



Remote Ticket Entry Examples & Required Information

A list of examples on how to submit different types of locate requests as well as the required information needed to help provide complete and accurate notifications.

<https://www.oups.org/idig>

Contact the idig team at:

800-240-7190

idig@oups.org

Monday-Friday 8:00am-4:30pm



Ticket Entry Screen

This is what our system looks like after logging in. There is a menu bar and five sections. Each section is highlighted below with a brief description.

Menu Bar:

This area is where you'll start! You'll need to make a selection from the options below.

Work Information:

It's important to let locators know what type of work is taking place, what equipment, and additional information that may assist them.

Here you will also find your approximate 48hrs date and time as well as your approximate 10 day

Excavator Information:

This area will display the information linked to your account. To change it contact the idig team.

The screenshot shows the Ticket Entry Screen interface. At the top is a menu bar with options: Inquire, New, Design, Recent, Search, Unस्प, +Resp, Logout. The user is logged in as CAITLINK1 (WEB). The interface is divided into five main sections:

- Excavator Information:** A form with fields for Phone, Caller, Company, Address 1, Address 2, ZIP, City, St, Email, Alt Phone, Fax, Onsite Contact, and Phone. It also includes a 'Caller Type' dropdown and a 'P' checkbox.
- Digsite Information:** A form with fields for County, Place, Addr/Street, Cross St 1, Cross St 2, Lot #, and Sub-division. It includes a 'Lookup' button and an 'Expanded Word List' link.
- Mapping:** A map interface with the OHIO811.org logo and the text 'Before You Dig'. It includes search and navigation tools like 'Find', 'Zoom', 'Highlight', and 'Search'.
- Work Information:** A form with fields for Work Date, Time, Start By Date, Work Type, Means Of Excavation, Work For, Done By, White Lining, Blasting, Railroad or Highway, and Mile Marker From/To. It also includes a 'Comments' text area.
- Members:** A section for viewing a list of members.

At the bottom left, a status message reads: 'Tickets taken here are not transmitted!'. At the bottom right, there is a version number: 'tips v1.0.34'.

Digsite Information:

Here is where you'll provide all of the location information. For a list of required information see page*****

Mapping:

Here you will create a notification area on our map. This will be used to generate the list of utilities being notified.

There are many tools available to you to help find your location on our maps.

Members:

This is where you will view the list of our members that are being notified.

This list is generated by what you map.

Notification Examples and Required Information:

The following examples have been provided to give you an idea as to the general steps to submit accurate and consistent locates. This is not an exhaustive list and will not cover every possible step that your locate may have to take.

If you have any questions on how to submit your locate request, be sure to contact the idig team and they can help walk you through your specific location.

Each location request should include ALL of the required information listed as well. Please remember utilities and locators may not see and/or get a copy of the blue notification area drawn on our mapping system.

