OAR/ORS Committee Minutes -
Thursday, March 4, 2021
Conference Call In

Members called in: Micah Brown, Phil Boyle, Scott Clement, Don Moore, Melanie Lewis, Mitch Burghelea, Jeff Fox, Larry Melzer and Kitty O'Keefe.
Guests: Greg Snyder, Frank Planton and Scott Gallegos from OCC. Mark Miller/Scio Mutual Telephone, Vern Dozer/Locating Inc., Garry Black/City of Philomath, & Jody Multon/Danville Public Works.

1. Announcements and Introductions

   a. Micah Brown called the meeting to order at 10:00 a.m. and introductions were made.
   b. A motion from Phil Boyle was made to approve minutes from 2/4/21 and 2nd by Don Moore. Kitty to post on website.

   c. Micah discussed the importance of participation moving forward and thanked members and guest for attending. If you'd like any of the deliverables from today's meeting, please contact Kitty or wait for minutes to be posted on the website. Micah asked if there was any open testimony and Mark Miller (guest) shared the following:
        i) After the ice and snow storms that had followed the fires in early fall, Oregon's natural disasters caused an abundance of emergency locates. How can we streamline? Took 4-5 day to get locates done. Information on tickets regarding pole numbers were incorrect and many recalled or duplicates
        ii) Members provided feedback. Some companies put an emergency command center together; but Marks Company could not get a hold of contacts on the ticket.
        iii) To try to streamline in a natural disaster situation is almost impossible. Micah stated that in a natural disaster such as the recent ice storm and wildfires it is difficult for all parties involved so cohesion is essential. All responding parties are short on resources and it would be difficult to write rule-limiting requests or put in place an emergency response procedure that would have varying change overtime. Due to the immediate demand to restore the utility infrastructure larger utility entities are required to call for locates by law and should be providing contact information. In the chance that they are not reachable, it is best to make contact with the call center to get additional operator contacts if available.
        iv) Micah thanked Mark for sharing and reminded him he can attend future OAR committee meeting or OUNC Board meetings.

2. OAR Committee Items

a. Discuss 'Ticket Length' language-   -
   i) Micah reminded folks that a good discussion on ticket length took place on 2/4/21 (last OAR meeting)
   ii) Micah asked – Thoughts on new language? Micah' recommendation is limit at the most, 750 feet max.
   iii) Greg asked about verbiage for header code. Discussion followed.
   iv) On ITIC; currently does not support the 750 max. The new NXT will have new mapping techniques.
   v) Micah will report back to board; Melanie & Phil agreed.

b. Discuss Mandatory White Paint-
   i) Melanie shared her work at Pacific Power. She stated mandatory white paint would take out the guessing game. In WA, which is mandatory, damage is down, and communication is up. Consider at first costs and some push back; but overall working very well.   Like on the ground paint better than virtual white paint. She commented, 'if we want to change the culture, we need to have consequences'.
   ii) Melanie provided deliverables (See Attachment 1, 2, & 3)
   ii) Frank shared some folks need to understand the difference between a polygon usage vs. virtual white lining. Use of tool to identify their location and not notification; Frank described the difference.
   iii) Frank shared that OCC will provide a demo on NTX.
   iv) Survey Monkey (See Attachment 4)
           - Micah went thru each slide and discussion followed.
           - Results show people are for mandatory white paint.

c. Discuss Design Locate Parameters-
   i) Micah reminded the group from last committee meeting that Frank shared with members that Washington has in place mandatory white marks. They use the DIR (design information request), which is online only. This has contact information and a list of the utilities. Once that is in place, they use the DLR (design locate request) that can only be done with the DIR. Example: the gas company can be asked to locate where the facility lines are. You can't dig on this request. Once excavation is to start, you'd have to call in for that locate.
   ii) Washington Design Request System Manual (See Attachment 5)
           - Greg went thru the manual with a quick over view and explanation of how to navigate the DRS to converting a DIR to a Design Locate Request.
   iii) How many years has WA used this process? 1.5 years
   iv) We could instill this tool with out changing rules.
   v) This process can help reduce unnecessary locates. Micah would like to move forward with this process.

        vi) Greg will proved a report that shows what operators are registered that provide voluntary reporting. Should have at next board meeting.

    d.   Discuss Mandatory Damage Reporting
        i) Micah tabled this discussion.

    3. Old Business-
        a. 'Large Area' definition Revision to Include Survey Design Language to include 952-001-0080.
            i) Keep this action item.
  4. New Business – none

  5. For the Good of the Order –
        i) Micah shared with members this committee continues to grow and would like us to consider a VC position to help support the Chair.
        ii) Follow up Survey? Yes! Goal = November/December of 2021. This is a soft date for the start of rules revision. Chair/Committee will put out an impact statement around this time.
  6. Next Meeting – tbd

Motion to adjourn by Phil and 2nd by Melanie. Meeting adjourned at Noon.
Minutes submitted by Kitty O'Keefe on March 5, 2021

Chapter 19.122 RCW

UNDERGROUND UTILITIES

Sections

RCW 19.122.030

Excavator and facility operator duties before excavation.

(1)(a) Unless exempted under RCW 19.122.031, before commencing any excavation, an excavator must mark the boundary of the excavation area with white paint applied on the ground of the worksite, then provide notice of the scheduled commencement of excavation to all facility operators through a one-number locator service.

(b) If boundary marking required by (a) of this subsection is infeasible, an excavator must communicate directly with affected facility operators to ensure that the boundary of the excavation area is accurately identified.

(2) An excavator must provide the notice required by subsection (1) of this section to a one-number locator service not less than two business days and not more than ten business days before the scheduled date for commencement of excavation, unless otherwise agreed by the excavator and facility operators. If an excavator intends to work at multiple sites or at a large project, the excavator must take reasonable steps to confer with facility operators to enable them to locate underground facilities reasonably in advance of the start of excavation for each phase of the work.

(3) Upon receipt of the notice provided for in subsection (1) of this section, a facility operator must, with respect to:

(a) The facility operator's locatable underground facilities, provide the excavator with reasonably accurate information by marking their location;

(b) The facility operator's unlocatable or identified but unlocatable underground facilities, provide the excavator with available information as to their location; and

(c) Service laterals, designate their presence or location, if the service laterals:

(i) Connect end users to the facility operator's main utility line; and

(ii) Are within a public right-of-way or utility easement and the boundary of the excavation area identified under subsection (1) of this section.

(4)(a) A facility operator must provide information to an excavator pursuant to subsection (3) of this section no later than two business days after the receipt of the notice provided for in subsection (1) of this section or before excavation commences, at the option of the facility operator, unless otherwise agreed by the parties.

(b) A facility operator complying with subsection (3)(b) and (c) of this section may do so in a manner that includes any of the following methods:

(i) Placing within a proposed excavation area a triangular mark at the main utility line pointing at the building, structure, or property in question, indicating the presence of an unlocatable or identified but unlocatable underground facility, including a service lateral;

(ii) Arranging to meet an excavator at a worksite to provide available information about the location of service laterals; or

(iii) Providing copies of the best reasonably available records by electronic message, mail, facsimile, or other delivery method.

(c) A facility operator's good faith attempt to comply with subsection (3)(b) and (c) of this section:

(i) Constitutes full compliance with the requirements of this section, and no person may be found liable for damages or injuries that may result from such compliance, apart from liability for arranging for repairs or relocation as provided in RCW **19.122.050**(2); and

(ii) Does not constitute any assertion of ownership or operation of a service lateral by the facility operator.

(d) An end user is responsible for determining the location of a service lateral on their property or a service lateral that they own. Nothing in this section may be interpreted to require an end user to subscribe to a one-number locator service or to locate a service lateral within a right-of-way or utility easement.

(5) An excavator must not excavate until all known facility operators have marked or provided information regarding underground facilities as provided in this section.

(6)(a) Once marked by a facility operator, an excavator is responsible for maintaining the accuracy of the facility operator's markings of underground facilities for the lesser of:

(i) Forty-five calendar days from the date that the excavator provided notice to a one-number locator service pursuant to subsection (1) of this section; or

(ii) The duration of the project.

(b) An excavator that makes repeated requests for location of underground facilities due to its failure to maintain the accuracy of a facility operator's markings as required by this subsection (6) may be charged by the facility operator for services provided.

(c) A facility operator's markings of underground utilities expire forty-five calendar days from the date that the excavator provided notice to a one-number locator service pursuant to subsection (1) of this section. For excavation occurring after that date, an excavator must provide additional notice to a one-number locator service pursuant to subsection (1) of this section.

(7) An excavator has the right to receive reasonable compensation from a facility operator for costs incurred by the excavator if the facility operator does not locate its underground facilities in accordance with the requirements specified in this section.

(8) A facility operator has the right to receive reasonable compensation from an excavator for costs incurred by the facility operator if the excavator does not comply with the requirements specified in this section.

(9) A facility operator is not required to comply with subsection (4) of this section with respect to service laterals conveying only water if their presence can be determined from other visible water facilities, such as water meters, water valve covers, and junction boxes in or adjacent to the boundary of an excavation area identified under subsection (1) of this section.

(10) If an excavator discovers underground facilities that are not identified, the excavator must cease excavating in the vicinity of the underground facilities and immediately notify the facility operator or a one-number locator service. If an excavator discovers identified but unlocatable underground facilities, the excavator must notify the facility operator. Upon notification by a one-number locator service or an excavator, a facility operator must allow for location of the uncovered portion of an underground

facility identified by the excavator, and may accept location information from the excavator for marking of the underground facility.
[**2011 c 263 § 4**; **2000 c 191 § 17**; **1988 c 99 § 1**; **1984 c 144 § 3**.]
NOTES:

Report—Effective date—2011 c 263: See notes following RCW **19.122.010**.

Intent—Findings—Conflict with federal requirements—Short title— Effective date—2000 c 191: See RCW **81.88.005** and **81.88.900** through **81.88.902**.

*Damages to facilities on state highways: RCW **47.44.150***.

RCW 19.122.130

Commission to contract with nonprofit entity—Safety committee—Review of violations of chapter.

(1) The commission must contract with a statewide, nonprofit entity whose purpose is to reduce damages to underground and above ground facilities, promote safe excavation practices, and review complaints of alleged violations of this chapter. The contract must not obligate funding by the commission for activities performed by the nonprofit entity or the safety committee under this section.

(2) The contracting entity must create a safety committee to:

(a) Advise the commission and other state agencies, the legislature, and local governments on best practices and training to prevent damage to underground utilities, and policies to enhance worker and public safety; and

(b) Review complaints alleging violations of this chapter involving practices related to underground facilities.

(3)(a) The safety committee will consist of thirteen members, who must be nominated by represented groups and appointed by the contracting entity to staggered three-year terms. The safety committee must include representatives of:

(i) Local governments;

(ii) A natural gas utility subject to regulation under Titles 80 and 81 RCW;

(iii) Contractors;

(iv) Excavators;

(v) An electric utility subject to regulation under Title 80 RCW;

(vi) A consumer-owned utility, as defined in RCW 19.27A.140;

(vii) A pipeline company;

(viii) A water-sewer district subject to regulation under Title 57 RCW;

(ix) The commission; and

(x) A telecommunications company.

(b) The safety committee may pass bylaws and provide for those organizational processes that are necessary to complete the safety committee's tasks.

(4) The safety committee must meet at least once every three months.

(5) The safety committee may review complaints of alleged violations of this chapter involving practices related to underground facilities. Any person may bring a complaint to the safety committee regarding an alleged violation occurring on or after January 1, 2013.

