# GA811

# **Overhead Ticket Creation**

#### **Creating an Overhead Ticket**

An Overhead notice provides a communication to Georgia 811 to alert the involved overhead utility facility owners or operators that you will be working within 10 feet of any overhead high voltage power lines (a line that is carrying 750 volts or more). The affected utility facility members will then contact you to discuss the need to move, cover or de-energize the power lines.

- The person responsible for doing the work must give a 72-hour notice to Georgia 811 during regular business hours, excluding weekends and holidays.
- The owner/operator of the high voltage line must contact the person whose name is given "within a reasonable time" so that arrangements can be made to safeguard the area.
- The owner or operator of the high voltage line has three options for overhead protection:
  - De-energize and ground the line.
  - Relocate the line.
  - Install protective covering or mechanical barriers.
- If there is a delay with the arrangements, a new Overhead notice must be created.

**Note:** It is not necessary to send an Additional Request on an Overhead notice. Instead, notify the overhead utility member directly.

At the top menu bar of the ticketing system, click on *Create Ticket* to open the ticket creation screen.

- 1. Ticket Type:
  - Select *Overhead* from the *Ticket Type* drop-down menu.

Note: Only fields required for an Overhead notice will be available.

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2. Popup Box – Overhead Disclaimer:

#### **Overhead Ticket**



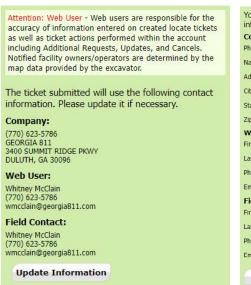
If you will be working within 10 feet of an overhead high voltage power line, you need an overhead ticket.

We will notify the member power companies with overhead facilities near your area of work. They will contact you to discuss the need to insulate, move or de-energize the power line so you can safely perform your work.

The power company may bill you for this service.



Read the disclaimer and click OK.





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### **Update Information:**

- The left side panel contains your excavator information. You can make changes to this information anytime by clicking on *Update Information*.
  - Review and edit the necessary fields. (Any changes made here will be saved for the current ticket submission and any future submissions.)

**Note:** If the contact person changes with various tickets, you will have to update the Field Contact information with each submission as necessary.

Click Submit to save changes.



#### 3. Work Type:

• Select from the type of work you will be doing from the drop-down menu.

Note: You must enter all work types being performed.

#### 4. For:

Indicate who you are doing the work for.

#### 5. Commence On:

• Select a date from the calendar and the time you need overhead protection to start.

#### 6. Completed By:

Select a date from the calendar and the time you need overhead protection to end.



### 7. State / County / City:

- The state will default to GA.
- Type in the name of the county. Once you start typing, the drop-down will start to list available options. Select the county from the list.

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• Type in the name of the city. Once you start typing, the drop-down will start to list available options. Select the city from the list.

Address:	Num	PreDir	~	Street Name	St Type	SufDir	~
Cross street:	What is the nearest cross stre	et		*	Transfer	17744	

#### 8. Address:

- Enter the address number.
- Next, enter the street name.
- Then, enter the street type. (i.e. *Road, Lane, Street, Drive*, etc.)

#### 9. Cross Street:

• Enter the name of the cross street (nearest intersecting street) along with the street type.

Locate Instructions:	
Remarks:	

#### 10. Locate Instructions:

- Enter the Locate Instructions.
  - Describe the area where work will take place with <u>Sufficient Particularity</u> using concise locate instructions.

**Note:** Include all information pertaining to locating into this field, i.e. boring information, lot numbers, multiple addresses, etc.

**Note:** The locate instructions must be in sync with the *Work Type* and *Work Information* questions.

**Example:** If the work type is to install a water service line, the locate instructions should be to locate from the street to the building, not just the right-of-way.

#### 11. Remarks:

Add any additional information you want to provide to the locators:

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- Arrange an on-site meeting, gate codes, etc.
- Provide driving directions if needed.
- Add additional information given to describe the location of property. (i.e. coordinates, name of subdivision or community, name of mall, name of office park, street alias information, name of business, etc.)

### 12. Map/Search Results:

- Select *Use Ticket* to search for a location using the ticket information entered.
- The search results will list options for the *County Parcel*, *Intersection*, *Street Address In Range*, *Street Name*, *Similar Street Name*, *Google Results*, *Google Intersection*.

**Note:** Selecting *County Parcel* will bring up the exact address entered.



- Select the correct street or address where the work will be done using the available search results.
- Use the Mark Point, Mark Line, Mark Area or Use Selection tools to select the dig site.



- Mark Point Draws a point on the map with a 200ft buffer.
- Mark Line Draws a line on the map with a 200ft buffer.
- Mark Area Draws a shape on the map with a 200ft buffer.
- Use Selection Draws a 200ft buffer around the selection.

Note: You must double-click at the end point to release the tool and complete the drawing.

### 13. Submit Request:

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Click Submit to complete the ticket.

#### 14. Reset:

• Click Reset to clear the form and start over.



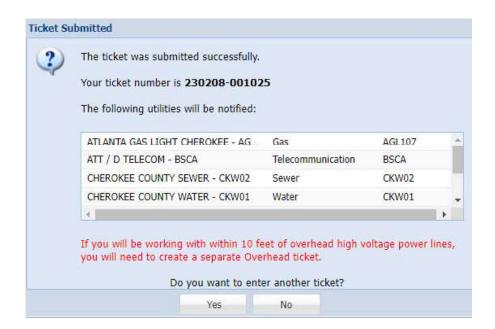
### 15. Ticket Number / Utility Members Notified:

• Review your ticket number and list of members notified for your request.

**Note:** If you think a utility facility member is missing, contact the Web Help Desk department at (770) 476-6050.

#### 17. Click OK. Do you want to enter another ticket?

- Select Yes to open a new ticket creation screen.
- Select No to return to the home page.



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