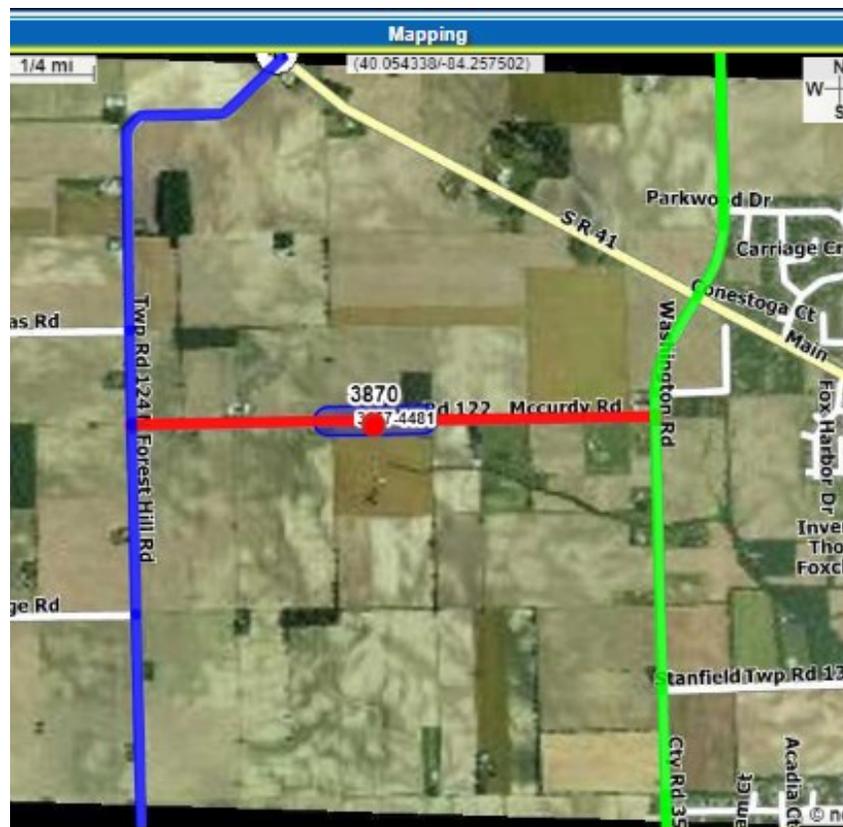
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6, 7	At an address range
8, 9	Along a roadway, no address
10, 11	Using an address as a reference point
12, 13	At an intersection
13, 14	Beyond an intersection
15, 16	A complex with multiple lot numbers
17, 18	Along a railroad
19	Cross country/ not along a roadway
20	A new roadway that is not yet recorded in our system
21	A list of common street abbreviations that our system recognizes

Single Address Steps:

Digsite Information	
County	MIAMI
Place	CONCORD TWP
<input type="button" value="Places"/>	
<input type="text"/>	
Addr/Street	3870 MCCURDY RD
Cross St 1	WASHINGTON RD
Cross St 2	N FOREST HILL RD
Lot #	<input type="text"/>
Sub-division	<input type="text"/>
<input type="button" value="Lookup"/>	
Entire work area Description	
FRONT OF PROPERTY - LOCATE 50 FT OFF OF EACH SIDE OF THE LANE FARTHEST POINT OFF RD: APPROX 15 FT DISTANCE FROM CROSS STREET: BETWEEN	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) Click **SHOW ADDRESS PT** to confirm in correct area
- 5) Use the **DRAW** tool to map entire road in front of address making sure to draw furthest distance off road or increasing your **BUFFER** setting to the next setting *above* your furthest point off road before using your **BLOCK** tool to ensure the entire work area described in the **ENTIRE WORKAREA DESCRIPTION** field is covered by the blue notification area.
- 6) Confirm your entire area is covered using the **AERIAL** tool to verify
- 7) **GET MBRS**



Working at a specific address required information:

- ◇ Address in the STREET field
- ◇ Where on the property in DESCRIPTION
- ◇ Farthest distance off of the roadway in DESCRIPTION
- ◇ Distance and direction from a cross street in DESCRIPTION

Or provide 2 cross streets the address is between

Example:

Excavator Information

Phone: 800-240-7190 x [] P Caller Type: MEMB
 Caller: TICKET EXAMPLE OHIO811
 Company: OHIO 811
 Address 1: P.O. BOX 729
 Address 2: []
 ZIP: 44451 City: NORTH JACKSON St: OF
 Email: IDIG@OUPS.ORG
 Alt Phone: 800-362-2764 Fax: []
 Onsite Contact: SAME AS ABOVE
 Phone: [] x []

Digsite Information

County: MAHONING
 Place: JACKSON TWP Places
 JACKSON TWP
 Addr/Street: 12467 MAHONING AVE
 Cross St 1: []
 Cross St 2: []
 Lot #: []
 Sub-division: []
 Lookup