(6) To review complaints of alleged violations, the safety committee must appoint at least three and not more than five members as a review committee. The review committee must be a balanced group, including at least one excavator and one facility operator.

(7) Before reviewing a complaint alleging a violation of this chapter, the review committee must notify the person making the complaint and the alleged violator of its review and of the opportunity to participate.

(8) The safety committee may provide written notification to the commission, with supporting documentation, that a person has likely committed a violation of this chapter,

and recommend remedial action that may include a penalty amount, training, or education to improve public safety, or some combination thereof.
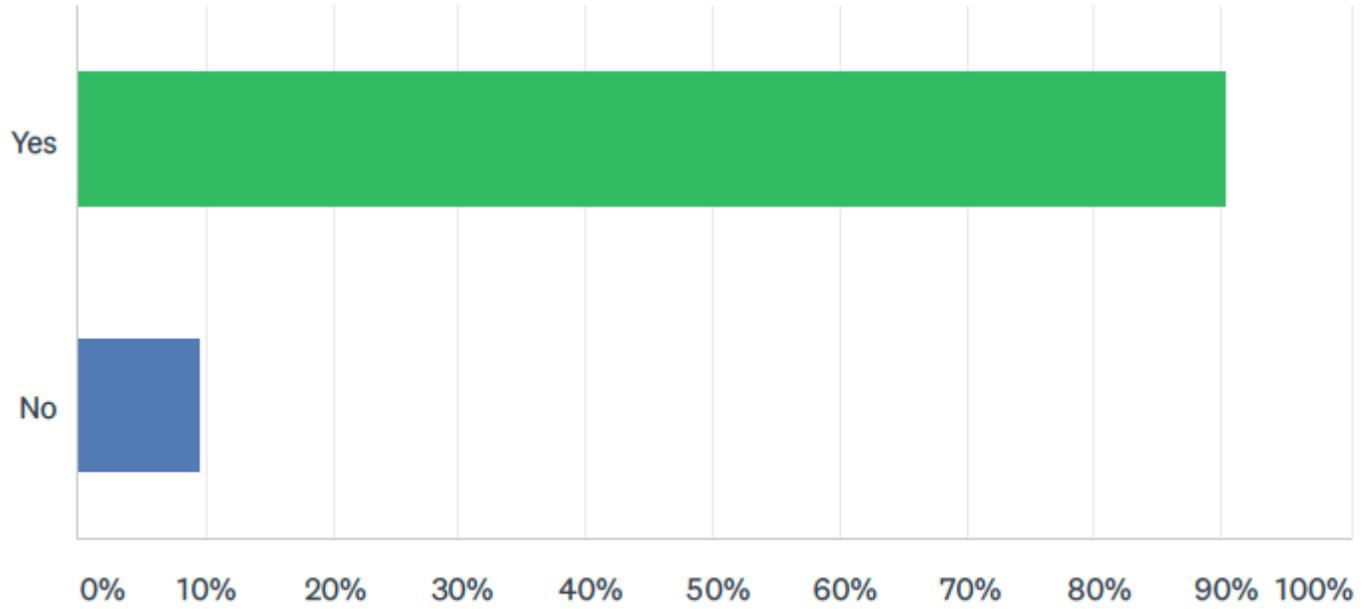[**2020 c 162 § 3**; **2017 c 20 § 1**; **2012 c 96 § 1**; **2011 c 263 § 18**.]
NOTES:

   **Report**—**Effective date**—**2011 c 263:** See notes following RCW **19.122.010**.

Q1 Should mandatory premarking of excavation sites with white paint or stakes be required by OARs?
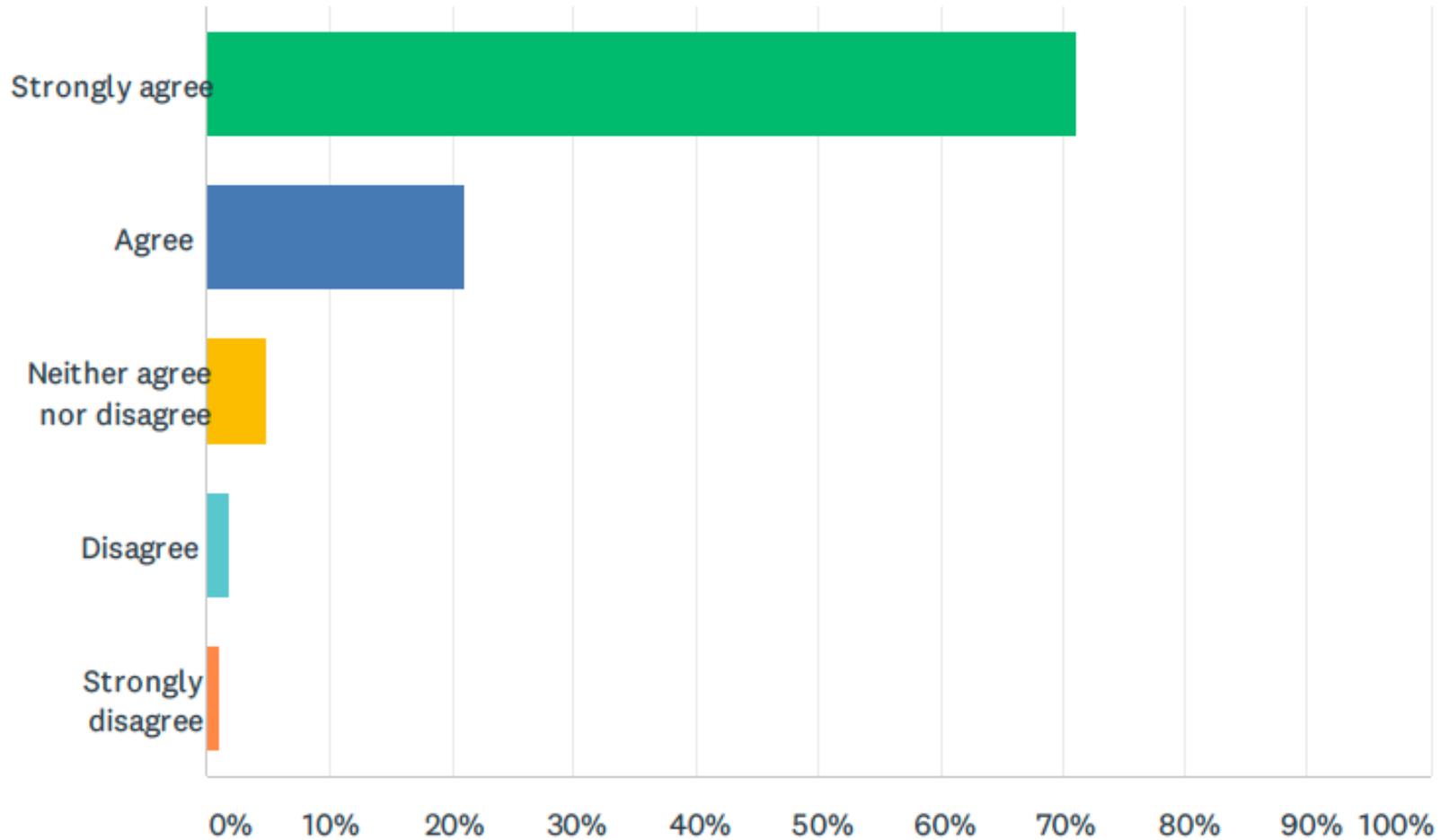
Answered: 103   Skipped: 2

Q2 If these kinds of rules are adopted as OARs, which of the following groups should be required to premark with white paint?

Answered: 102   Skipped: 3

Category	Value
Professional excavators...	~25%
Homeowners only	0%
Both professional...	~75%
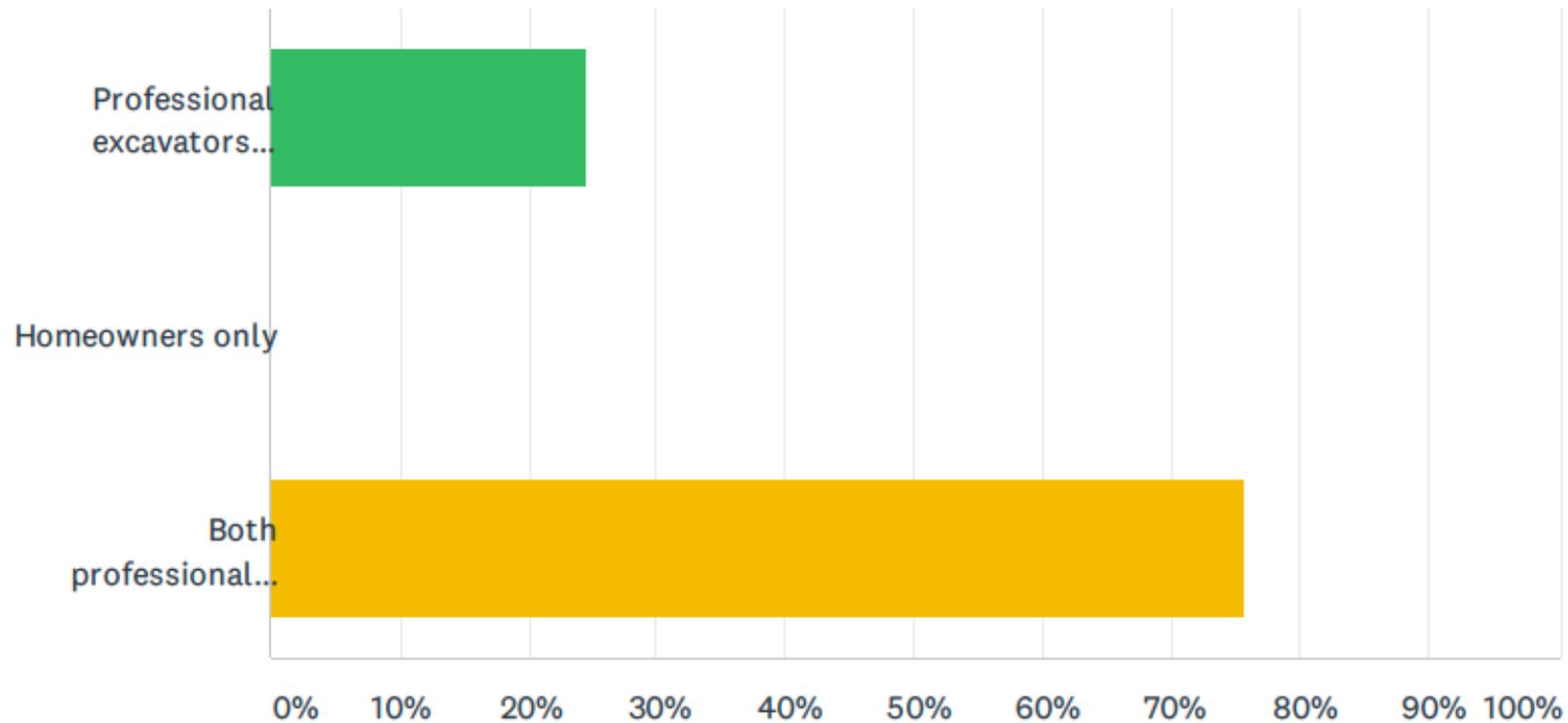
Q3 Premarking excavation sites with white paint will help improve the overall efficiency of the locating process and should be required.

Answered: 104   Skipped: 1

Q4 Premarking excavation sites with white paint will help reduce damages and should be required.

