Utilities PROTECTION CENTER | DIG SAFELY!

EXCAVATION DIGGING EVENT NOTIFICATION

eden

Step 1

Excavator

Contacts the UPC for Locate Request

Step 2

Notifies excavator of duty to submit Large Project

Utilities Protection Center, Inc

Large Project Yes/No

No → Non-Large Project Request will be taken thru IRTH

Yes →

Step 3

Excavator

Excavator submits Large Project Planning Meeting Notification

The Large Project Planning Meeting Notification must be issued no less than 10 business days prior to beginning excavation/blasting. The middle three digits of the Ticket Number will be within the 400-499 range. Section 2 (b)

The Meeting Date is a minimum of 48hrs after the meeting notice is generated, starting at 7am the next business day (AKA Meeting Notification Date). And no less than 5 days prior to beginning excavation. Section 2 (b) & (c)

Step 4

Send notifications to affected Members.

Utilities Protection Center, Inc

Large Project Planning Meeting Notification

LP Meeting Notification will have new delivery format to include new fields.

Step 5

Utility Owner/Operators

PRIS - Utilities Protection Center, Inc.
XML, Telnet, Modem, IVR, Web

Each Member must respond to PRIS within two (2) business days from the Meeting Notification Date indicating agreement/disagreement to the date and time of the Meeting Date. Section 2 (c)

- 10A - Large Projects: Meeting Date/Time Accepted.
- 10B - Large Projects: Meeting Date/Time Rejected.

Step 6
LP Project Planning Meeting

Excavator

Utility Owner/Operators

MARKING PLAN / AGREEMENT

Step 7

Utility Owner/Operators

Each Member must respond to PRIS within two (2) business days following the Meeting Date, indicating agreement/disagreement to treat the project as a Large Project. Section 2 (d)

- 10C - Large Projects: Agree to treat as a Large Project
- 10D - Large Projects: Disagree to treat as a Large Project
- 10E - Large Projects: No conflict, utility is outside of requested work site.

PRIS - Utilities Protection Center, Inc.
XML, Telnet, Modem, IVR, Web

A Late Notice will be generated at 12:00am on the 3rd business day following the Meeting Date for each Member who has failed to respond.

LP Accepted / Rejected

ACCEPTED →

Step 8

LP Notice vs Normal Notice

60% (+) of Members indicate that it IS a Large Project. Section 2 (e)

40% (-) of Members indicate that it is NOT a Large Project. Section 2 (e)

REJECTED → 41% (+) Members indicate that it is NOT a Large Project.

A Rejection Notice will be generated at 12:00am on the 4th business day following the Meeting Date. The Rejection Notice will indicate to the Members (and Excavator) that the project was not accepted as a LP and that the Excavator must submit a Normal Notice in accordance with GUFPA. Section 2 (i).

Step 9

Excavator

Contacts UPC to release Large Project Excavation Notification. Section 2 (f).

Excavator must indicate the entire area of the project, for the 40% of Members who require a Normal Notice.

Step 10

Utilities Protection Center, Inc

CSR changes status of LP Meeting Notification to LP Excavation Notification (i.e. new version of the notice)

Step 11

Send LP Excavation Notifications to 60% + of Members who agreed to the LP – notice will indicate when and how the first section of the project is to be marked. The Ticket Number will remain the same as the LP Meeting

Send Normal Notifications to 40% - of Members who disagreed to the LP – notice will indicate the entire area of the project. The middle three digits of the Ticket Number will be within the 400-499 range.

Step 12

Utility Owner/Operators

Each Member must respond to PRIS within 48hrs, beginning at 7:00am the day following delivery of the notification (same as Normal Notices), indicating their response for the particular section of the LP. Section 2 (g)

PRIS - Utilities Protection Center, Inc.
XML, Telnet, Modem, IVR, Web

Step 13

Late Notices

A Late Notice will be generated at 12:00am the day following the expiration of 48hr response time for each Member who has failed to respond.

Step 14

Additional Request(s) needed ? Yes/No

NO →

YES

Excavator

Contacts UPC to request Remarks or to identify next section/portion needing marking. Section 2 (g). Continues to do so throughout the life of the notice (90 days)

Step 15

Project will extend further than 90 days – Yes/No

NO →

YES

Excavator

Contacts UPC to request LP Excavation Notification Renewal. Renewal window begins 3 business days prior to the expiration date and extends up to 4:30pm on the expiration date. Section 2 (h).

Step 16

LP Excavation Notification expires – no further updates can be made.

The Large Project Notification expires at midnight on the ninety-first (91st) day from the date that the LP Excavation Notification was released – Step 10. Section 2 (h).

Normal Ticket Notification for 40% or less

Step 1

Excavator

Contacts UPC to release Large Project Excavation Notification. Section 2 (f).

Excavator must indicate the entire area of the project, for the 40% of Members who require a Normal Notice. Step 9.

Step 2

Send Normal Locate Request to 40% - of Members who disagreed to the LP. Refer to Step 11

Step 3

Utility Owner/Operators

Each Member must respond to PRIS indicating their response for the Notice – follows normal notice business rules.

Step 4

Restake original Normal Notice

This will be done every 18 days for the life of the LP Notice (i.e. 90 days), or until it has been closed.

Subsequent Request(s) for Remarks or New Area Marks

Step 1

Excavator

Contacts UPC to request Remark or to identify next section/portion needing marking. Section 2 (g).

Step 2

Utilities Protection Center, Inc

CSR captures the Remark or new area information.

Step 3

Send new version of LP Excavation Notification to 60% + of Members who agreed to the LP. Refer to Step 11

Step 4

Utility Owner/Operators

Each Member must respond to PRIS indicating their response for the particular section of the LP. Refer to Step 13

Large Project Flowchart w/ Business Rules

Created by: Isaac Weathers

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