Mapping

300 ft (41.101022; -80.883002)
 Rd 18 Mahoning Ave
 City Rd 65
 City Rd 18 Mahoning Ave 12263-12499
 12467 MAHONING AVE
 Twp Rd 2684
 Commissioner Dr

Work Information

Work Date: 12/31/2021 Fri Time: 10:44 AM ET ROUT 11:10
 Start By Date: 01/12/2022 10:44 AM Wed
 Work Type: LANDSCAPING
 Means Of Excavation: SHOVELS
 Work For: "WHOM YOU ARE DOING THE WORK FOR"
 Done By: []
 White Lining: N Blasting: N Railroad or Highway: []
 Mile Marker From/To: []
 Comments: []

Members

Code	Name	Type
OBFP	AT&T - OHIO (USIC)	OTHR
WNOP	CHARTER COMM (SPECTRUM/TIME WARNER)	OTHR
EOH	DOMINION ENERGY OHIO - YOUNGSTOWN/U	NGDS
MAHPSAN	MAHONING CTY SANIT ENGS(SANITARY SEV)	SNSW
MAHPW	MAHONING CTY SANITARY ENGS (WATER)	WATR
OED	OHIO EDISON - (USIC)	ELEC
OVEP	OHIO VALLEY ENERGY SYSTEMS	NGPL

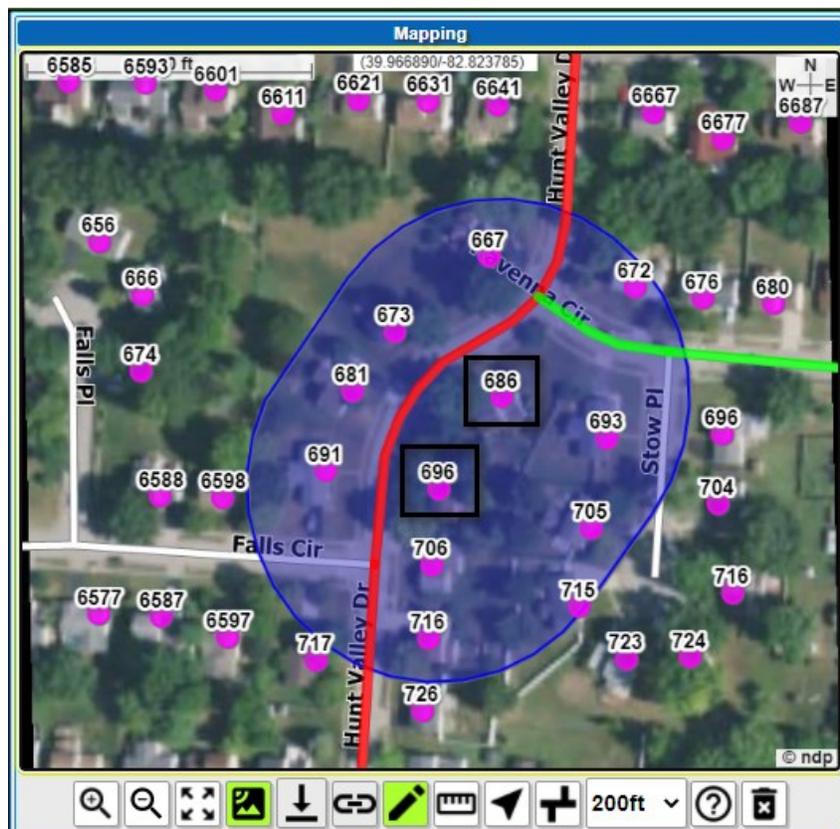
Get Mbrs Mbr Info Submit

Tickets taken here are not transmitted! tips v1.0.34

Address Range Steps:

