



Ticket Scope of Work Guidelines

Routine Ticket Types

Normal 21-Day

- Rural: up to 50,000 sq. ft.
- Urban: up to 20,000 sq. ft.

Normal 180-Day

- Rural: up to 50,000 sq. ft.
- Urban: up to 20,000 sq. ft.

Project 21-Day

- Rural: 50,001 sq. ft. to ¼ sq. mile (6,969,600 sq. ft.)-Written Guidelines Below
- Urban: 20,001 sq. ft. to ¼ sq. mile (6,969,600 sq. ft.)-Written Guidelines Below

Project 180-Day

- Rural: 50,001 sq. ft. to ¼ sq. mile (6,969,600 sq. ft.)-Written Guidelines Below
- Urban: 20,001 sq. ft. ¼ sq. mile (6,969,600 sq. ft.)-Written Guidelines Below

Design

- Up to 2 sq. miles

Short Notice Ticket Types

Concerned Caller

- Rural: up to ¼ sq. mile (6,969,600 sq. ft.)
- Urban: up to ¼ sq. mile (6,969,600 sq. ft.)

Short Notice

- Rural: up to 50,000 sq. ft.
- Urban: up to 20,000 sq. ft.

Emergency Ticket Types

Emergency

- Rural: up to ¼ sq. mile (6,969,600 sq. ft.)
- Urban: up to ¼ sq. mile (6,969,600 sq. ft.)

Damage

- Rural: up to ¼ sq. mile (6,969,600 sq. ft.)
- Urban: up to ¼ sq. mile (6,969,600 sq. ft.)

Scope of Work Equivalentents

One mile is 5,280 ft.

½ mile is 2,640 ft.

¼ mile is 1,320 ft.



Ticket Scope of Work Guidelines

Normal Ticket Polygon Equivalents

Urban - 20,000 Sq. Ft.	Rural - 50,000 Sq. Ft.
2,640 ft. x 7.75 ft.	2,640 ft. x 19.93 ft.
2,000 ft. x 10 ft.	2,000 ft. x 25 ft.
1,320 ft. x 15.15 ft.	1,320 ft. x 37.87 ft.
1,000 ft. x 20 ft.	1,000 ft. x 50 ft.
500 ft. x 40 ft.	500 ft. x 100 ft.
100 ft. x 200 ft.	100 ft. x 500 ft.
90 ft. x 222 ft.	90 ft. x 555 ft.
80 ft. x 250 ft.	80 ft. x 625 ft.
70 ft. x 285 ft.	70 ft. x 714 ft.
60 ft. x 332 ft.	60 ft. x 833 ft.
50 ft. x 400 ft.	50 ft. x 1,000 ft.
40 ft. x 500 ft.	40 ft. x 1,250 ft.
30 ft. x 665 ft.	30 ft. x 1,666 ft.

Project Ticket Scope of Work Written Guidelines

One street per ticket

Divided roads: traffic-bound in each direction on a separate ticket

Up to one-mile route (road or off-road) when encountering intersections along the route

Up to two miles along a route (road or off-road) with no intersections

Up to 200-ft. radius of intersections

Up to 10 addresses or lots on the same street with a total distance of no more than one mile

Up to 5 buildings per ticket

Signage Scope of Work

Tickets should include the following:

Single Location

- A polygon that accurately depicts the precise dig location. GPS coordinates of the sign location may be used to pinpoint its precise location on the map.
- A description of the location. This may be a wooden stake, existing sign, paint, or other identifiable mark. This information may be entered in the “Is the area pre-marked?” field or written in the Remarks field. **This is not necessary if the polygon accurately describes the dig location (not oversized).**
- If the polygon is precise and is an accurate depiction of the dig location, enter **SEE POLYGON** in the Remarks field.
- The approximate distance the sign is from the nearest intersecting roads, address, AND which side of the road it is located on. **This is not necessary if the polygon accurately describes the dig location (not oversized).**
- Up to a 20ft radius may be requested of the sign location using the polygon or a written description if the polygon is oversized.



Ticket Scope of Work Guidelines

Multiple Locations

The map currently allows one polygon to be created. When multiple sign locations are requested on a single ticket, the polygon must cover all locations, resulting in an oversized polygon that requires the excavator to provide a written description of each sign location. A future enhancement to the OneCallAccess platform will allow the excavator to create multiple polygons.

- A polygon that covers all sign locations.
- A description of each location. This may be a wooden stake, existing sign, paint, or other identifiable mark. This information may be entered in the “Is the area pre-marked?” field or written in the Remarks field.
- The number of locations (not approximate number) on each side of the road is required.
- The approximate distance of each sign location from the nearest intersection roads, address, or from a previously noted location AND which side of the road it is located on.
- Up to a 20ft radius may be requested around each location

ACCEPTABLE WRITTEN INSTRUCTIONS

LOCATE 10FT RADIUS OF 3 WOODEN STKS LOC 1) 500FT N OF MAIN ST ON E SD OF PARK AVE
LOC 2) 700FT N OF MAIN ST ON W SD OF PARK AVE LOC 3) 500FT N OF LOC 2

LOCATE 10FT RADIUS OF 5 WOOD STKS LOC ON E SD OF RD FIRST STK IS LOC APX
550FT S OF MAIN ST. REMAINING 4 STKS CONTINUE SOUTH APX EVERY 550FT

NOT ACCEPTABLE

LOCATE 10FT RADIUS OF WOOD STK LOC BET 500FT & 600FT S OF MAIN ST ON E SD OF PARK
AVE (*MISSING PRECISE LOCATION OF WOOD STK*)

LOCATE 10FT RADIUS OF STAKES, SIGNPOSTS AND PAVEMENT PAINTED WHITE ON BTH SDS OF
PARK AVE BET MAIN ST & ELM ST (*MISSING PRECISE LOCATION OF EACH STK, SIGNPOST OR
PAINT MARKING, THE NUMBER OF LOCATIONS, AND SIDE OF ROAD*)

LOCATE BTH SDS OF PARK AVE BET MAIN ST & ELM ST (*MISSING PRECISE LOCATION(S)*)

Sign locations must be marked prior to submitting a locate request. Signs may be identified with white or brown paint, an existing sign or stake with ribbon, or other identifiable marking. Do not use utility or survey colors.

If a map of the work location is available, indicate that in the Remarks field.

****The Remarks field is limited to 400 characters. The remarks field is used for the original ticket and any subsequent retransmits. Do not exceed 300 characters on the original ticket. ****