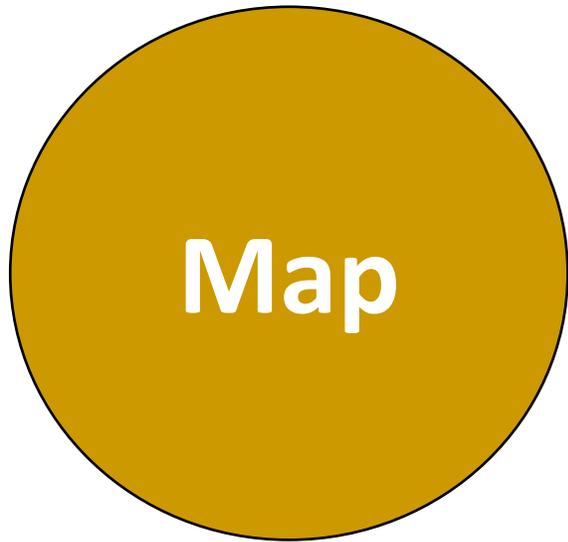
Map Tools

Mark Area Tool - You may use the **Mark Area Tool** when you need to Manually Draw a Map to cover your excavation site. Choose Bing Results from the map search. Click the **Mark Area Tool**. Drag your mouse to the excavation site, left click along the route to outline your excavation site. Double-click when your excavation site is outlined, and this will highlight the area in orange and save the map.



Creates a 200ft buffer of your saved area on the map.

Map Tools



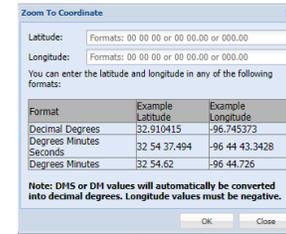
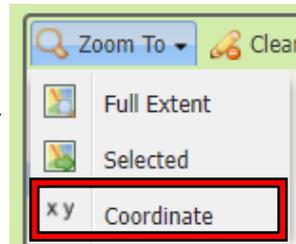
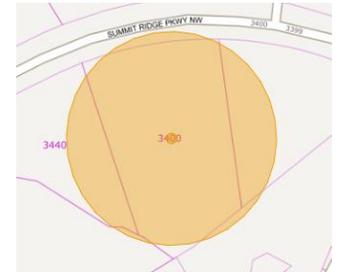
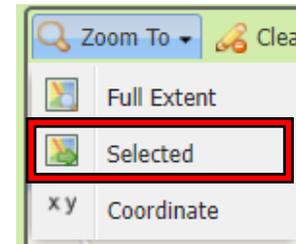
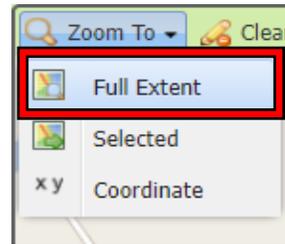
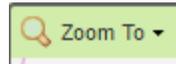
Measure Tool - This tool will measure in miles, feet, and yards. Left-click on **Measure** and start left-clicking along the area to be measured. A rectangular box will show the measurements.



Pan Tool - Left click on **Pan** and hold down the left click as you as you drag and move the map around with your mouse.

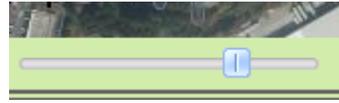


Clear Tool - This tool will allow you to clear the map and the last action taken on the map.

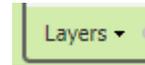


The Map to Scale Tool - Measures distance.