Digsite Information	
County	FRANKLIN
Place	REYNOLDSBURG
Places	
Addr/Street	686-696 HUNT VALLEY DR
Cross St 1	RAVENNA CIR
Cross St 2	
Lot #	
Sub-division	
Lookup	
Entire work area Description	
ENTIRE PROPERTIES & INCLUDING WITHIN THE ROADWAY FARTHEST POINT OFF ROAD: LESS THAN 200 FT E OFF OF DISTANCE FROM CROSS STREET: SOUTH OF	
AREA IS MARKED WITH WHITE PAINT AND STAKES	
Expanded Word List	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) **ZOOM** into highlighted segment
- 5) Click **SHOW ADDRESS PTS** and confirm you are in the right area
- 6) Use **DRAW** tool to map entire road in front of all addresses within your range making sure to draw to include the furthest distance off of the roadway.
- 7) Confirm your entire work area is covered using the **AERIAL** tool to verify
- 8) **GET MBRS**
- 9) **SUBMIT**



Working at an address range required information:

- ◇ List the address range in the STREET field from lowest to highest, no spaces between the address numbers (Ex: 100-200 E MAIN ST)
- ◇ Where on the property in DESCRIPTION
- ◇ Farthest distance off of the roadway in DESCRIPTION
- ◇ Distance and direction from a cross street in DESCRIPTION

Or provide 2 cross streets the address is between

Example:

Full Tkt
New

Excavator Information

Phone: 800-240-7190 x P Caller Type: MEMB

Caller: TICKET EXAMPLE OHIO811

Company: OHIO 811

Address 1: P.O. BOX 729

Address 2:

ZIP: 44451 City: NORTH JACKSON St: OF

Email: IDIG@OUPS.ORG

Alt Phone: 800-362-2764 Fax:

Onsite Contact: SAME AS ABOVE

Phone: x

Digsite Information

County: FRANKLIN

Place: REYNOLDSBURG

REYNOLDSBURG

Addr/Street: 686-696 HUNT VALLEY DR

Cross St 1: RAVENNA CIR

Cross St 2:

Lot #:

Sub-division:

Entire work area Description

ENTIRE PROPERTIES & INCLUDING WITHIN THE ROADWAY
FARHEST POINT OFF ROAD: LESS THAN 200 FT EAST OFF OF
DISTANCE FROM CROSS STREET: SOUTH OF

AREA IS MARKED WITH WHITE PAINT AND STAKES

Mapping

Home | Lat/Long

Find: Street | Intersection | Both Cross | Work Area | Save | Clear

Zoom: | |

Highlight: | | | |

| | |

Search: | | | |

Work Information

Work Date: 04/07/2022 Thu Time: 02:01 PM ET ROUT

Start By Date: 04/19/2022 02:01 PM Tue

Work Type: CABLE TV MAIN LINE INSTALLATION

Means Of Excavation: DIRECTIONAL DRILL

Work For: CHARTER

Done By:

White Lining: Blasting: Railroad or Highway:

Mile Marker From/To:

Comments:

