MEMBERSHIP PACKET CONTENTS

1. Future Member Letter

Letter to future member explaining membership and package.

2. New Member Application

Provides detailed information regarding the new member, such as how they shall receive tickets (notifications of digging in the area of their facilities), billing information, types of facilities owned or operated, person authorized to sign contracts at their company, etc. This document is needed to set up the member's service area.

3. Utility Facility Owner/Operator Letter

Letter to new member explaining who UPC is, touching on the rates, and referring to an additional letter enclosed from the PSC (see below).

4. GA Public Service Commission Letter

Letter explaining the law (GA Utility Facility Protection Act) and what members' responsibilities are according to this law.

5. UPC Member Agreement Contract

Two copies of this agreement for the member to sign and date. When completed and signed, both are to be returned to the UPC, for signature by UPC's Executive Director, one copy to be kept on file at the UPC, and the other being returned to the member for their files.

6. Positive Response Information System Card

Lists the codes to be used when responding to a notice received from UPC. This response is required by law and may be performed via the web or telephone.

7. APWA Uniform Color Code Card

For marking underground utility lines; also other state one-call numbers.

8. Business Cards

Eren Chapel – Liaison Manager in charge of education and New Member Coordinator in charge of new memberships to the UPC.

Michelle Aucker – Member Services Supervisor, the department in charge of mapping service areas, quality control, web ticket entry, ticket management, billing information, and a host of other member services issues.

Liaison Managers by GUCC Region - The Liaison staff is divided among the DOT Districts within the State. It is the Liaison staff that provides on-site training and other assistance as necessary to members and contractors.

9. Dig Safely Bumper Sticker