Answered: 105   Skipped: 0
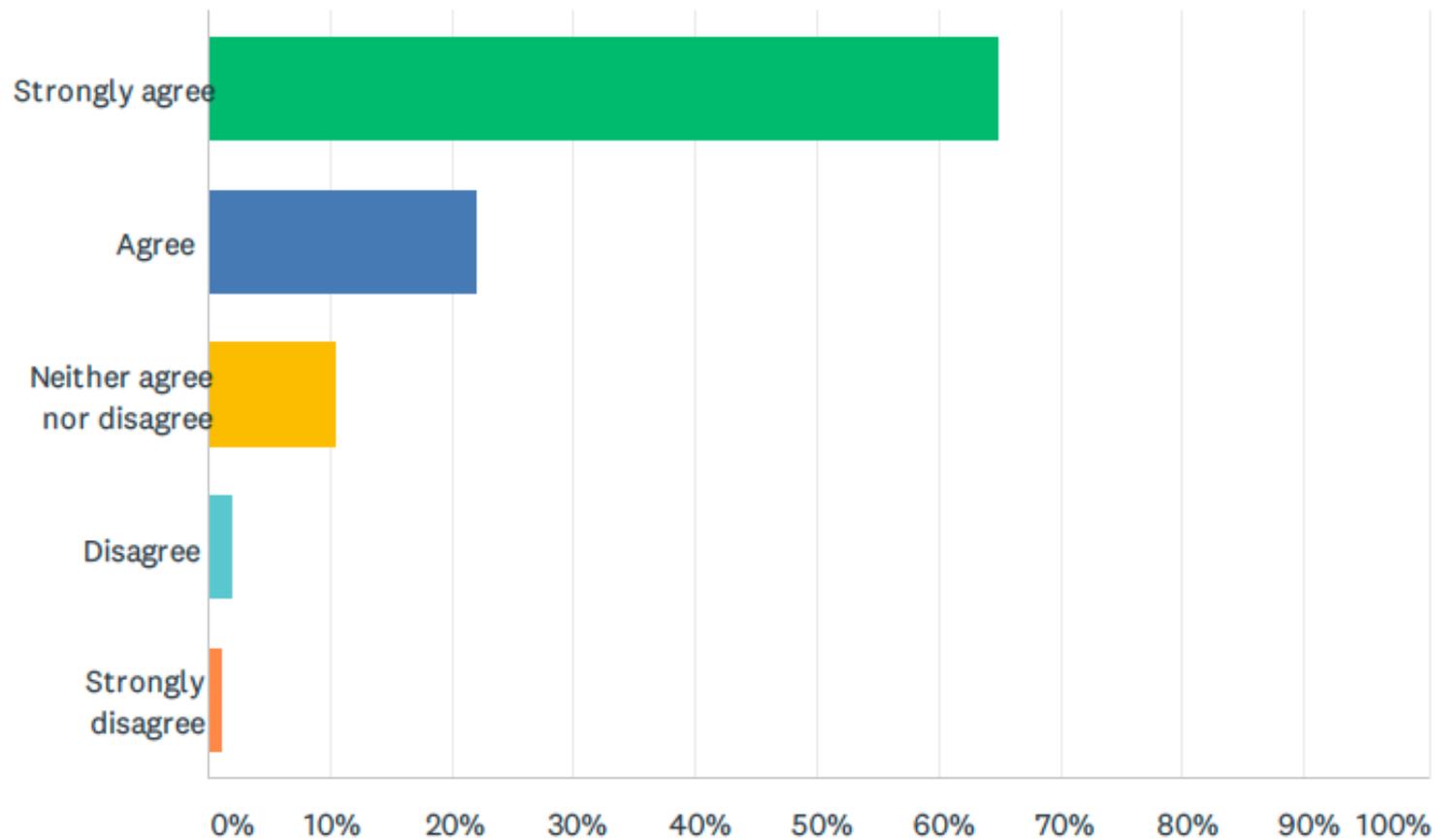
Q5 Premarking with white paint is burdensome for excavators and will not improve locating efficiency.

Answered: 105   Skipped: 0
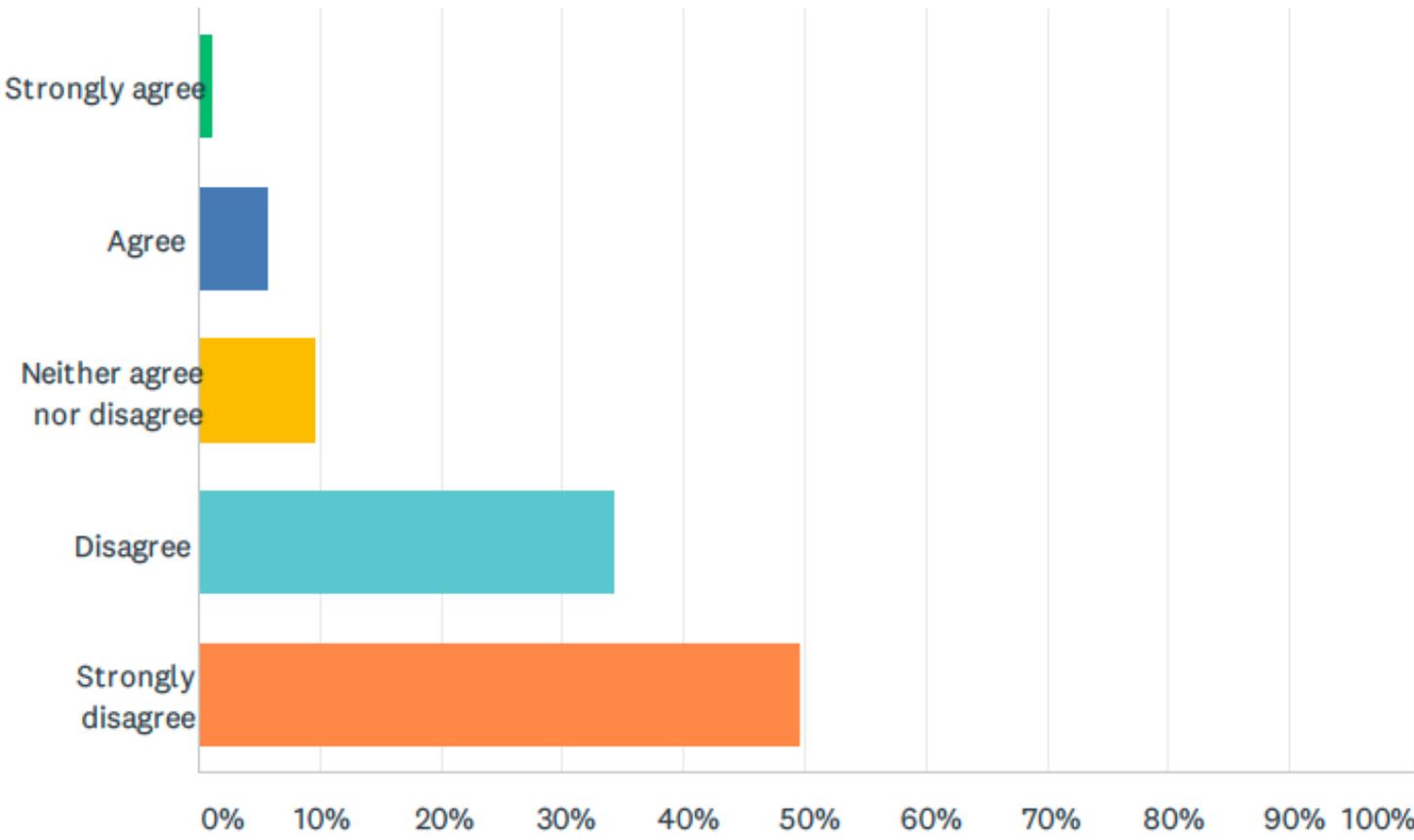
Q6 Premarking with white paint is burdensome to excavators and will not reduce damages.

Answered: 104   Skipped: 1
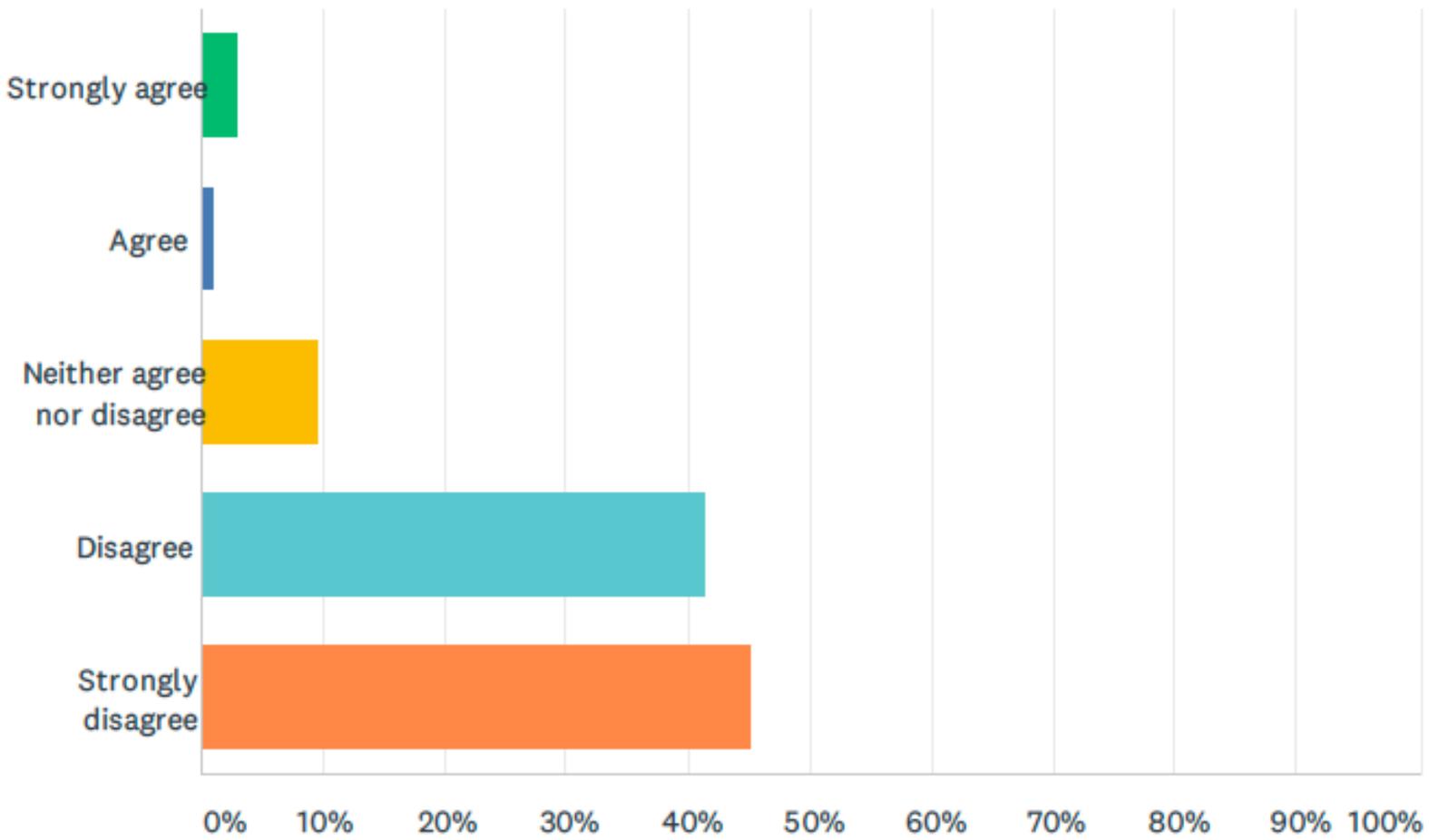
DIG SAFE WA

DESIGN REQUEST SYSTEM
MANUAL

DIG SAFE WA

WELCOME, USER!

