

## Guide to Utility Locates and Documentation

**Overview:** This guide has been set up to aid contractors on topics pertaining to issues surrounding utility locates and suggested documentation. This guide can be used to set up company procedures, train employees and a reference guide.

1. Pre-Locate Request
  - a. White Lining
  - b. Mapping
2. Locate Request
  - a. 811 guidelines
  - b. Locate Request Documentation
  - c. Locator Responses
    - i. Not Yet Responded
    - ii. Clear
    - iii. Marked
      1. Standby Required
      2. Including Private
    - iv. Agree to Marking Schedule
    - v. Not Marked
      1. Standby Required
      2. Inadequate Information
      3. No Access
3. Pre-Excavation
  - a. Documentation
  - b. Utility Locate Review
    - i. Accuracy
    - ii. Completeness
  - c. No Locate or incomplete
    - i. Resubmit Request
    - ii. Pot holing
    - iii. Self-locate
4. Excavation
  - a. Utility Located
    - i. Documentation
  - b. Utility Unlocated
    - i. Documentation
  - c. Utility Strike
    - i. Documentation
5. After Excavation
  - a. Documentation
  - b. 3rd Person Billing

1: Pre-Locate Request: