

# GROUNDWORK

## Guidance for Submitting Utility Locate Requests

With record infrastructure investment and the significant increase in large-scope excavation projects nationwide, excavators have an important role to play in helping ensure the timely completion of the utility locates which protect critical infrastructure, excavation crews, and our communities.

The following guidance for submitting locate requests will help eliminate the need for unnecessary marking by utility locators and enable them to focus on time-sensitive tickets.

**For large-scope projects, conduct an on-site pre-job briefing** to communicate the scope and timing of the project, which helps the utility locator plan for staffing needs.

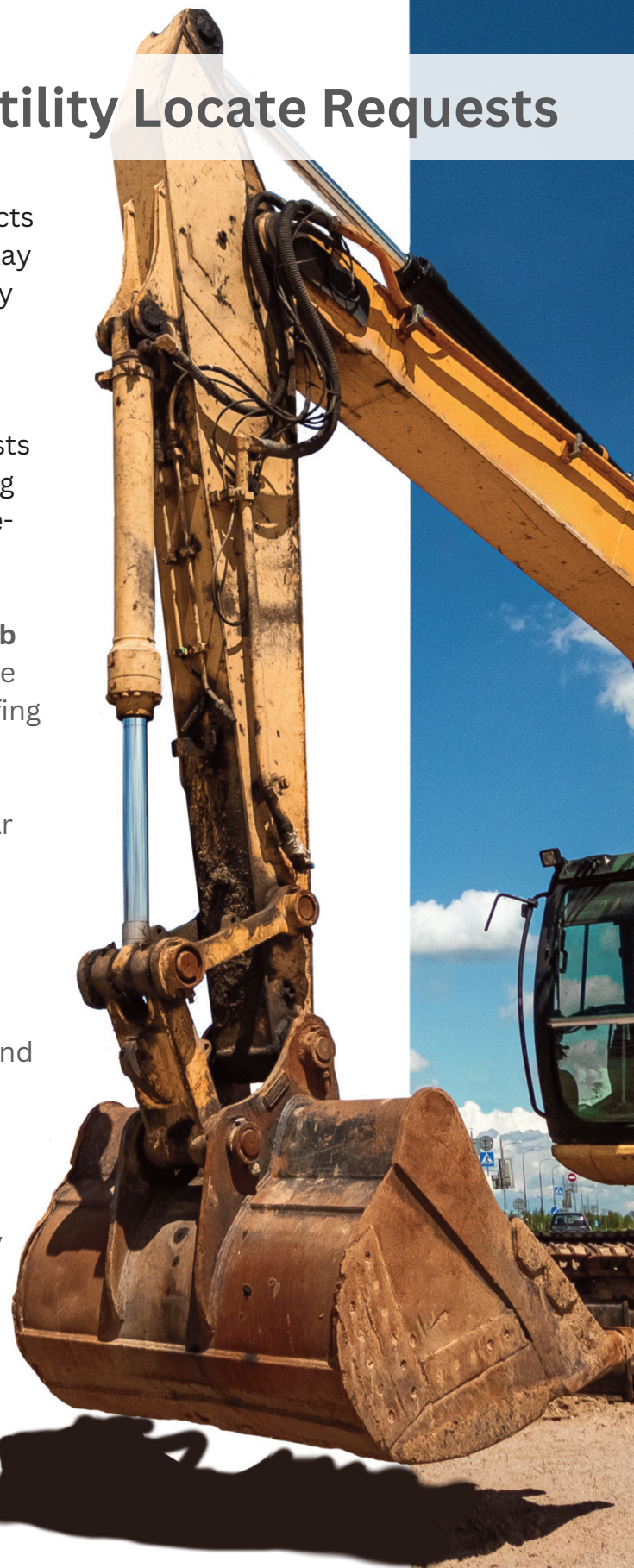
**For ongoing coordination,** provide a contact familiar with the dig site and schedule and check that the number and email provided are accurate.

**Limit the scope of locate requests** to one street address or an area no greater than 250 feet to help ensure marks are intact when you are ready to dig and prevent the need for remarks.

**Only submit locate requests for work you plan to complete during the lifespan of the ticket.**

Just-in-case or backup tickets result in unnecessary work for locators, which can delay the marking of time-sensitive excavation sites.

**Include clear, detailed instructions** and define the excavation site with GPS coordinates, landmarks, and white lining.



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**Do not request that both sides of the road be marked if not necessary**, and if your request includes a road crossing, provide the exact address of the crossing, so the locator is not required to mark an entire side of the street when only the crossing is needed.

**Once a ticket has been completed, do not update it.** When a tie-in or inspection is required, submit a new locate request for the specific address to prevent unnecessary remarking.

**Avoid submitting multiple locate requests on the same day at the beginning of the week.** Stagger your requests throughout the week in alignment with your dig schedule to prevent a buildup of late tickets at the end of the week, which can cause delays of time-sensitive locates.

**Do not submit locate requests on days with severe weather conditions**, which create safety hazards for utility locators and can wash away markings. Adding to ticket volume on these days may result in delays.

This guidance is not intended as a complete presentation of all specific circumstances, state dig safe laws, or issues related to any topic. It may not be accurate for circumstances or equipment at an individual facility. USIC makes no guarantees or assumes any responsibility for the sufficiency or completeness of the material. This guidance does not replace workplace training.