Welcome to Dig Safe Washington's online Design Request System.

This program will allow the designer of a project to receive information about underground facilities at a proposed work site and generate a locate request. **This tutorial will help designers learn to navigate the web site in order to use the system.**

Registered designers can use the site for the following functions, depending on their needs:

Entering a Design Information Request (DIR) for member contact information when they are in the planning stages of a job. A DIR provides contact information for facility owners that have underground lines in the area of a design project. Users will be able to enter information about their project, map the area under consideration, and receive contact information for facility owners in the areas of the proposed design.

Converting a DIR to a Design Locate Request (DLR) to obtain marks in the field. Once a designer has contacted the facility owners, it is sometimes necessary to have selected utilities locate in all or a specific portion of the design project. This request will allow you to ask specific facility owners to mark underground facilities.

Looking up any of their previously entered DIRs or DLRs.

IMPORTANT: Please note that **no excavation** can take place on either a DIR or DLR request. Dig Safe Washington must be notified, and a dig ticket filed before any excavation takes place.

Submitting a Design Locate Request (DLR) does not guarantee underground facilities will be marked with paint. Each DLR will be handled on a case-by-case basis by the utilities.

NAVIGATING TO THE DESIGN REQUEST SYSTEM

Click the **"Washington"** button found at the top of the Utility Notification Center homepage (www.callbeforeyoudig.org).
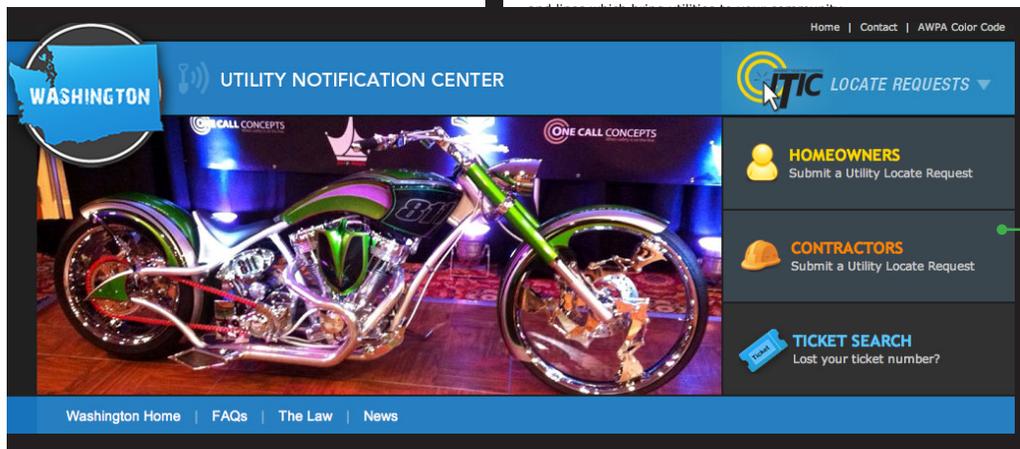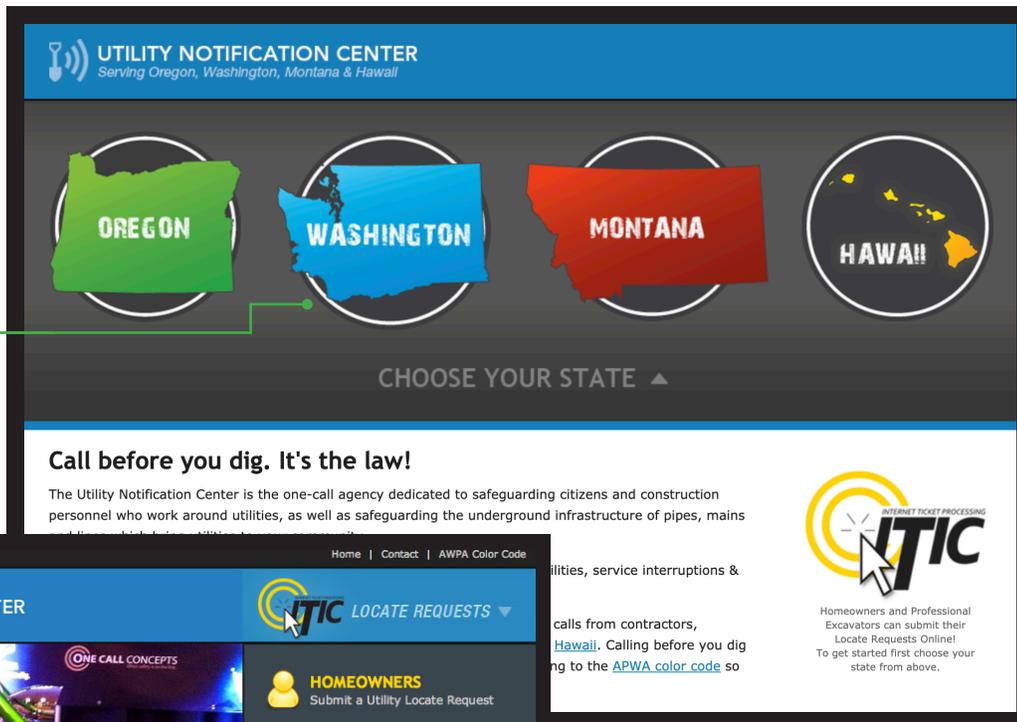
On the next page, click **"Contractors"** button. You will be re-directed to the **Washington One Call ITIC Login Page.**

GET READY TO LOG IN

If a login and password have already been created, enter it in the "**Email**" and "**Password**" fields, then click on the "**Login**" button.

If you are new to the site, you will need to create an account before continuing. This is easily done by clicking on "**Register Now!**" button found just below the sign in area.

ITIC

Washington One Call

LOGIN

Email:

Password:
Forgot your Password?

By logging in, I agree to the **Terms and Conditions**   **LOGIN >**

Don't Have An Account Yet? **REGISTER NOW >**
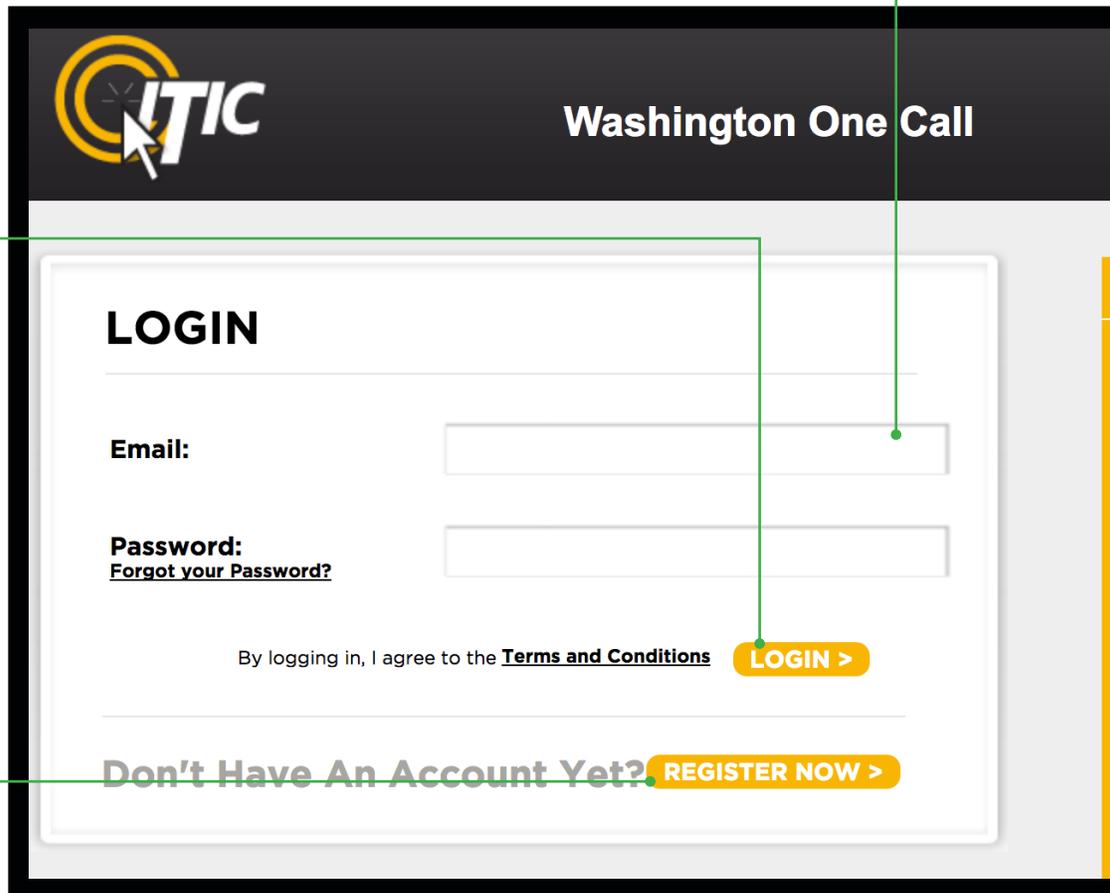
READY TO GO?

After successfully logging into the site, you will be able to choose the next function:

- **Creating a Design Information Request (DIR)**
- **Converting a DIR into a Design Locate Request. (DLR).**

Of course, you need to have created a DIR before you can convert it to a DLR. And at least 5 days must elapse after you create a DIR before you can convert it to a DLR. This gives you the time necessary to contact the facility operators in the area of your project. So we'll look at the process of creating a DIR first. Begin by clicking the "**Design Information Request**" button as shown.
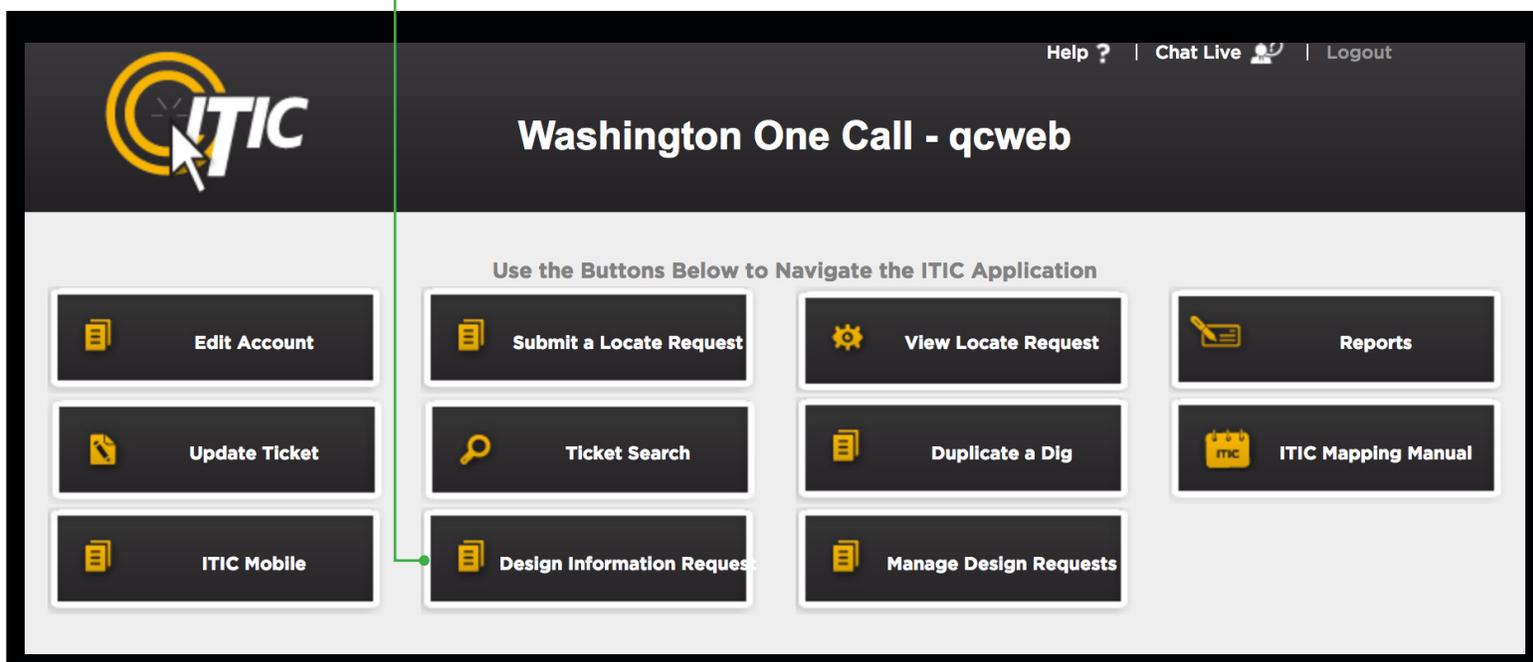
CONTACT INFORMATION

