



Know what's below.
Call before you dig.



LOCATE TICKET FIELD FORM
(REFER TO CALL IN PROCEDURES ON NEXT PAGE)

TICKET TYPE: (CIRCLE ONE)

NORMAL EMERGENCY

COMPANY PHONE # (_____) _____ CALLER NAME _____

TYPE OF WORK _____

WORK BEING DONE FOR _____

COUNTY WORKING IN _____ CITY WORKING IN _____

EXCAVATION DATE _____

MAIN ADDRESS (STREET #) _____ STREET NAME _____
(BE PREPARED TO GIVE SPECIFIC DRIVING INSTRUCTIONS)

NEAREST INTERSECTIONG STREET TO THE MAIN ADDRESS _____

SUBDIVISION THAT THE MAIN ADDRESS IN (IF APPLICABLE) _____

INDICATE SPECIFIC LOCATING INSTRUCTIONS _____

FIELD CONTACT NAME _____ PHONE# (_____) _____

WILL YOU BE DOING ANY HORIZONTAL BORING? YES NO

WILL YOU BE BLASTING WITH EXPLOSIVES? YES NO

HOW LONG WILL THE EXCAVATION PORTION TAKE? _____ DAYS

IS THE AREA MARKED WITH WHITE PAINT, STAKES OR FLAGS TO INDICATE THE EXCAVATION AREA?
YES NO

IF YES, HOW MANY AREAS ARE MARKED? _____



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After giving the information on the first part of the form, you will be given a list of the member utilities that will be notified for your requested work location.

Now that all the requested information has been accurately provided, you shall be given a legal date and time to proceed with excavation. Write down the following information.

- LIST OF MEMBERS _____
- LEGAL DATE AND TIME _____
- TICKET EXPIRATION DATE _____
- UPDATE BY DATE _____ BY 4:30 PM

The operator will then provide a ticket number.

- TICKET # _____ TODAY'S DATE _____

THIS INFORMATION MUST BE KEPT ON SITE!

INSTRUCTIONS FOR PROPER CALL IN PROCEDURE

This format is provided for the excavator to document pertinent information before calling Georgia 811 and must be made available on site throughout the entire process of excavation. It is imperative that you fill out all relevant fields accurately and completely. The entire process is negatively impacted as a result of inadequate information provided by unprepared callers.

You must take the time to gather the correct information in order to have your request processed. Your call can be completed in as little as three minutes when you follow the procedures listed.

Georgia 811 is required by law to ask all the questions listed. Please be patient and answer all questions in the order they are asked. The operator taking your call is entering the information into a computer with preset fields and you will slow the process if you don't cooperate per the instructions.

It is very important that you provide accurate intersecting street information. Always try to give an intersecting street within a quarter mile of the main address. Be prepared to give driving directions in order to assist in proper mapping of the work location. Please refrain from using major highways or interstates as cross streets. Please take in consideration that the operator taking your call must have exact information in order to properly dispatch the ticket to the member utilities.

Whenever possible, please try to narrow the scope of the request by simply indicating exactly where you will be digging. White-lining the proposed area of excavation with white (water-based) paint is the best method however, simply indicating specific locating instructions on the locate request is recommended and appreciated. The time wasted marking unnecessary areas adversely impacts the entire industry.

Concerning Emergency locates, under Georgia Law, an emergency is defined as an immediate threat to life health or property. Please do not abuse this law. If your excavation meets the criteria for an emergency locate, please tell the operator the name of a field contact and their phone number and let the operator know if the crew is on site or en route.

BE ADVISED THAT ALL CALLS ARE RECORDED AND KEPT ON FILE FOR 7 YEARS

GEORGIA 811 "DIG SAFELY"

770-623-4344 INSIDE METRO ATLANTA 1-800-282-7411 TOLL FREE OUTSIDE ATLANTA