Map Tools

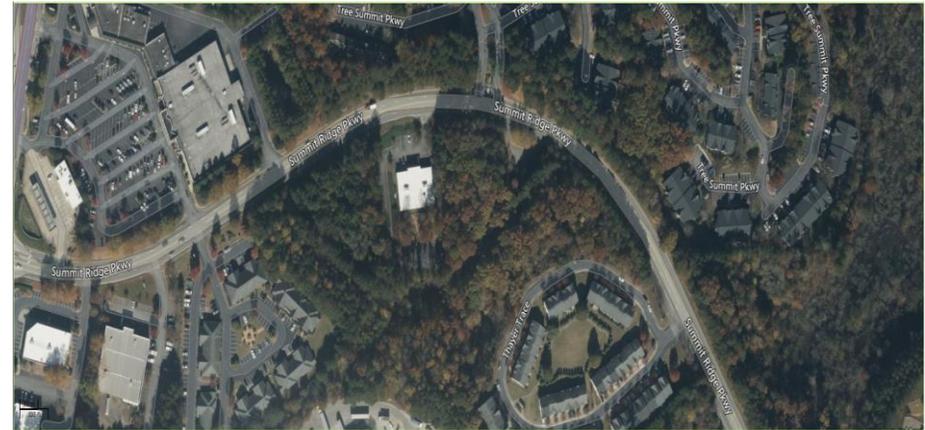
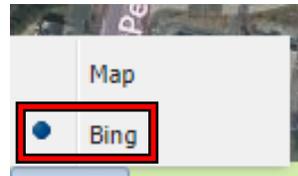
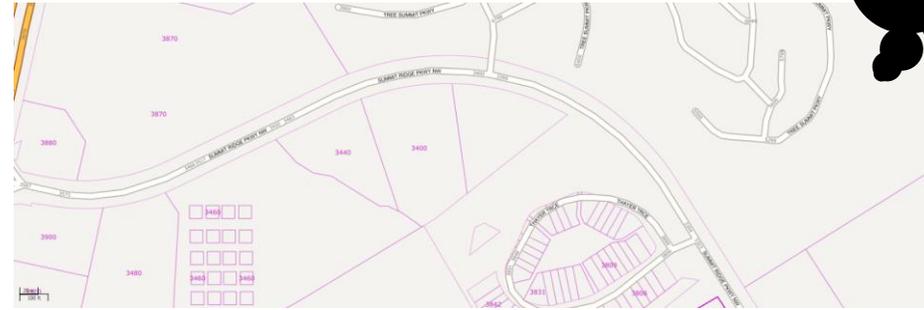
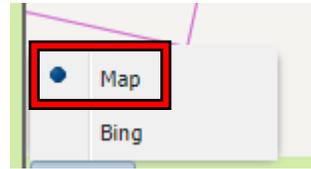
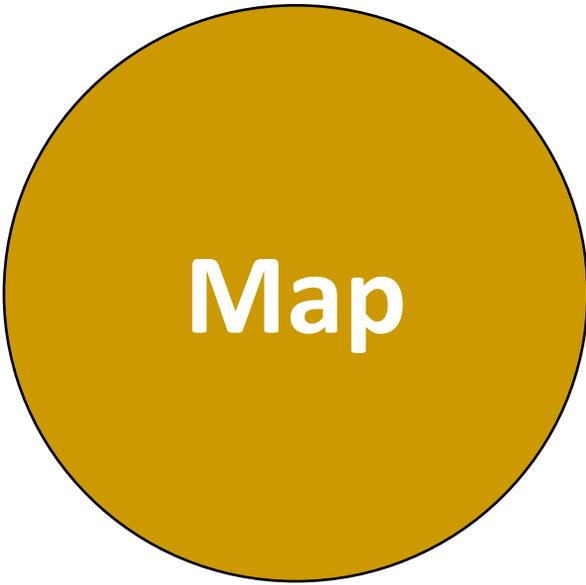


Zoom Bar -This map feature will allow you to zoom in and out of the map view. You may also use the scroll feature on your mouse to zoom in and out.



