

LOCATE REQUEST GUIDE

Below are brief explanations of the information that you will be required to provide when processing a locate ticket. All identified information is also made available to facility operators, excavators, and government agencies. This is not private information and no expectation of confidentiality or privacy shall be assumed.

1. Telephone Number
2. Name and Company Name - Provide GSOC with your name. DO NOT SUBMIT A TICKET UNDER SOMEONE ELSE'S NAME.
3. Mailing Address
4. E-mail Address
5. Alternate (Field) Contact Name and Phone Number - Please provide the cellular telephone number of the person to be contacted during the excavation project.
6. Type of Work - The specific reason for the work as compared to the work method. For example, "installation of a sanitary sewer lateral" is much more helpful than "digging a sewer line."
7. Work Being Done For - Your name, the customer's name, or the general contractor's name is sufficient.
8. Duration - An estimate of how long you plan on being at the job site. A locate ticket is valid for 14 calendar days. If the duration of the work will extend beyond 14 calendar days, you must request an update on the ticket at least 48 hours, excluding weekends and holidays, prior to the expiration of the 14 day period (unless arrangements are made with the affected operators to periodically remark). If the project will exceed 6 months, a new ticket must be sought prior to the expiration of the 6 month period.
9. Explosives - GSOC must ask whether explosives will be used in an effort to assist gas and pipeline facility operators.
10. Tunneling & Boring - You must advise if you will use any means of tunneling horizontally without disturbing the ground above, also known as trenchless construction.
11. Right of Way (ROW) - GSOC defines the ROW as the area on, below, or above a public roadway, highway, street, cartway, bicycle lane, and public sidewalk in which the government unit has an interest, including other dedicated rights-of-way for travel purposes and utility easements of government units. Make sure you are familiar with the ROW in the area you are working. Please note that the ROW is not the same as an easement.

EXCAVATION INFORMATION				PROFILE
FIELD CONTACT	RICHARD HARROV	FIELD PHONE	555-555-5555	
TYPE OF WORK	PLANTING TREES			
WORK DONE FOR	CITY OF MINNEAPOLIS			
JOB NUMBER				
DURATION	2	DAYS		
EXPLOSIVES	N	TUNNEL/BORE	N	
RIGHT OF WAY	Y	AREA MARKED	N	

12. Area Marked - Has the area been marked with white paint or flags, unless found to be impractical?
13. Street Address of Work Site - Be careful to accurately describe the following.
 - County name
 - City/Township name
 - Street address of the work site

You must use the physical address of the excavation site, not your mailing address. "Blanket tickets" are not an acceptable practice. If you are a subcontractor and you are excavating, protect yourself and your company by processing a ticket. The general contractors' ticket does not apply to anyone except for the general contractor. GSOC recommends a homeowner not to obtain a ticket for an excavator doing work on their behalf. The Excavator should obtain its own ticket.
14. Nearest Intersecting Street - The nearest intersecting street to the excavation site. Provide the closest intersecting street, even if it is not a major crossing.
15. Marking Instructions - Identifies the specific portion of the excavation site that needs to be marked. Here are some examples of how to effectively use marking instructions.
 - Work keeping within (###) (feet, meters, yards, miles) of (pre-marking: flag, paint, lath, etc.).

- Work area is located (describe property orientation—front, back, side(s), inside/ outside fence, etc.). Please note: (dog onsite, gates locked, guard/ restricted access, hazards, etc.).
 - Additional information: (TRSQ, Map page and grid, GPS coordinate, landmarks, etc.). Avoid default to "mark entire lot" unless the nature of the work requires this designation. Please note: This does not relieve the excavator from using white markings to define the excavation site.
16. Driving Directions (if needed) - Describe clearly how to get to the work site from a known intersection.
 - From (Cross Road) travel (N-S-E-W) for (###) (feet, meters, yards, miles) on (Dig Street) to the (location, Flag, Lath, etc.) on the (N-S-E-W) side of the road.
 - From (Dig Street) travel (N-S-E-W) for (###) (feet, meters, yards, miles) on (driveway, service/gravel/ farm road) into the property to (pre-marking).
 17. GPS Coordinates - Provide the GPS points of the excavation site. Please identify if the GPS coordinates, if available, represent the center or four corners of location.
 18. Township, Range, Section and Quarter Section - Provide the TRSQ numbers of the excavation site if available. This information can be found on GSOC's ITIC website: www.gsocsubmit.org or on most property tax statements from your county. To provide TRSQ information, indicate the township, range, and section by their numeric designations and quarter sections by their directional qualifier (NE, NW, SE, and SW).
Example TRSQ: Township: 108N Range: 28W Section: 12-NE