Your ticket number is: **A209590001-00A**

Members

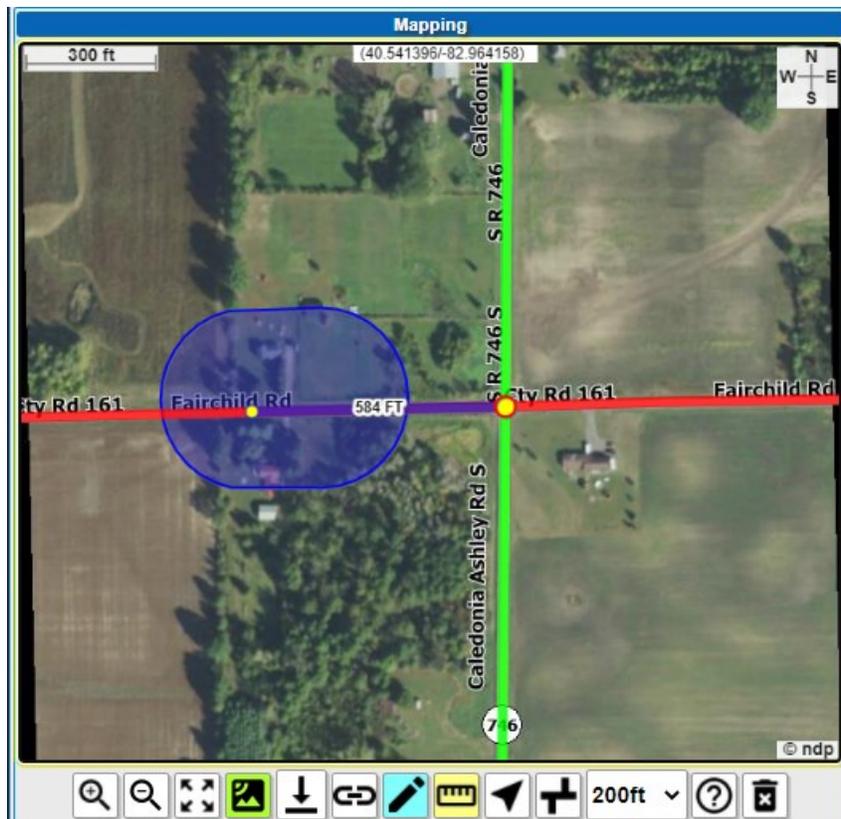
Code	Name	Type
AEPP	AEP OHIO (USIC)	ELEC
OBFP	AT&T - OHIO (USIC)	OTHR
AMTP	ATLANTIC BROADBAND OH LLC (FORMERLY	CATV
WCOP	CHARTER COMM (SPECTRUM/TIME WARNER)	OTHR
CGEP	COLUMBIA GAS OF OH-COLUMBUS(UTILIQUE	NGDS
REY	REYNOLDSBURG - CITY OF	WSTR

This is the TEST Server! tips v1.0.35

Location with no address steps:

Digsite Information	
County	MARION
Place	RICHLAND TWP
<input type="button" value="Places"/>	
<input type="text"/>	
Addr/Street	FAIRCHILD RD
Cross St 1	S R 746
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description	
NORTH SIDE OF FAIRCHILD RD - STARTING AT A POINT 584 FT WEST OF S R 746 AT PED 100-166 & CONTINUING TO THE EAST 100 FT. FARTHEST POINT OFF ROAD: APPROX 30 FT N OFF OF AREA IS MARKED WITH WHITE FLAGS	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) Set your **BUFFER** setting to the appropriate setting to cover the furthest point off road before drawing to ensure the entire work area described will be covered by the blue notification area.
- 5) Using the measuring tool (highlighted in yellow below), measure to the starting point. Using the drawing tool (highlighted in blue below), draw from the starting point to the ending point.
- 6) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 7) **GET MBRS**



Working at a location with no address provided required information:

- ◇ Primary street in the STREET field & cross streets in the 'Cross St 1' and/or 'Cross St 2' fields
- ◇ Which side of the roadway work is on in DESCRIPTION
- ◇ The distance and direction from a cross street to the start point in DESCRIPTION
- ◇ The distance and direction to the next point of work in DESCRIPTION

Continue with the distance and direction to the next point of work until the ending point.

Example:

Excavator Information

Phone: 800-240-7190 x [] P Caller Type: MEMB
 Caller: TICKET EXAMPLE OHIO811
 Company: OHIO 811
 Address 1: P.O. BOX 729
 Address 2: []
 ZIP: 44451 City: NORTH JACKSON St: OH
 Email: IDIG@OUPS.ORG
 Alt Phone: 800-362-2764 Fax: []
 Onsite Contact: SAME AS ABOVE
 Phone: [] x []

Digsite Information

County: MARION
 Place: RICHLAND TWP
 RICHLAND TWP
 Addr/Street: FAIRCHILD RD
 Cross St 1: S R 746
 Cross St 2: []
 Lot #: []
 Sub-division: []