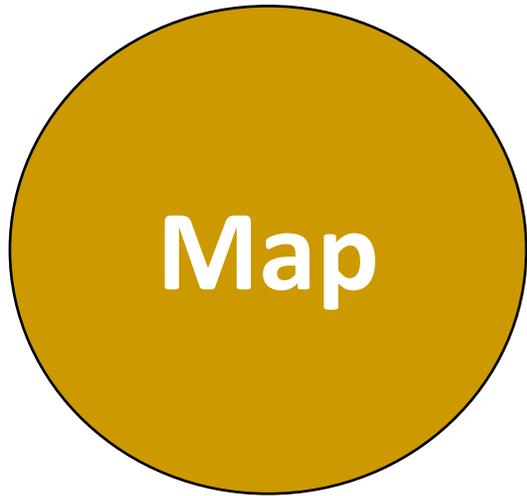
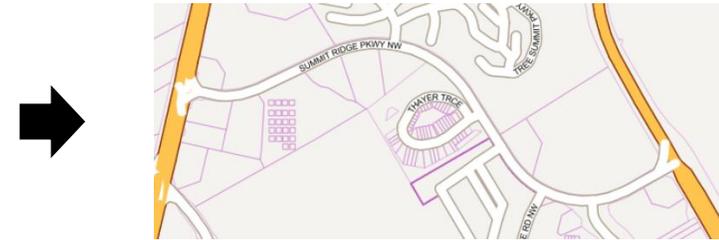
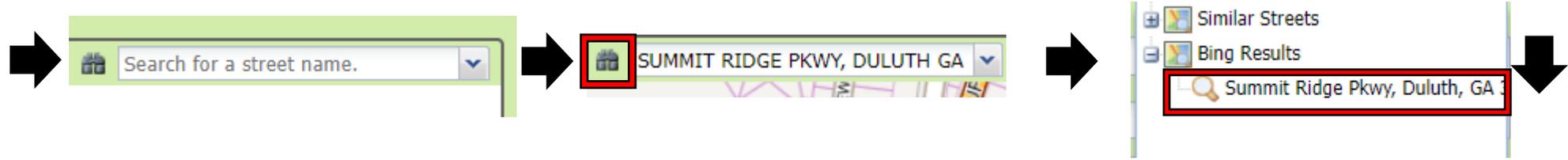
Layers - This feature provides a Map view and Bing view

The layers feature gives you two different map views.

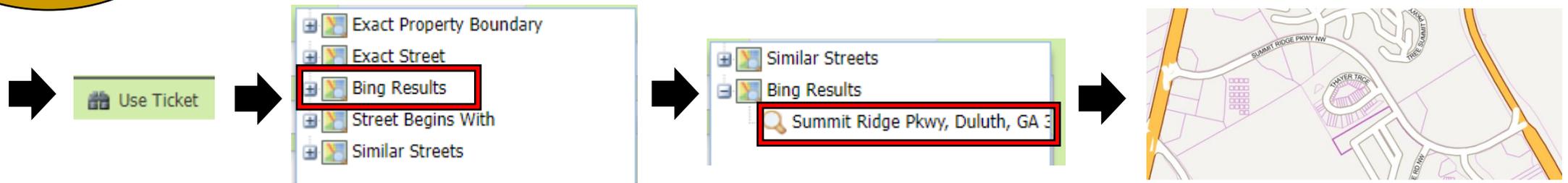


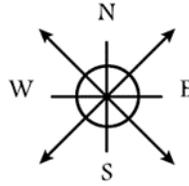
Map Tools

Search Tool -The search tool will allow you to search for various streets by entering the street name, city and state. Once the information is entered into the field, click the binoculars to the left of the search field.



Use Ticket - Click this tool and it will generate a search in the map with the provide excavation street and interesting street.

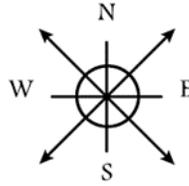




Best Practices for Creating Locate Instructions

General Rules/Overview

1. Locate instructions must be specific, concise, and described with Sufficient Particularity.
2. Locate instructions should answer: Where will the excavator work or dig on the property?
3. The locate instructions must be in sync with the Work Type and Work Information questions.
4. Locate instructions are written from the standpoint of facing the front of house/property (if not specified by caller otherwise).
5. Use good grammar, punctuation and separate sentences and phrases.
6. Clearly explain the starting and ending point once you arrive to the dig site location.
7. Make sure that you are able to understand the locate instructions from the viewpoint of giving directives to the locator to your dig site.

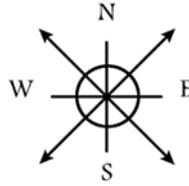


Best Practices for Creating Locate Instructions

Linear Excavation

Locate instructions should answer the following:

1. Where will the excavation take place? (i.e., front of property, back of property, R/O/W address side only, etc.)
2. What is the dig site being referenced to? Or what is the starting point and ending point? (i.e., address, building number, intersection, from [here] to [there], etc.)
3. If the area is marked (white lined), how many areas?
4. How much footage needs to be locate around the white lined areas?
5. Where are the white lined areas located?