Your contact information will automatically be filled into the first page of the request. You can change this information if required, according to these definitions:

Designer—your company name.
Contact—your name.
Email—your e-mail address.
Tel—your main phone number.
Cel—your cell phone number. (if available)
Fax—your fax number. (if applicable or available)
Alt Tel—an additional contact phone number for you, or someone who is familiar with the project.
Project Title—the name for your job. (e.g. SKYLARK BUILDING PROJECT)
This is to identify the job for future reference.

When you've completed this page, click the "**Next Step**" button to continue.
If you change your mind and want to "back out", click the "**Cancel**" button.

LOCATION INFORMATION

Here's where you describe where your project will take place.

County - Use this drop-down menu to select which county the work will take place in. **NOTE:** only one county per request. If your request crosses county lines, please complete an additional request using the second county name.

City/Place - Use this drop down menu to select the City or place the work will take place in. (Once the County is selected, all cities and townships within that county will be available in the City/Place menu.)

House # (Address) - Enter the number of the address where the work will take place. If there is no physical address, leave this field blank.

Street Name - Enter the street name associated with the address. If there is no address, enter the name of the street in which the project will take place on or along.

Closest Cross Street - Enter the name of the nearest intersecting street to the project, or the intersection at which your project will begin.

Coord Type, Lat/North, Lon/East, Zone - These fields are used to enter Lat/Lon coordinates and require a specific format to obtain accurate results. This information is not required.

Township, Range and Section (TRSQ) - These fields are used to enter Township, Range and Section-Quarter Information (TRSQ). You will need to enter the information in the correct format for accurate results. This information is not required."

Tip: You can type the first letters of the City or Township name and the list will find it for you.

MAP IT

A Brief Introduction
In this section you will learn, in detail, how to use the mapping application to map out your entire area of proposed excavation.

The map will automatically search by the address, intersection, or Lat/Lon provided once you have entered the required ticket information. If the location is found, it will be displayed in the center of the map. Otherwise, you may need to search manually for the correct area. **Once the correct area is found, you will need to draw a polygon on the map to encompass the entire project area. This will determine which utilities appear on the inquiry results list.**

THE MAP

Requested Location
This field will auto - fill the data entered from "Location Information".

Search Results
If ITIC finds one or more matches for your site, the options will be listed here. **Click the drop down list** to view all options and select the correct location. (Not seen in Google View)

*TOP PORTION of ITIC MAP

Step 4:   Map It

Requested Location: 990 MCCORMICK ST NE at PINE AVE NE OLYMPIA

Search Results: found the requested address ← click for more results

Street/Address Search
Use this button to manually search for a specific address, street, intersection, and/or city. (See page 12 for more details)

TRSQ
Use this button to manually search for Township, Range and Section-Quarter. (See page 13 for more details)

Lat/Lon Search
Use this button to manually search for Lat/Lon coordinates. (See page 13 for more details)

FYI Changing the information in the Street/Address Search box **WILL NOT** change the information entered in the Location Information fields. Make changes to Location Information fields separately.

NEED HELP? Hours: Mon - Fri 8a - 5p
Click on the 'Chat Live' icon at the top of any page to chat with a live ITIC specialist while you are processing your locate requests.

MAP IT - Continued

Directional Button
Click the directional button in the direction you would like the map to move.
[You can also "grab" and move the map by holding down the left mouse button.]

Zoom 'In' & 'Out' Bar
Zoom in for more detail by clicking on the plus (+) sign or by dragging the marker up on the bar.
Zoom out for an increased overall view by clicking on the minus (-) sign or by dragging the marker down on the bar.
[You can also zoom in and out by using the middle rolling button on your mouse when your mouse point is on the map.]

View
Change the image of the map to the OCC map view (pictured), **Hybrid** View (See page 16 for example) **Satellite** view (See page 16 for example), or **Google** map view. (See page 14 for example)

Step 4:   Map It

Requested Location: 2801 WESTERN AVE at CLAY ST SEATTLE

Search Results: found the requested address

OCC
Hybrid
Google
Satellite

BELLTOWN

PIER

Google

50 m   Terms of Use
Change Shape Change Size Clear Delete Last

Place: SEATTLE
Grid: T-25N R-4E S-39NW
Lat: 47.616492
Lon: -122.354608

Highlight:
Segment Len:
Total Len:

○ Draw
○ Identify
○ Measure
○ Placemark

Change Shape/Size
Used to change the shape & size of the default polygons.

Draw
Use this function to place points and lines on the map and create an excavation polygon around the your dig site.

Identify
Use this function to identify roads, highways, rivers, creeks, etc., on the map that may not show a name. The name will appear in the bottom section of the map next to "Highlight." Zooming in on the map makes more names visible.
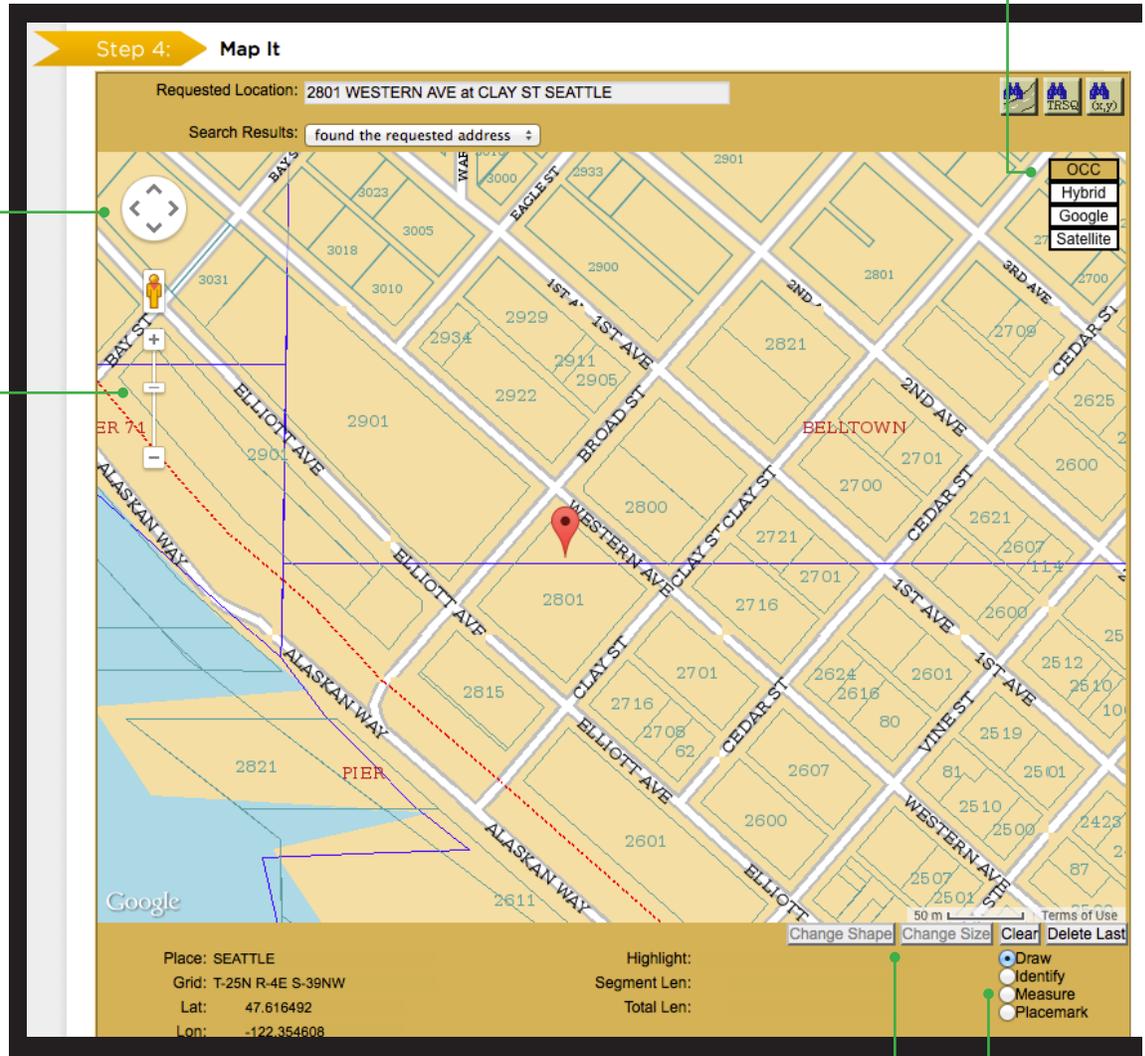
Measure
Use this function to measure the distance between points on the map. Using this tool regularly ensures proper coverage of excavation areas and confirms distances along roads.

Placemark
Use this function to drop a placemark on the map for personal reference. The **Placemark** tool can be very helpful when used in conjunction with the **Measure** tool.

MAP IT - Continued

FINDING THE CORRECT LOCATION ON THE MAP

Automatic Address Search

If the system finds an exact match for the address provided (single address only), ITIC will zoom in and display the location in the center of the map (as shown below). Check the following to confirm the system has found the correct location:

- The street name is spelled correctly.
- The nearest intersecting street provided is the closest intersecting street to the jobsite.
- The city currently displayed is the same as the city provided.
- The Search Results drop down for multiple matching options.

MAP: Automatic Address Search

MAP IT - Continued

Automatic Intersection Search

If there is no address or the address was not found, ITIC automatically performs an intersection search. If the intersection is found, ITIC will zoom in and display the intersection in the center of the map (As shown below). Check the following to confirm the system has found the correct location:

- The street names are spelled correctly.
- The nearest intersecting street provided is the closest intersecting street to the jobsite.
- The city currently displayed is the same as the city provided.
- The Search Results drop down for multiple matching options.

MAP: Automatic Intersection Search

MAP IT - Continued

Manual Street/Address Search
The map will center in the county listed on the ticket.

Use the **Street Search** feature to manually search for the area.

