

Locate Request

Limit for One Request

Locates for Specific Address or Lots

Up to five address or lots can be placed on one ticket as long as:

1. All addresses/lots are on the same street
2. All addresses/lots are on the same side of the street
3. All Addresses/lots are consecutive (e.g. side by side)
4. Marking instructions are the same for all Addresses/lots

Note:

Addresses and lots must be listed individually on the ticket. Ex. 501,503,505,507 and 509 Meridian Street (Do not list as 501-509 or use words “thru” or “through”).

Example of up to five addresses or lots on one ticket

1. Locate the entire rear of the property at the following address 101,103,105,107 and 109 Danbury Street.
2. Locate the entire property for lot numbers 23,24,25,26, and 27 Apple Street

Note:

If you are doing multiple lots and you come to a cross street or intersection road, you will need to start a new request, even if you do not have a five lots. You cannot cross over a street or alley.

Locates in Easements and or Road Frontage

When digging in the easement you may use the road frontage rules. The following rules apply:

1. Within City/subdivision limits you can have up to 1,500 feet total on one ticket as long as you stay on the street or road. (per side of road)
2. Outside city limits you can have up to 2,500 feet total on one ticket as long as you are on the same street or road (per side of road)

Note:

If the ticket does not fit any of the scenarios outlined above then a single ticket will have to be created for each individual property or address

Examples of easement/road frontage

1. locate starting at address 2356 Marigold Rd in the rear easement heading north approx 1500 feet or ending in rear easement at address 2380 Marigold Rd
2. Just south of the intersection of Tulip road and Central Ave – locate in the easement from Tulip Rd going west approx 2500 feet or to Madison Ave

Note:

In an easement the footage rules can be applied. However, you will need to start a new ticket at each cross street or intersection, even if you have not reached the footage allowed. Also note that while digging in the easement you can go from one address to another without listing each individual address/lot in between.

Basic Rules

1. When digging in a rear easement between houses on two different streets you will only need to enter a request for one of the houses starting to locate the rear easement.
2. When you are not doing the same sides of the property on all five addresses/ lots you will need to enter separate tickets

Right: Locate the south side of the property at 301,303,305 and 307 Taylor Street

Wrong: Locate the north side of the property at 301,303, and the south side of 305 and 307 Taylor Street

3. If you need to bore to the other side of the road, while doing an entire property for an address/lot, this address/lot cannot be included in a multiple property request.
4. You may request locates for up to five apartment buildings or condominiums per ticket as long as the length of the property does not exceed the 1500 feet allowed.
5. If you are working on a cul-de-sac in the easement, you will still need to enter the ticket according to the footage requirements or the five address rule. Both ways will be accepted.
6. If you are working on a large project that could take over 2 weeks or even months to complete you should only submit locates a week in advance of where you will be doing the work. For example, if you have a total of fifty jobs to do but your crew can only do fifteen jobs in two weeks. Enter only fifteen tickets to start with and create new request to replace completed tickets when they are needed.

Tips

You are working on a 10 mile highway project and you have projected that you will advance 1 mile per week for the first 10 weeks. You would not submit tickets for the entire 10 miles at the beginning of the project; doing so creates unnecessary Remarks and Job Extensions, and places a burden on IUPPS Members and their locators.

A week before the project starts you would request locates for only the first 1 mile stretch of the highway where the work will begin. When you are a week away from starting the next stretch, you would submit locate request for that area, and so on.

This rule applies not only to road projects, but apartment complexes, subdivisions, etc.

7. If you have a ticket that is about to expire, and you still have not started excavation, and do not plan on starting work in the near future, it would be suggested that you wait until you are ready to start the work and resubmit a new

ticket at that time. Following this procedure would help eliminate unnecessary Remarks or Job Extensions.

8. If you are driving signs/stakes or placing poles. You are allowed one (1) mile of a ticket and can do both sides of the road on one ticket, if you are outside city limits. Inside city limit you will need to drop back to 1,500 feet. In order for this to be a valid locate request each dig location must be clearly marked , and the total number of signs and or stakes must be included in the locate instructions (e.g. 10 signs,ext.).

The following with not be accepted (No exceptions will be made):

- See crew on sit for details
- Call to arrange a meeting on site
- This is an emergency
- Please respond A.S.A.P.
- This is a Short Notice
- This is the Second Notice/Request

Attention:

If you are contacted by someone who is NOT an employee of IUPPS who tells you that your locate request is not correct and must be resubmitted, please get their name and a phone number where they can be reached. Then please call IUPPS with the information you were given. Ask to speak with one of the following individuals to report this matter:

Connie Geiger – Director of Call Center Operations
Ph. 317-893-1403

Tina Rosenthal – Web Trainer
tmrosenthal@iupps.org
Ph. 317-893-1432

Heidi Thompson
hbthompson@iupps.org
Ph. 317-893-1420

Aaron Holeman – Trainer/Quality Control
Ph. 317-893-1407

Debra McLaughlin – Team Leader
317-893-1414