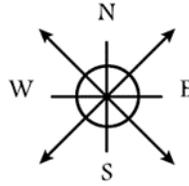


Best Practices for Creating Locate Instructions

Spot Excavation

Locate instructions should answer the following:

1. What measurement is needed around each dig site location?
2. How are the dig site locations marked/identified?
3. How many locations are there?
4. Where are the locations within the property?
5. What is the direction and/or distance from the starting point? (i.e., front of property, 200 feet east of the intersection, between [here] and [there], etc.)

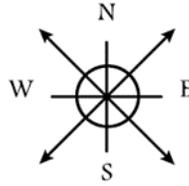


Best Practices for Creating Locate Instructions

Linear Excavation

Locate the + location of dig site.

- Example 1: Locate the entire right side of property.
- Example 2: Locate the back of apartment building C.
- Example 3: Locate the R/O/W both sides of Elm St starting at the intersection with Main St and going west to address 123 Elm St.
- Example 4: Locate the back right quadrant and the front left quadrant. (*Keep the same order throughout. (Avoid mixing up the format. Ex. Locate the back right quadrant and the left front quadrant.)*)
- Example 5: Locate the 5 white lined areas in the front of the property for a 15ft radius.

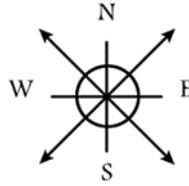


Best Practices for Creating Locate Instructions

Linear & Spot Excavation – 1 Location/Area

Locate a + measurement (ft./offset) + description of markings/object + location of dig site.

- Example 1: Locate a 10ft radius around the basketball goal marked with red paint in the back of house. (*Avoid – There is red paint on the ground. Mark it with a 10ft radius.*)
- Example 2: Locate a 5ft radius around the area marked with red paint located on the right side of property. (*Avoid – On the right side of the property there is red paint. Mark it with a 5ft radius.*)
- Example 3: Locate the entire area within the black chain linked fence in the Kindergarten playground.

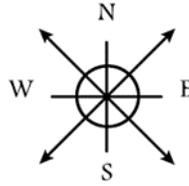


Best Practices for Creating Locate Instructions

Linear & Spot Excavation – Multiple Dig Site Locations/Areas

Locate a + measurement (ft./offset) + around number of markings + description of marking/object + location of dig site.

- Example 1: Locate a 10ft radius around the 8 areas marked with red paint along the R/O/W. (*Avoid – In the R/O/W mark the areas with a 10ft radius. There are 8 areas. Areas are marked with red paint.*)
- Example 2: Locate a 10ft radius around each of the 6 areas marked with red paint: 2 areas in the R/O/W, 3 areas in the front right quadrant and 1 area in the back left quadrant.
- Example 3: Locate a 10ft radius around each of the 6 areas marked with red paint in the R/O/W: 2 areas at address 101, 3 areas at address 103, and 1 area at address 105.



Best Practices for Creating Tickets

Best Practice #1

Along a stretch of road always have a beginning point and end point for where your digging will take place.

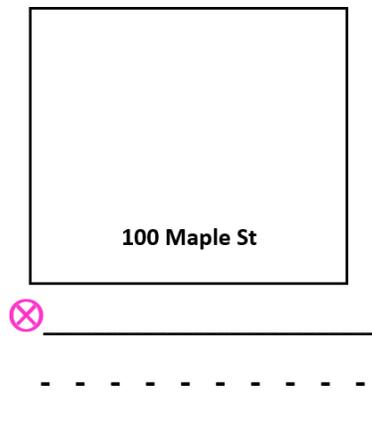
Example Work Type

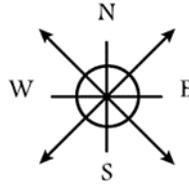
Repairing Culvert

Example Locate Instructions

Starting at the area marked with a Pink X Circled in front of 100 Maple Street, locate on the North side of the road East for 400 feet.

Example Diagram





Best Practices for Creating Tickets

Best Practice #2

At a single address describe the area where the digging will take place as if you were standing in the street facing the property, state the quadrant or quadrants where the work is being done.