Mapping

300 ft (40.5415711-92.982349)
 Caledonia 4
 S R 746 S
 Caledonia Ashley Rd S
 City Rd 161 Fairchild Rd Richland Twp City Rd 161 Fairchild

Work Information

Work Date: 04/07/2022 Thu Time: 02:05 PM ET ROUTE
 Start By Date: 04/19/2022 02:05 PM Tue
 Work Type: SETTING PINS - 36" DEPTH
 Means Of Excavation: HAND TOOLS
 Work For: OHIO811
 Done By: []
 White Lining: Y Blasting: N Railroad or Highway: []
 Mile Marker From/To: []

Comments

Your ticket number is: A209590002-00A
 Work Date has been updated to 04/07/2022 02:10 PM Thu
 Start By Date has been updated to 04/19/2022 02:10 PM Tue

Members

Code	Name	Type
DCOP	DEL-CO WATER	WATR
MDOP	MID OHIO ENERGY - MARION	ELEC

Home Lat/Long
 Find Street Intersection Both Cross Work Area Save Clear
 Zoom Work Area Place County
 Highlight Street Cross1 Cross2 All Clear
 Zoom Zoom Zoom Zoom
 Search Add Pt Show Add Pts Full Add Clear

Expanded Word List

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Location w/ Address in Description Steps:

Digsite Information	
County	SANDUSKY
Place	BALLVILLE TWP
Places	
Addr/Street	S R 53
Cross St 1	TWP RD 43
Cross St 2	
Lot #	
Sub-division	
Lookup	
Entire work area Description	
WEST SIDE OF S R 53 - STARTING AT IT'S INTERSECTION WITH TWP RD 43 & CONTINUING NORTH APPROX 2700 FT TO THE FRONT OF ADDRESS 850 S R 53 FARTHEST POINT OFF ROAD: UP TO 100 FT OFF OF	
Expanded Word List	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) Click **SHOW ADDRESS PTS** (highlighted in blue below) to confirm you are in the right area
- 5) Use **DRAW** tool (highlighted in yellow below) to draw starting from the intersection and continuing the entire distance described, making sure the address provided is covered by the blue notification area as well.
- 6) Confirm your entire area is covered using the **AERIAL** tool to verify
- 7) **GET MBRS**
- 8) **SUBMIT**

The screenshot shows a mapping application interface. At the top, there's a 'Mapping' header. Below it, a map displays a red vertical line representing a street, labeled 'S R 53'. A blue vertical oval highlights a section of this line, with the number '850' at the top. The map includes a scale bar for 1,000 feet and a compass. Below the map is a toolbar with various icons for navigation and editing. At the bottom, there's a control panel with buttons for 'Home', 'Lat/Long', 'Find', 'Street', 'Intersection', 'Both Cross', 'Work Area', 'Save', 'Clear', 'Zoom', 'Work Area', 'Place', 'County', 'Highlight', 'Street', 'Cross1', 'Cross2', 'All', 'Clear', 'Zoom', 'Zoom', 'Zoom', 'Zoom', 'Search', 'Add Pt', 'Show', 'Add Pts', 'Full Add', 'Clear'. The 'Show' button is highlighted in blue.

Working across from an address/ using an address as a reference point required information:

- ◇ Address in the DESCRIPTION
- ◇ Primary street in the STREET field
- ◇ Which side of roadway work is on in DESCRIPTION
- ◇ Farthest distance off of the roadway in DESCRPTION
- ◇ Distance and direction from a cross street in DESCRIPTION

Or provide two cross streets the address is between

Example:

Excavator Information

Phone: 800-240-7190 x [] P Caller Type: MEMB
 Caller: TICKET EXAMPLE OHIO811
 Company: OHIO 811
 Address 1: P.O. BOX 729
 Address 2: []
 ZIP: 44451 City: NORTH JACKSON St: []
 Email: IDIG@OUPS.ORG
 Alt Phone: 800-362-2764 Fax: []
 Onsite Contact: SAME AS ABOVE
 Phone: [] x []