Street Search

Addr	620
Street	BELMONT AVE
Cross Street	E ROY ST
City/Place	SEATTLE

Search   Clear

In the **Street Search box**, the fields default with the information entered in the Location Information. This information can be changed in order to search for different areas on the map. Changing this information does **NOT** change the information in the Location Information fields; it only changes your search criteria. You may enter a single street with the city, another intersection with the city, or just the city itself. **If the new data entered is found, it will be centered on the map.**

If you are working on a street or road with "State", "County", or "Hwy" in the name, and it has an alternate name, **use the alternate name** to expedite the map search.

If you have a number in the street name (hwy or county road) search only the **number.**

FYI Changing the information in the Street/Address Search box **WILL NOT** change the information entered in the Location Information fields. Make changes to Location Information fields separately.

NEED HELP?   Hours: Mon - Fri 8a - 5p

Click on the 'Chat Live' icon at the top of any page to chat with an ITIC operator while you are processing your locate requests.

MAP IT - Continued

Search by Latitude/Longitude
ITIC will automatically search accurate coordinates provided on the ticket.
If you wish to do a manual Lat/Lon search **click the "Lat/Lon Search" button**.

Enter the coordinates in the correct format.
The map will center the coordinates on
the screen with a point if they are found within
the **county** you have provided.

Lat/Lng Search   ☒

| Decimal Lat/Lng | DMS Lat/Lng | GPS | SPCS | UTM |

Lat [   ]
Lng [   ]

○ NAD 27 ◉ NAD 83

[Search]   [Clear]

TRSQ
ITIC will automatically search accurate
Township, Range & Section ¼ (TRSQ)
information provided on the ticket.
If you wish to do a manual TRSQ search,
click the "TRSQ" button.

Enter the TRSQ in the correct format. The grid will appear
in the center of the screen, if it is found within the county you
have provided.

TRS-Q Search   ☒

Township   [   ]
Range   [   ]
Section-Qtr [   ]

[Search]   [Clear]

NEED
HELP?
Click on the 'Chat
Live' icon at the
top of any page to
chat with an ITIC
operator while you
are processing
your locate
requests.
Hours:
Mon - Fri 8a - 5p

MAP IT - Continued

Manual Google Map Search
If the location is not found automatically by ITIC, you may choose to search **Google**.
Click on the **Google button** to change the map view.

The **Search Results drop-down box** will be replaced with a **Google Search field**. The information
in this field is copied from the Requested Location. Click the **search button** to the right of this field to
search the location on the Google map.

To search a different intersection, remove the address, street and intersecting street, and leave the city.
Then enter the new intersection preceding the city in the format shown below:

Requested Location:	27000 DEXTER ST at HARRISON AVE SEATTLE
Google Search:	DEXTER ST at John st SEATTLE Search

After the location is found, you can draw the polygon on the Google map.

Guidelines for **drawing a polygon** on page ___

*If you draw the polygon on the Google map, **you must click the "OCC" (view button) to verify the polygon on the ITIC map before submitting.**

MAP: Manual Google Map Search

Step 4:   Map It

Requested Location: 27000 DEXTER ST at HARRISON AVE SEATTLE
Google Search: DEXTER ST at John st SEATTLE   Search

OCC / Hybrid / Google / Satellite
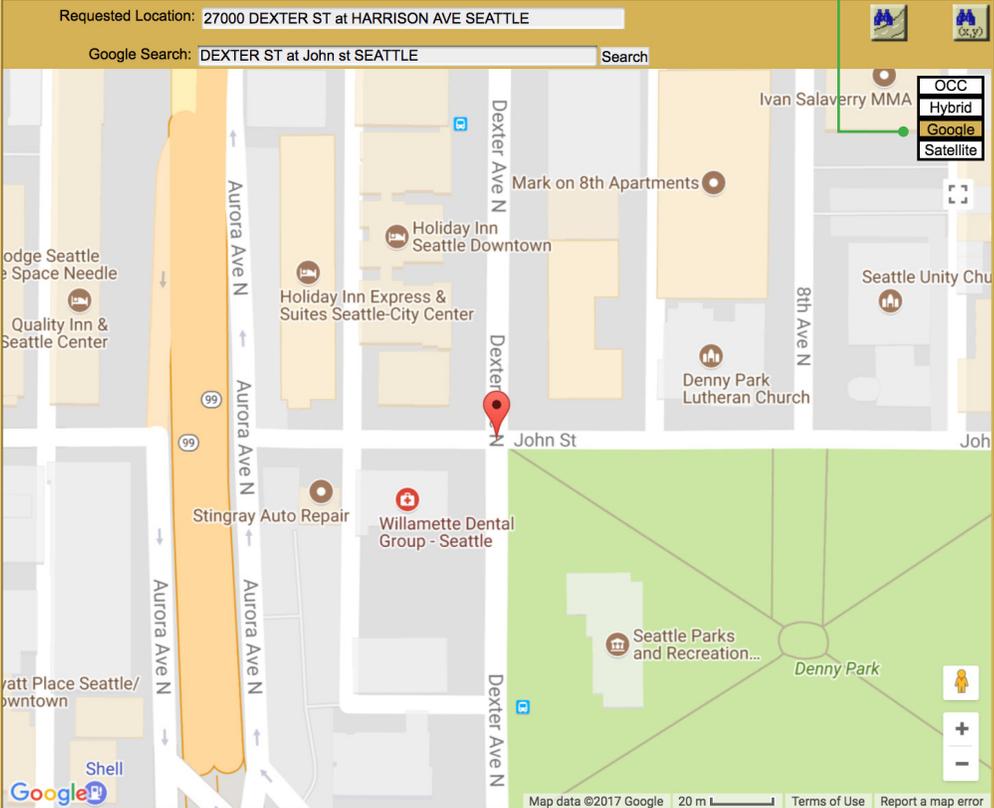
Place: SEATTLE
Grid: T-25N R-4E S-38SE
Lat: 47.618734
Lon: -122.343340

Highlight:
Segment Len:
Total Len:

Draw / Identify / Measure / Placemark

Map data ©2017 Google   20 m   Terms of Use Report a map error
Change Shape Change Size Clear Delete Last

NEED
HELP?
Click on the 'Chat Live' icon at the top of any page to chat with an ITIC operator while you are processing your locate requests.
Hours:
Mon - Fri 8a - 5p

MAP IT - Continued

Hand Drawing the Polygon
Select **"Draw"** and make a **single click** on the map where you would like to set your first point.

(Do not 'drag' the cursor after making a point, the map will move, **click and release** to make points as you go.)

Continue setting points until you completely encompass the entire area of excavation. To close/complete the polygon, simply click the same square point where you began.

POLYGON
POINTERS
• Enclose the entire area described on your ticket with the polygon.

• Always include the **dig street** within the polygon except when describing a dig site with a distance off a street. If you are unsure, enclose **both sides** of the street.

• The polygon should **ALWAYS** cover the entire distance off the side(s) of the road that the work will extend when digging takes place in or along the road.

• **Knowing the side of the road (N, E, S or W) and the direction from the nearest intersecting street will assist you in finding the dig site and drawing an accurate polygon.**

○ Draw
○ Identify
○ Measure
○ Placemark

Step 4:   Map It

Requested Location: 500 SE IRELAND ST at SE 6TH AVE OAK HARBOR

Search Results: found the requested address   <- click for more results

OCC
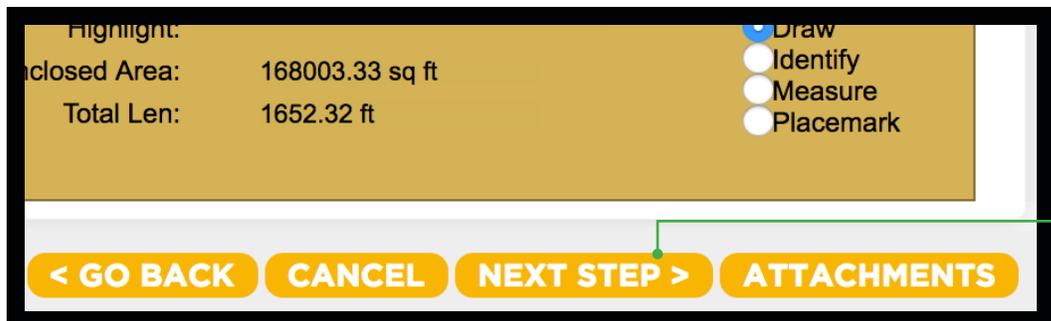Hybrid
Google
Satellite

SE 4TH AVE   SE 4TH AVE

SE GLENCOE ST

SE GLENCOE ST

SE IRELAND ST

SE JEROME ST

SE 6TH AVE

OAK HARBOR

SE IRELAND ST

SE 8TH AV   50 m   SE Terms of Use
Change Shape Change Size Clear Delete Last

Segment Length & Total Length
Segment Length tells you the length of the polygon segment you're working with, Total length tells you the length of the entire polygon SO FAR.

Place: OAK HARBOR
Grid: T-32N R-1E S-38NW
Lat: 48.295029
Lon: -122.646217

Highlight:
Segment Len: 206.01 ft
Total Len: 1256.70 ft

○ Draw
○ Identify
○ Measure
○ Placemark

HERE'S A TIP
Always check "Place" displayed at the bottom left corner of the map. This will show the city/place your mouse pointer is in. If your cursor is in an off-white area the "Place" will be blank representing that you are outside city limits.

MAP IT - Continued

Measuring to a specific point

You can use the draw or measure function to determine distances on the map. Place the first point at the intersection, then click to make points following the road to the end point. Watch 'Total Length' indicator at the bottom of the map. Once you have measured the appropriate distance, click on "draw" (or "clear" if you used the "draw" tool to measure) and draw the polygon to encompass the entire worksite at that point.
If you find that the distance measured on the map is different than the distance you have entered in the Location Description, correct the distance in the Location desciption.

Modifying the Polygon

Place your cursor on any small square found on the polygon border(s) you wish to modify (the modification point). Continue holding the mouse button and stretch the polygon by dragging the point to another position.
- or -
Click and release to detach the point from the polygon and move the point to a new area on the map.
Click the mouse button (right or left) to set the new point. Repeat these steps until you have re-shaped the polygon to encompass the entire excavation area.

Using the Satellite and Hybrid Options to Verify the Location

You can view an aerial map of the site location by clicking the **Satellite** button. Clicking the **Hybrid** button will display satellite imagery overlaid with OCC road map information. The Satellite and Hybrid map views can help you verify that the polygon is in the correct location and large enough to cover your work area. If you need to make changes, click the "**clear**" button and redraw the polygon.

Hybrid View

Satellite View

DIR VERIFICATION PAGE

When you have finished mapping, click **Next Step** at the bottom of the page.

Highlight:
closed Area: 168003.33 sq ft
Total Len: 1652.32 ft

○ Draw
○ Identify
○ Measure
○ Placemark

< GO BACK   **CANCEL**   **NEXT STEP >**   **ATTACHMENTS**

This will bring you to the **Design Information Request Verification** page.

Main Menu 🏠 | Help ❓ | Chat Live 💬

Washington One Call

PLEASE VERIFY YOUR DESIGN INFORMATION REQUEST

Project Title:
Designer: TOREN BROTHERS EXCAVATING
Contact: EDDIE DEAN
Email: briancasey@occinc.com
Tel: 5555555555
Fax:
Alt Tel: 5555555566
County: KING
City/Place: SEATTLE
House #:   1806
Street Name: E UNION ST
Closest Cross Street: 18TH AVE
Section/Qtr:
Lat/North:
Lon/East:

THIS IS NOT A VALID DIG TICKET

GO BACK   NEXT STEP

When you are satisfied that all information is correct, click **Next Step.**

INQUIRY RESULTS

You will then see a listing of facility owners registered with Dig Safe Washington in the area chosen. (You will also receive this same list via e-mail once the DIR is completed.) This will provide you with the name of the company, the contact person with that company, and a contact phone number and e-mail for the contact (if on file with the center). **You can print this list for future reference using the print function of your browser.**

Underground facility owners will not receive this information. It will be your responsibility to contact them and request the information you need for your project.

INQUIRY RESULTS

(ATT08) AT&T CORP
Contact Name: JEAN RILEY-GIS DB ADMIN MGR
Contact Phone: 7709185433
Contact Email: NJRILEY@ATT.COM
(CC7700) COMCAST CABLE
Contact Name: CURTIS HANNAH
Contact Phone: 2538644383
Contact Email: CURTIS_HANNAH@CABLE.COMCAST.COM
(MTRMED01) ZAYO FNA ABOVENET
Contact Name: MOLLY HAUCK
Contact Phone: 4434032037
Contact Email: MOLLY.HAUCK@ZAYO.COM
(PUGG03) PUGET SOUND ENERGY GAS
Contact Name: STEVEN MAR- SR GIS TECH SYS AN
Contact Phone: 4254575701
Contact Email: STEVEN.MAR@PSE.COM
(QLNWA16) CTLQL-CENTURYLINK
Contact Name: THOMAS D STURMER- 303-453-9927
Contact Phone: 7205788090
Contact Email: THOMAS.STURMER@CENTURYLINK.COM
(SEACL01) SEATTLE CITY LIGHT
Contact Name: DAWN NELSON - LOC CREW CHIEF
Contact Phone: 2067301059
Contact Email: DAWN.NELSON@SEATTLE.GOV
(SEAH2001) SEATTLE PUBLIC UTILITIES-WATER
Contact Name: JIM MCNERNEY
Contact Phone: 2066844626
Contact Email:
(SEASIG01) SEATTLE D.O.T.
Contact Name: ROBERT ROBERTS-CREW CHEIF
Contact Phone: 2063863711
Contact Email:
(SEAWW01) SEATTLE PUBLIC UTILITIES- DWW
Contact Name: ALBERT GONZALES- P&S SUP.
Contact Phone: 2066847887
Contact Email: ALBERT.GONZALES@SEATTLE.GOV
# of Districts: 9

(QLNWA16) CTLQL-CENTURYLINK
Contact Name: THOMAS D STURMER- 303-453-9927
Contact Phone: 7205788090
Contact Email: THOMAS.STURMER@CENTURYLINK.COM

< GO BACK   CANCEL   NEXT STEP >

Once you've finished reviewing the list, click "**Next Step**" to continue.
If you want to abandon your work, click the "**Cancel**" button.
If you need to fix something, click the "**Go Back**" button.

REQUEST COMPLETED!

You can choose to **View** your request, or return to the main page by clicking **Continue**. Your request will be saved and can be accessed from the **Manage Design Requests** page.

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Washington One Call

Do NOT hit the "Back" button!

Your Design Information Request number 550000063 has been completed!
Please keep the above request number as proof of your request.
Click "View Request" to display the request you just submitted.
Click "Continue" to return to request search.

View Request   Continue

REQUEST COMPLETED!

WASHINGTON ONE CALL

Ticket No:	550000068	**DESIGN INFORMATION**			
Original Call Date:	12/27/17	**Time:**	6:54 AM	**Op:**	webusr6
Work to Begin Date:	12/30/17	**Time:**	12:00 AM		
Viewing Date:	12/27/17	**Time:**	6:55 AM	**Op:**	webusr6

Caller Information
Company: TOREN BROTHERS EXCAVATING   **Best Time:**
Contact Name: EDDIE DEAN   **Phone:**   (555)555-5555
Alt. Contact: JAKE CHAMBERS   **Phone:**   (555)555-5566
                                                     Fax Phone:

Email Address: briancasey@occinc.com

Dig Site Information
Type of Work:
Work Being Done For:

Dig Site Location
State: WA   County: SPOKANE
Place: SPOKANE
Address: 424
Street: S DIVISION ST
Intersecting Street: 5TH AVE
Location of Work:

Remarks:
AREA MARKED IN WHITE PROJECT TITLE: MARKARTH MINERALS OFFICE
Map Twp: 25N   **Rng:** 43E   **Sect-Qtr:** 20-NW,19-NE
Map Coord NW Lat: 47.6522788   **Lon:** -117.4134502   **SE Lat:**   47.6514007   **Lon:** -117.4111590

If you wish to view the map associated with your request, click the globe, or "**Show Map**" button. You can also print your request from the "**View Request**" screen. Just click the "**Printer**" button. Once finished, you can click the "**X**" button to go back to the previous window.

Remember, the Design Information request (DIR) does not send the request to the utilities. It is only to provide you with a list of design contacts for those utilities that are participating in the Design Request System.

CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST

Once you have contacted the facility owners for information, or you find you need to have underground facilities physically marked at a specific location, it is easy to take a DIR and convert it directly into a Design Locate Request. **NOTE: At least 5 business days must elapse before converting a Design Information Request into a Design Locate Request**. Please remember that a Design Locate Request should only be initiated when:

1. You have waited the 5 business days
2. You have spoken to the facility owners, and you are still unclear as to the exact site of a particular underground facility
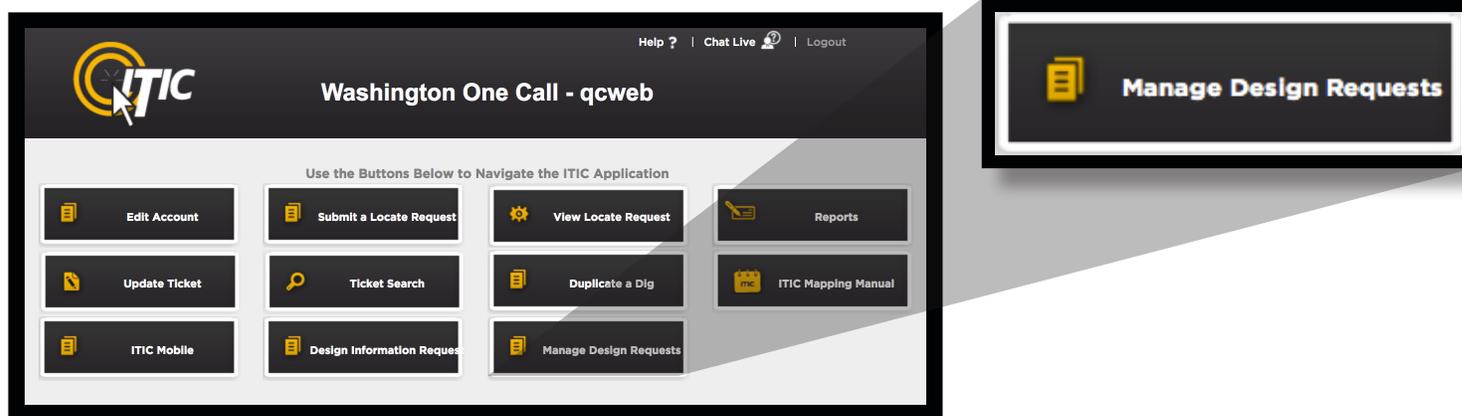
Please note that **no excavation can take place** with a Design Locate Request. You must notify Dig Safe Washington for a dig ticket.

Select the DIR you wish to convert by clicking on it. Begin by clicking the "**Convert**" button at the bottom of the screen.
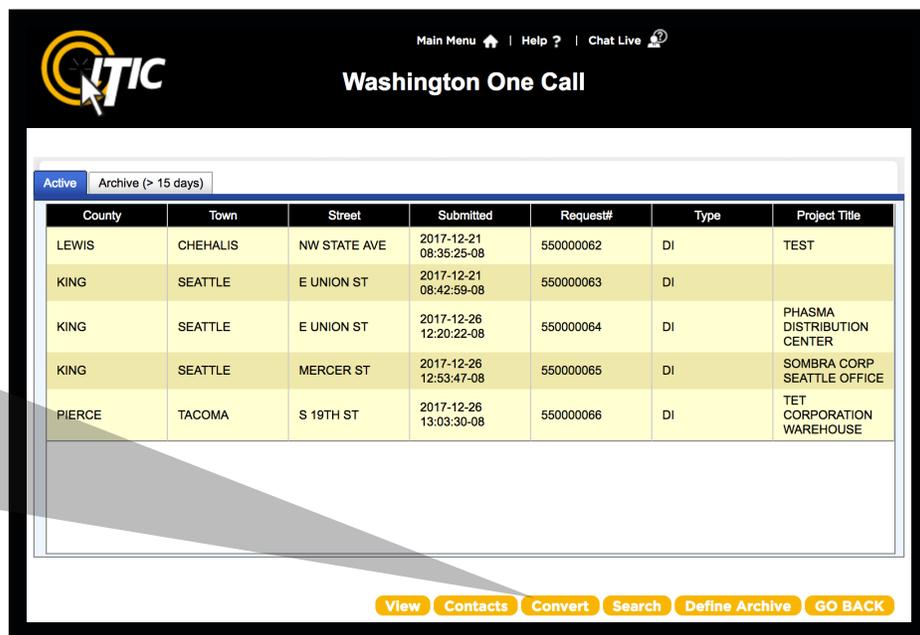
Submitting a Design Locate Request (DLR) does not guarantee underground facilities will be marked with paint. Each DLR will be handled on a case-by-case basis by the utilities.

CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST - Continued

Fill in the fields as needed (please note that your company's information is already listed in the proper fields).

Project Title - Name of the project.

Alt Tel - An additional phone number by which the main contact person can be notified. (optional)

Best Time to Call - The best time frame to contact you.

Working For Company - The entity for which you are doing this design.

Type of Work - The type of design that is being done.

ITIC

Washington One Call

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DESIGN LOCATE REQUEST FORM

Step 1:   **Enter/Verify Contact Information**

Project Title:	FINN POWER STATION
Designer:	TOREN BROTHERS EXCAVATING
Contact Name:	EDDIE DEAN
Email:	briancasey@occinc.com
Phone#	555-555-5555
Cell Phone#	
Fax:	
Alt Phone:	555-555-5566
Best Time:	

Step 2:   **Enter/Verify Excavation Information**

Type of Work:	EXCAVATE FOUNDATION FOR NEW
Working For Company:	FINN ENERGY LLC

CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST - Continued

Once you've moved on to the next page, you must verify the information that has been transferred from the original DIR. **This information cannot be changed - if it must be changed, you will need to submit a new DIR.**

Please note that, while your location information has been copied into the screen from the original request, several new fields have been added.

NOTE: Do not use punctuation in the **"Locating Instructions"** field.

While the scope of the project can be increased, any increase should be minimized to include only the area in question. For example, your original project may stretch over ½ mile; however, if the area you are concerned about stretches for only 200 feet, then make that clear in the marking instructions.

NOTE: Your request will require a minimum of 5 business days, rather than 48 hours.

Add specific marking instructions in order for the locate to be completed. The area you have mapped does not affect how the facility owners mark their lines. They will require specific marking instructions before they can go and mark them. You will not be able to request a meeting to show where the markings need to be done.