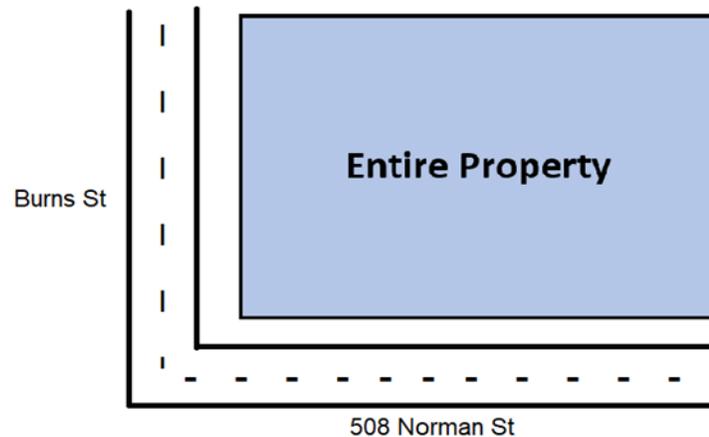
Example Work Type

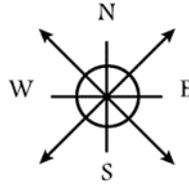
Landscaping and Aeration

Example Locate Instructions

Locate the entire property, including the property side of the road on Norman St and Burns St.

Example Diagram





Best Practices for Creating Tickets

Best Practice #3

At a single address describe the area where the digging will take place as if you were standing in the street facing the property, state the quadrant or quadrants where the work is being done.

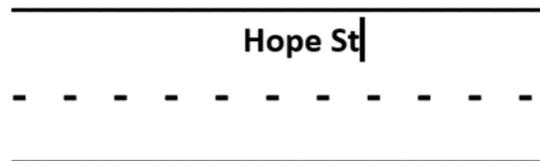
Example Locate Instructions

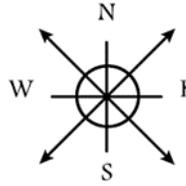
Installing CATV Service Line

Example Locate Instructions

Locate the entire right side of the property from the street to the back property line.

Example Diagram





Best Practices for Creating Tickets

Best Practice #4

Undeveloped land in a rural area requires special attention to driving directions to get to the site, a white lined starting point or any landmarks that could be used for a starting point and include specific footage that needs to be located.

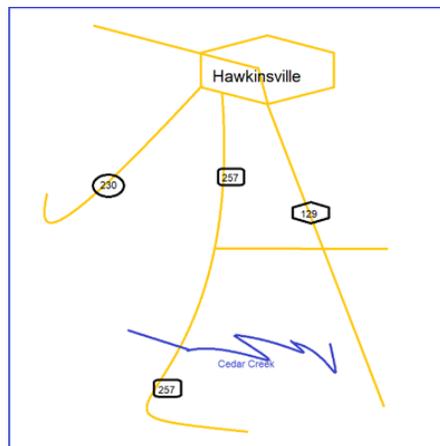
Example Work Type

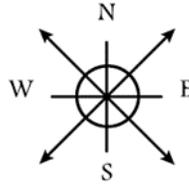
Cutting Field, Clearing, Grading, Paving

Example Locate Instructions

There are 3 white stakes on the East side of GA-257 immediately south after crossing Cedar Creek. Starting at the white stakes locate 1,800 feet East, into the wooded area on the Eastside of GA-257 and 800 feet south. Driving Directions: From Hawkinsville, GA take GA-257 South approximately 5 miles to Cedar Creek.

Example Diagram





Best Practices for Creating Tickets

Best Practice #5

If the work taking place requires both sides of the road, the area between the road and the property line, you must clearly state this information in the locate instructions.

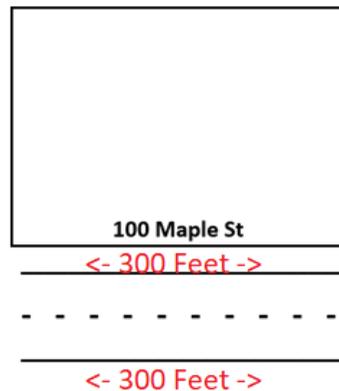
Example Work Type

Installing Water Main Line

Example Locate Instructions

Locate 300 feet in all directions in the front of 100 Maple St on both sides of the road, including the road.

Example Diagram



Call Web Services at 770-476-6050 to
schedule Customized Web Entry Training.

Thank You For Digging Safely.....

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About Us

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