



**LOCATE REQUEST FIELD FORM**  
**(REFER TO CALL IN PROCEDURES ON BACK)**

TICKET TYPE:(CIRCLE ONE)                      COMPANY PHONE #(\_\_\_\_)\_\_\_\_\_

- NEW
- EMERGENCY
- RESTAKE
- 2<sup>ND</sup> 3<sup>RD</sup> 4<sup>TH</sup> REQUEST
- RUSH
- DAMAGE

CALLER NAME\_\_\_\_\_

TYPE OF WORK\_\_\_\_\_

WORK BEING DONE FOR\_\_\_\_\_

COUNTY WORKING IN\_\_\_\_\_

CITY WORKING IN\_\_\_\_\_

IS THE ADDRESS INSIDE OR OUTSIDE OF THE CITY LIMITS?\_\_\_\_\_

MAIN ADDRESS (STREET #)\_\_\_\_\_ STREET NAME\_\_\_\_\_

NEAREST INTERSECTING STREET TO THE MAIN ADDRESS\_\_\_\_\_

INDICATE THE NAMES OF AT LEAST TWO MORE INTERSECTING STREETS (UNLESS YOU ARE PROVIDING GRIDS)\_\_\_\_\_

**(BE PREPARED TO GIVE SPECIFIC DIRECTIONS)**

SUBDIVISION THAT THE MAIN ADDRESS IS IN (IF APPLICABLE)\_\_\_\_\_

INDICATE ANY SPECIFIC LOCATING INSTRUCTIONS\_\_\_\_\_

FIELD CONTACT NAME\_\_\_\_\_ PHONE# (\_\_\_\_)\_\_\_\_\_

WILL YOU BE DOING ANY HORIZONTAL BORING? (CIRCLE ALL THAT APPLY)

- ROAD
- DRIVEWAY
- SIDEWALK
- OTHER\_\_\_\_\_

WILL YOU BE BLASTING?\_\_\_\_\_

WILL YOU BE WORKING WITHIN TEN FEET OF ANY OVERHEAD POWER LINES?\_\_\_\_\_

IF YOU ANSWERED YES TO THE PREVIOUS QUESTION, COMPLETE A&B

A.) WHAT WILL BE THE BEGINNING DATE AND TIME THAT THE OVERHEAD PROTECTION WILL BE NEEDED?\_\_\_\_\_

B.) WHAT WILL BE THE DATE AND TIME THAT THE OVERHEAD PROTECTION WILL NO LONGER BE NEEDED?\_\_\_\_\_

HOW LONG WILL THE EXCAVATION PORTION TAKE? \_\_\_\_\_ HOURS \_\_\_\_\_ DAYS

ARE YOU PROVIDING GRID INFORMATION? \_\_\_\_\_ LIST HERE \_\_\_\_\_



After giving the information on the front of the form, you will be given a list of the member utilities that will be notified for your requested work location. You will then be offered the opportunity for a courtesy call back from the members. The purpose of the call back is to let you know if no member facilities are involved in the requested location.

Now that all the requested information has been accurately provided, you shall be given a legal date and time to proceed with excavation. Write down the following information.

- **LIST OF MEMBERS** \_\_\_\_\_
- **LEGAL DATE AND TIME** \_\_\_\_\_
- **TICKET EXPIRATION DATE** \_\_\_\_\_
- **RESTAKE DATE** \_\_\_\_\_ **BY 4:30 PM**

The operator will then verify the main address and provide a ticket number.

- **TICKET #** \_\_\_\_\_ **TODAYS DATE** \_\_\_\_\_

**THIS INFORMATION MUST BE KEPT ON SITE!**

**INSTRUCTIONS FOR PROPER CALL IN PROCEDURE**

This format is provided for the excavator to document pertinent information **BEFORE** calling the Utilities Protection Center and **MUST** be made available on site throughout the entire process of excavation. It is imperative that you fill out all relevant fields accurately and completely. The entire process is negatively impacted as a result of inadequate information provided by **UNPREPARED** callers.

**YOU MUST** take the time to gather the correct information in order to have your request processed. Your call can be completed in as little as **THREE MINUTES** when you follow the procedures listed.

**THE UTILITIES PROTECTION CENTER IS REQUIRED BY LAW TO ASK ALL OF THE QUESTIONS LISTED.** Please be patient and answer all questions in the order they are asked. The operator taking your call is entering the information into a computer with preset fields and you will slow the process if you don't cooperate per the instructions.

It is **VERY IMPORTANT** that you provide accurate intersecting street information. Always try to give an intersecting street within a quarter mile of the main address. **YOU MUST** always provide additional intersecting streets in order to assist in proper gridding/mapping the work location. Please **REFRAIN** from using major highways or interstates as cross streets. Please take in **CONSIDERATION** that the operator taking your call must have exact information in order properly dispatch the ticket to the member utilities.

**WHENEVER POSSIBLE,** please try to narrow the scope of the request by simply indicating exactly where you will be digging. **WHITE-LINING** the proposed area of excavation with white (water-based) paint is the best method however, simply indicating **SPECIFIC LOCATING INSTRUCTIONS** on the locate request is recommended and appreciated. The time wasted marking unnecessary areas adversely impacts the entire industry.

Concerning **EMERGENCY LOCATES,** under Georgia Law, an **EMERGENCY** is defined as an immediate threat to life health or property. Please do not abuse this law. If your excavation meets the criteria for an emergency locate, please tell the operator the name of a field contact and their phone number and let the operator know if the crew is on site or in route. If your excavation does not meet the criteria for an emergency locate, and you need to dig sooner than the 72 working hour waiting period, ask the operator to dispatch the request as a **RUSH**. Although it is not guaranteed that the site will be located before the 72 working hour waiting period, the member utilities will try to accommodate your request when possible.

**BE ADVISED THAT ALL CALLS ARE RECORDED AND KEPT ON FILE FOR 7 YEARS**

**Utilities Protection Center of Georgia "DIG SAFELY"**

**770-623-4344 INSIDE METRO ATLANTA 1-800-282-7411 TOLL FREE OUTSIDE ATLANTA**