Once you are satisfied with your request, click "**Next Step**" to continue. As before, you can use the "**Go Back**" button to go back and the "**Cancel**" button to abandon the ticket.

Submitting a Design Locate Request (DLR) does not guarantee underground facilities will be marked with paint. Each DLR will be handled on a case-by-case basis by the utilities.

CONVERTING A DESIGN INFORMATION REQUEST
TO A DESIGN LOCATE REQUEST - Continued

Finally, you will be given a list of facility owners in the given area. You can choose the facility owner(s) that you would like to mark lines in the area of your project. To do this, simply check the box on the left side of the specified facility owner. If you need to notify each of them, check the "**select/deselect all**" box. You can also use this box to clear the entire list and start over.

Click "**Next Step**" to continue. If you need to make changes, click the "**Go Back**" button on the window to go back. **DO NOT USE THE BACK BUTTON ON YOUR BROWSER**. The "**Cancel**" button can be used to abandon the ticket.

Submitting a Design Locate Request (DLR) does not guarantee underground facilities will be marked with paint. Each DLR will be handled on a case-by-case basis by the utilities.

REQUEST COMPLETED!

You can choose to view your request or continue back to the main page. Your request has been saved and can be accessed from the main menu.

Once you submit the request, you will receive notification of the Design Locate Request via e-mail. **Please note that this is not an actual ticket, and that no excavation can be done using this. If excavation is planned, notify Dig Safe Washington for a routine dig ticket.**
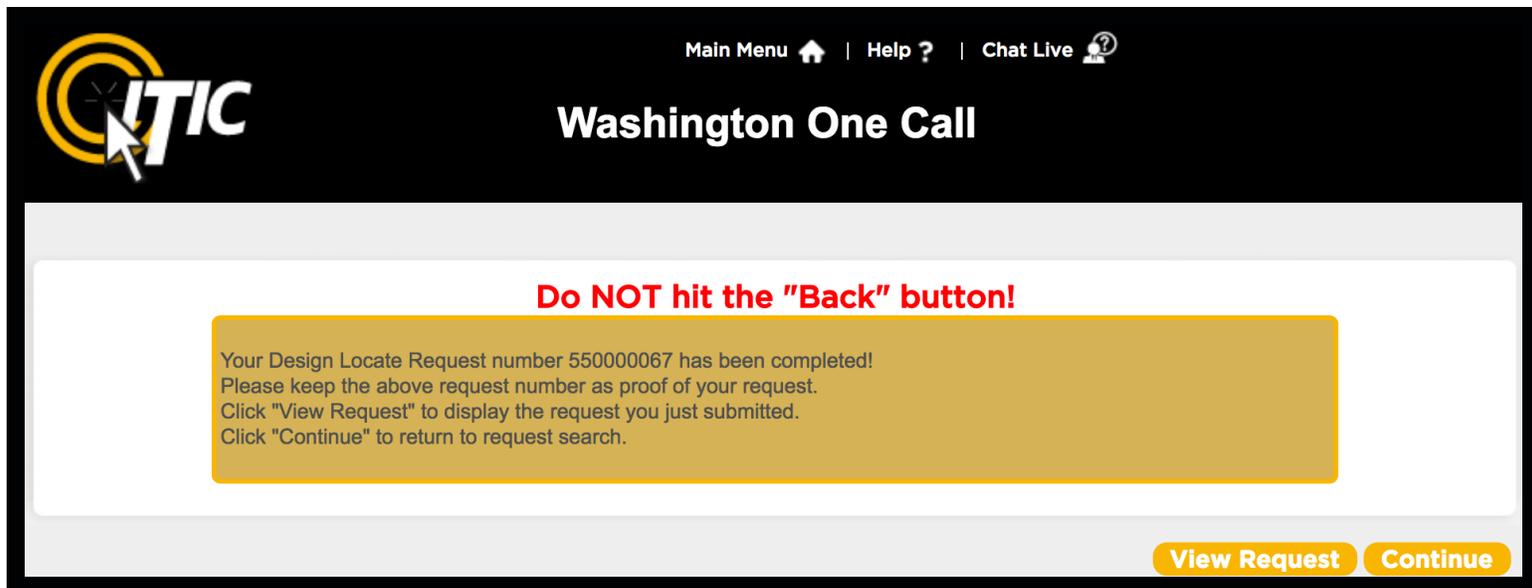
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Washington One Call

Do NOT hit the "Back" button!

Your Design Locate Request number 550000067 has been completed!
Please keep the above request number as proof of your request.
Click "View Request" to display the request you just submitted.
Click "Continue" to return to request search.

View Request   Continue

RE-USING A DESIGN LOCATE REQUEST

You may find it necessary to have a different portion of your design area marked than was originally described or you may need an operator to return to the site because marks have been obliterated. If you do, use the existing design locate request to ask for these markings.

Access the list of available requests through the **"Manage Design Requests"** menu button as you did when you first converted the Design Information Request.

Select the DLR you wish to convert by clicking on it. Click the "**Convert**" button at the bottom of the screen. You will be able to access all the editable fields as you did when you first converted the DIR.

Submitting a Design Locate Request (DLR) does not guarantee underground facilities will be marked with paint. Each DLR will be handled on a case-by-case basis by the utilities.

Remember that **no excavation can take place with a Design Locate Request**. You must notify Dig Safe Washington for a dig ticket.

CONTACTS

While managing your work, you may need to look up the contact list from a previous ticket.
This is easy to do with the "**Contacts**" button on the Manage Design Requests screen.

Contacts

ITIC

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Washington One Call

	Active	Archive (> 15 days)					
County	Town	Street	Submitted	Request#	Type	Project Title
LEWIS	CHEHALIS	NW STATE AVE	2017-12-21 08:35:25-08	550000062	DI	TEST
KING	SEATTLE	E UNION ST	2017-12-21 08:42:59-08	550000063	DI	
KING	SEATTLE	E UNION ST	2017-12-26 12:20:22-08	550000064	DI	PHASMA DISTRIBUTION CENTER
KING	SEATTLE	MERCER ST	2017-12-26 12:53:47-08	550000065	DI	SOMBRA CORP SEATTLE OFFICE
PIERCE	TACOMA	S 19TH ST	2017-12-26 13:03:30-08	550000066	DI	TET CORPORATION WAREHOUSE
LEWIS	CHEHALIS	NW STATE AVE	2017-12-26 13:14:56-08	550000067	DL	FINN POWER STATION
SPOKANE	SPOKANE	S DIVISION ST	2017-12-27 06:54:01-08	550000068	DI	MARKARTH MINERALS OFFICE

View **Contacts** **Convert** **Search** **Define Archive** **GO BACK**

CONTACTS - Continued

Scroll through the list of Design Requests that appear on your screen. Select the one that you would like to view the contacts for by clicking on it. It will be highlighted in **blue** as shown.

Washington One Call

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Active | Archive (> 15 days)

County	Town	Street	Submitted	Request#	Type	Project Title
LEWIS	CHEHALIS	NW STATE AVE	2017-12-21 08:35:25-08	550000062	DI	TEST
KING	SEATTLE	E UNION ST	2017-12-21 08:42:59-08	550000063	DI	
KING	SEATTLE	E UNION ST	2017-12-26 12:20:22-08	550000064	DI	PHASMA DISTRIBUTION CENTER
KING	SEATTLE	MERCER ST	2017-12-26 12:53:47-08	550000065	DI	SOMBRA CORP SEATTLE OFFICE
PIERCE	TACOMA	S 19TH ST	2017-12-26 13:03:30-08	550000066	DI	TET CORPORATION WAREHOUSE
LEWIS	CHEHALIS	NW STATE AVE	2017-12-26 13:14:56-08	550000067	DL	FINN POWER STATION
SPOKANE	SPOKANE	S DIVISION ST	2017-12-27 06:54:01-08	550000068	DI	MARKARTH MINERALS OFFICE

CONTACTS - Continued

You will be directed to a listing of the companies affected by your request.
You can print this list for future reference using the print function of your browser.

```
Design Inquiry Results for Request # 550000065

( METRAN01 ) METRO TRANSIT
Contact Name : SHERMAN WILLIS
Contact Phone: 2062636580
Contact Email: SHERMAN.WILLIS@KINGCOUNTY.GOV

( KCMTRO01 ) KING CNTY METRO SEWER
Contact Name : SHAUN O'NEIL- SR GIS ANALYST
Contact Phone: 2066841671
Contact Email: SHAUN.ONEIL@KINGCOUNTY.GOV

( MTRMED01 ) ZAYO FNA ABOVENET
Contact Name : MOLLY HAUCK
Contact Phone: 4434032037
Contact Email: MOLLY.HAUCK@ZAYO.COM

( SEACL01 ) SEATTLE CITY LIGHT
Contact Name : DAWN NELSON - LOC CREW CHIEF
Contact Phone: 2067301059
Contact Email: DAWN.NELSON@SEATTLE.GOV

( SEAH2001 ) SEATTLE PUBLIC UTILITIES-WATER
Contact Name : JIM MCNERNEY
Contact Phone: 2066844626
Contact Email:

( SEASIG01 ) SEATTLE D.O.T.
Contact Name : ROBERT ROBERTS-CREW CHEIF
Contact Phone: 2063863711
Contact Email:

( ATTTCI02 )
Contact Name : STEVE HIATT-REG ENG MGR
Contact Phone: 2538644378
Contact Email: STEVE_HIATT@CABLE.COMCAST.COM

( QLNWA16 ) CTLQL-CENTURYLINK
Contact Name : THOMAS D STURMER- 303-453-9927
Contact Phone: 7205788090
```

Once you have finished, click the "**Back**" button on your browser to return to the **Manage Design Requests** menu.

SEARCHING COMPLETED REQUESTS

It's easy to search for a previous request. First, click the "**Search**" button at the bottom of the "**Manage Requests**" window.

A search window with the list of available fields will pop up.

Fill in any relevant fields and click "**Search**" to view your results.

To perform another search, click the "**Clear**" button in the search window. Once the form is cleared, click the "**Search**" button to access all records once again.

You can also restart the searching process by exiting the Manage Design Requests menu and re-entering it.

ARCHIVE

The **Archive** feature will automatically store **Design Information Requests** and **Design Locate Requests** of a certain age in the **Archive** section of the **Manage Design Requests** page. You can access your **Archive** section by clicking the **Archive** tab on the **Manage Design Requests** page.

County	Town	Street	Submitted	Request#	Type	Project Title
LEWIS	CHEHALIS	NW STATE AVE	2017-12-21 08:35:25-08	550000062	DI	TEST
KING	SEATTLE	E UNION ST	2017-12-21 08:42:59-08	550000063	DI	

Active | Archive (> 5 days)

View | Contacts | Convert | Search | Define Archive | GO BACK

ARCHIVE

Design Information Requests and **Design Locate Requests** are automatically placed in the Archive section based on how long ago the Design Request was filed. This timeframe will default to 15 days, but can be altered to whatever timeframe you would like by clicking the **"Define Archive"** button.

For instance, setting the Define Archive number to "0" will result in all DIRs and DLRs being placed in the archive section, as all DIRs and DLRs are at least 0 days old.

You may still convert a **Design Information Request** into a **Design Locate Request** from the Archive page, as normal (provided the requisite minimum time has passed).

EDIT YOUR CONTACT INFORMATION

You can use the "**EDIT ACCOUNT**" button to edit your information at any time. Once you have completed your edits, click the "**Save Changes**" button to update your record. **NOTE: Either a Company Phone or Cell Phone is required.**