Digsite Information

County: SANDUSKY
 Place: BALLVILLE TWP
 BALLVILLE TWP
 Addr/Street: S R 53
 Cross St 1: TWP RD 43
 Cross St 2: []
 Lot #: []
 Sub-division: []
 [Look up]

Entire work area Description
 WEST SIDE OF S R 53 - STARTING AT IT'S INTERSECTION WITH TWP RD 43 & CONTINUING NORTH APPROX 2700 FT TO THE FRONT OF ADDRESS 850 S R 53
 WORK WILL BE UP TO 100 FT WEST OFF OF THE ROADWAY
 [Expanded Word List]

Mapping

1,000 ft (41.329471-83.183262)
 850
 Ballville Twp
 Twp Rd 43 1165 Cty Rd 43 Geawein Rd Twp Rd 43 974 945 C 845 d 43
 © ndp

Work Information

Work Date: 04/07/2022 Thu Time: 02:27 PM ET ROUT
 Start By Date: 04/19/2022 02:27 PM Tue
 Work Type: ELECTRIC LINE REPAIR
 Means Of Excavation: SMALL EXCAVATOR
 Work For: AEP
 Done By: []
 White Lining: N Blasting: N Railroad or Highway: []
 Mile Marker From/To: []
 Comments: []
 Your ticket number is: A209590003-00A
 Work Date has been updated to 04/07/2022 02:30 PM Thu
 Start By Date has been updated to 04/19/2022 02:30 PM Tue
 [OK] [Print]

Members

Code	Name	Type
AEPP	AEP OHIO (USIC)	ELEC
OBFP	AT&T - OHIO (USIC)	OTHR
BLL	BALLVILLE TOWNSHIP (SANDUSKY CTY)	ST SW
BCV	BUCKEYE CATV /USIC	CATV
CGVP	COLUMBIA GAS OF OHIO-FREMONT(UTILIQUE)	NGDS
TED	TOLEDO EDISON - (USIC)	ELEC

[Get Mbrs] [Mbr Info] [Submit]

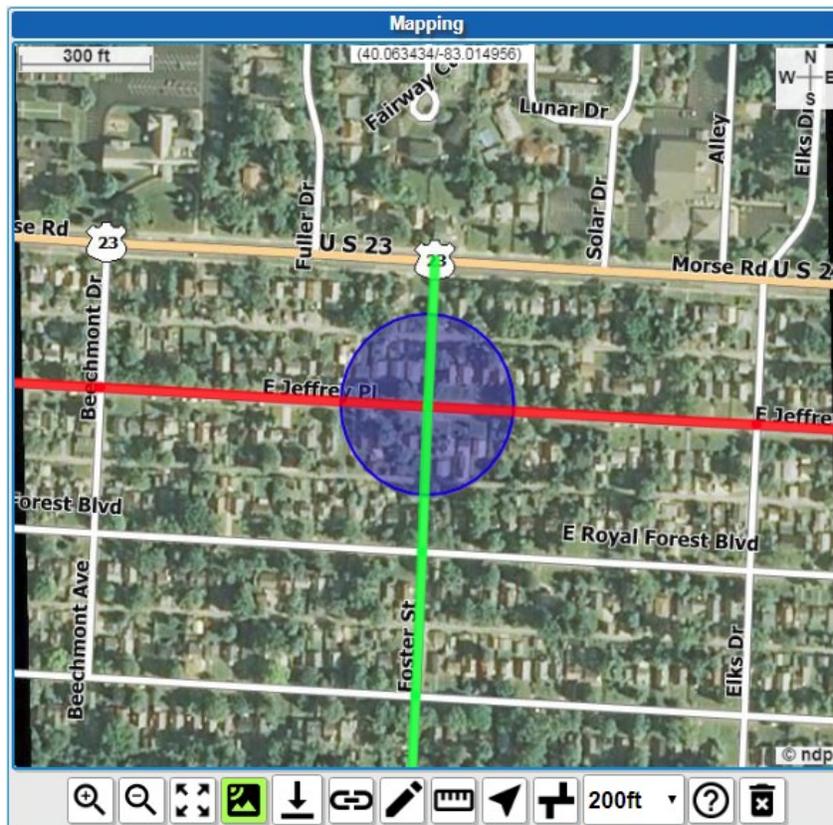
Tickets taken here are not transmitted!

