

Training & Education Committee Minutes

Tuesday, January 18, 2022, 10 a.m. | Zoom Meeting

Members: Mitch Burghlea, Micah Brown, Melanie Lewis, Connor Toney, Scott Crosby, Kitty O'Keefe, Josh Thomas.

Guests: Kevin Hennessy (pending appointment to board); Susan Sullivan & Brian Logsdon from OCC

1. Announcements and Introductions

- a. Mitch called the meeting to order at 10:01 a.m. and introductions were made.
- b. A motion from Scott C was made to approve minutes from 10.27.21 and seconded by Melanie.
- c. Kitty to post on website.
- d. Chair Statement: Mitch welcomed members and guests.

2. New Business

- a. Discuss with OCC: provide monthly virtual ITICnxt training:
 - i. Susan Sullivan is the Damage Prevention liaison with Miss Utility and was introduced to the group.
 - ii. Susan shared with members she provides a monthly virtual class for her members. They send out an eBlast with dates quarterly that includes a four month out schedule. In her presentation to her members she covers the 4 main excavator tools used in nxt. She feels strongly about holding the class as members have access during the transition even with her directly for Q&As. Their state has not put a cut off date yet.
 - iii. Melanie commented she had attended Susan's class last week and think this a great opportunity. She like that Susan included their dig law rules that pertained to proper ticketing.
 - iv. Kevin asked, how do we put a training together? Do we know the companies that are not using this new tool?
 - v. Kitty emailed Scott & Brian at the Call Center to request a report from Search & Status that can show what companies have not yet used the new system.
 - vi. Melanie would like Josh to create a 'general email' that each company could send out to their employees. This might help alleviate spam emails and more people might take notice as we try to let the public know about the new ITICnxt. Melanie will contact Josh.
 - vii. Micah shared we should provide an '811 Training'. We need to get Josh involved.
 - viii. Mitch has been trying to discuss this with Josh. Create a training that covers the Oregon Dig Laws/Damage Prevention/ITICnxt. Josh would develop this training & provide it.
 - ix. Kevin added the PUC is seeing better notifications.
 - x. Kevin added a contractor who specializes in adult training should guide the scope of training. Is this Josh?
 - xi. Kevin added suggestions for the 811 training: when he talks OAR- people loose interest. He suggested the 811 training to include: how we want people to interface with the Call Center. This can be a huge opportunity for all.
- b. ITICnxt – 1-page flyer
 - i. Asked why this flyer was designed? Kitty shared is was requested during the OAR meeting by some members on Nov. 19, 2021
 - ii. Kitty will make some adjustments requested.
 - iii. Dormers will print and place a flyer in upcoming 811 online order.
 - iv. Do we put on our website? No, info on website covers ITICnxt

3. Old Business - none

4. For the Good of the Order - none

5. Next Meeting : tbd

Meeting adjourned at 11:25am. Minutes submitted by Kitty O'Keefe on Jan.19, 2022

Attachment #1

952-001-0080

Design Information Requests and Design Locate Requests

A Design Information Request (DIR) must be processed before a Design Locate Request (DLR) can be made. This is not a request for marks from utilities, but is in place to provide the designer with a list of contacts for those utilities that have facilities in the proposed area of design. If the Designer determines that marks are needed to complete their design, after 5 business days, the DIR can be converted into a DLR.

1. After a designer notifies the Oregon Utility Notification Center with a **Design Information Request (DIR)**, the operator of the underground facilities must:
 - a) Provide the excavator the best description available to the operator of the unlocatable underground facilities in the area of the proposed excavation including as-constructed drawings, or other facility maps that are maintained by the facility operator; **or**
 - b) Contact the person requesting design information and agree on a time, prior to the beginning of the proposed project, for exchange of the information required under subsection (a) or subsection (b) of this section of this rule.
2. **Within 10 business days** but not before 5 business days after the submittal of a DIR. The designer may notify the Oregon Utility Notification Center of a Design Locate Request, the operator of the underground facilities must:
 - a) Mark within 24 inches of the outside lateral dimensions of both sides of all of its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 2 inches;
 - (1) If a designer intends to perform work at multiple sites or over a large area, the designer must take reasonable steps to work with the facility operators, including preconstruction meetings, so that the operators may locate their facilities at a time reasonably in advance of the actual start of survey or design for each phase of work.
 - (2) ***All DLR's must be proceeded by a DIR but no earlier than 5 days after DIR is submitted.*** *No excavation can take place on either a DIR or a DLR, these requests are for design purposes only.*

Stat. Auth.: ORS 757.552

Stats. Implemented: ORS 757.552

Hist.: OUNC 1-1997, f. & cert. ef. 4-17-97; OUNC 1-2014, f. & cert. ef. 3-7-14

There will also need to be new definitions added for both DIR and DLR in OAR 952-001-0010:

“Design Information Request” means the process to provide contacts of all participating operators with available underground facility information from all operators notified within the requested area.

“Design Locate Request” means a request to have all known underground facilities marked, staked, or located by all operators notified within the requested area.

Attachment #2

952-001-0080

Design Information Requests and Design Locate Requests

(1) A Design Information Request (DIR) must be processed before a Design Locate Request (DLR) can be made. This is not a request for marks from utilities, but is in place to provide the designer with a list of contacts for those utilities that have facilities in the proposed area of design. If the Designer determines that marks are needed to complete their design, after 5 business days, the DIR can be converted into a DLR. Once a DLR is made, the Operator must:

(A) Within 10 business days after a designer notifies the Oregon Utility Notification Center of a proposed project, the operator of the underground facilities must:

1. Mark within 24 inches of the outside lateral dimensions of both sides of all of its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 2 inches;
2. Provide the excavator the best description available to the operator of the unlocatable underground facilities in the area of the proposed excavation including as-constructed drawings, or other facility maps that are maintained by the facility operator; **or**
3. Contact the person requesting design information and agree on a time, prior to the beginning of the proposed project, for exchange of the information required under subsection (a) or subsection (b) of this section of this rule.

(2) If a designer intends to perform work at multiple sites or over a large area, the designer must take reasonable steps to work with the facility operators, including preconstruction meetings, so that the operators may locate their facilities at a time reasonably in advance of the actual start of survey or design for each phase of work.

(3) No excavation can take place on either a DIR or a DLR, these requests are for design purposes only.

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