



Submitting a Request?



Preparation

- Review and become familiar with the Excavators' Guide and Utah Law. This can be found under the Resources tab at our website www.bluestakes.org.
 - This is for your benefit and protection. The Excavators' Guide provides guidelines for the Locate Request process. The Utah State Law is the current "Damage to Underground Utility Facilities Act." It includes Excavator responsibilities and the Utility Facility Owners' responsibilities.
- Gather information regarding your excavation site and Examine your excavation site.
- Ensure address/street name is posted – If it is not, find a way to post address on property. The address you provide on your Location Request is required to be physically posted on site. Do not rely on online maps' address/street labels to provide you with information regarding what is actually posted on site. They are frequently inaccurate. The correct address used must be physically posted at the location.
- Be ready with travelling instructions from the nearest posted address to the dig site where needed, when the dig site is not at the posted address provided.
- Gather specific marking instruction information for the dig site.
 - You may use general instructions such as Entire Lot, Front of lot, etc., where appropriate.
 - For intermittent or unique excavation areas pre-mark the dig area before making the request with white flags, stakes or white paint and gather information that will be needed to give an accurate description of the pre-marked location, including distances.
 - Distances and directions from a physical beginning point to cover dig area is often required to describe the excavation area;
 - Road Excavation: Will excavation work be done in the road? And to what extent?
 - Provide specific staking instructions needed to cover area of excavation in road.

Timing

- Plan on submitting a request for marking *no later than two business days prior to the beginning of your excavation and no sooner than when you know you will be excavating within the legal times and dates on the ticket.* From the day/time you submit your request the Locate Request will expire within 14 calendar days. If you will not be excavating within that timeframe, **wait** to make the request at a time closer to when you are ready begin digging.

- Nothing is more frustrating to property owners and the utility companies doing the marking as excessive marking or marking when no excavation is currently taking place.
- Some excavators mistakenly assume that an Update ONLY extends the life of the ticket. Actually, it requires the utility facility owner to go back out within the 2 business days prior to the new legal date/time to ensure the markings are still clearly visible and/or put fresh markings on the ground. Remember an Update will require action and work by the utility/facility owner.

Making the Request for Marking

- Go to www.bluestakes.org to submit your request online OR call **811**, option **1**.
- Provide your company name, phone, address, your name, phone, email, the best field contact name and phone number.
 - The contact information you provide will be what is used if there are any questions regarding the instructions, location, etc. Please provide the best phone numbers to contact so that questions and concerns can be answered quickly. This may help prevent delays on your project.
- Provide the type of work you will be doing. Excavating, digging or trenching are terms that are not accepted for the Work Type. Instead, provide what you are excavating **for**, such as: planting a tree, repairing sewer line, replacing water meter, grading, installing footings and foundation, etc. Be specific. Provide only the type of work that is expected to be done within the 14 calendar days your ticket is valid. As your project moves forward you will need to create a new ticket with the current work type and with the appropriate marking instructions to cover that new work type.
- Provide the city, address, subdivision name & lot number or business name where the work is taking place. Remember, the address you provide must be physically posted on site.
- Provide specific marking instructions for the excavation area, including excavation in the road. Also indicate whether there will be horizontal boring or blasting equipment being used.
 - If you are not excavating in the road, do not ask for it. The utility facility owners will clearly mark from edge of road or curb into the property within the dig area described.
- Request only the area that is needed for the excavation work being done.
 - It would be inappropriate to continue to request Entire Lot, when the house is already built, and you are currently only finishing some work in the park strip.
- Review terminology for Location and Marking Instructions provided in the Excavators' Guide (pages 19-21) for simplified general marking instructions.
- Be prepared to answer clarifying questions regarding your excavation area.
- MEET alternative, if necessary: A Meet is designed for very large and hard to explain areas or where there is restricted access. If the job area is too large or hard to explain for a normal request, you may schedule a Meet. When scheduling a Meet, be prepared to provide the Meet address (nearest posted) and reasonable boundaries that will surround the excavation area you will show at the Meet.
 - A Meet ticket is not a substitute for preparation. Please do not schedule a meet because you are not willing to do the preparation work needed or because you don't want to have multiple requests. If there is available information: addresses and open access, then submit the regular tickets required for the job, providing all information needed.

Ticket Submission

- Once all information is entered and the ticket is processed on-line or over-the-phone:
 - Excavator will receive an email or text confirmation of the Locate Request being submitted.
 - This includes legal date/time; Good Thru date/time (when ticket expires); Update date/time (latest time that you can update the ticket to extend the life of the ticket).
 - Request is automatically submitted to the utility/facility owner.
- Wait the Two business days. Then Inspect the site for markings.
- Go to <https://www.bluestakes.org/positive-response/> to review Electronic Positive Response for your Locate Request.
- **Dig Safely!**