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Working only at an Intersection steps:

Digsite Information	
County	FRANKLIN
Place	COLUMBUS
<input type="button" value="Places"/>	
<input type="text"/>	
Addr/Street	E JEFFREY PL
Cross St 1	FOSTER ST
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description	
ENTIRE INTERSECTION 50 FT IN ALL DIRECTIONS FARTHEST POINT OFF ROAD: 15 FT MARKED IN WHITE	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) Select **DRAW** tool and double click at the intersection producing your blue notification area at the current **BUFFER** setting (if working a radius of 200 ft or higher, please be sure to extend the buffer setting to an appropriate radius).
- 5) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 6) **GET MBRS**
- 7) **SUBMIT**



Working at an intersection required information:

- ◇ Primary street in the STREET field & Intersecting street in 'Cross St 1' field

Note that if working only at the intersection, these can be interchangeable, if working beyond the intersection, make sure the primary street work is off of is listed in the STREET field

- ◇ Which corner(s) of the intersection in the DESCRIPTION
- ◇ Farthest distance off of the roadway in DESCRIPTION
- ◇ Which side of the roadway (if applicable) in the DESCRIPTION
- ◇ How far and which direction(s) from the intersection does work continue along roadways (if applicable) in DESCRIPTION
- ◇ If working IN the intersection, always state that in the DESCRIPTION

Example:

Full Tkt Suspend Exit
New

Excavator Information

Phone: 800-240-7190 x [] P Caller Type MEMB [v]
 Caller: TICKET EXAMPLE OHIO811
 Company: OHIO 811
 Address 1: P.O. BOX 729
 Address 2: []
 ZIP: 44451 City: NORTH JACKSON St: OH [v]
 Email: IDIG@OUPS.ORG
 Alt Phone: 800-362-2764 Fax: []

Onsite Contact: SAME AS ABOVE
 Phone: [] x []

Digsite information

County: SANDUSKY [v]
 Place: BALLVILLE TWP [v] Places
 BALLVILLE TWP

Addr/Street: S R 53
 Cross St 1: TWP RD 43
 Cross St 2: []
 Lot #: []
 Sub-division: []

Lookup

Entire work area Description
 WORKING ON THE SE CORNER OF THE INTERSECTION
 UP TO 20 FT OFF OF EDGE OF ROADWAY

POLE MARKED WITH WHITE "X"

Expanded Word List

Mapping

Work Information

Work Date: 04/07/2022 Thu [v] Time: 02:41 PM ET ROUT
 Start By Date: 04/19/2022 02:41 PM Tue

Work Type: POLE REPLACEMENT
 Means Of Excavation: SMALL EXCAVATOR
 Work For: TOLEDO EDISON
 Done By: []
 White Lining: Y [v] Blasting: N [v] Railroad or Highway: [v]
 Mile Marker From/To: []

Comments

Your ticket number is: A209590005-00A
 OK Print

Members

Code	Name	Type
OBFP	AT&T - OHIO (USIC)	OTHR
BLL	BALLVILLE TOWNSHIP (SANDUSKY CTY)	STSW
BCV	BUCKEYE CATV /USIC	CATV
TED	TOLEDO EDISON - (USIC)	ELEC

Get Mbrs Mbr Info Submit

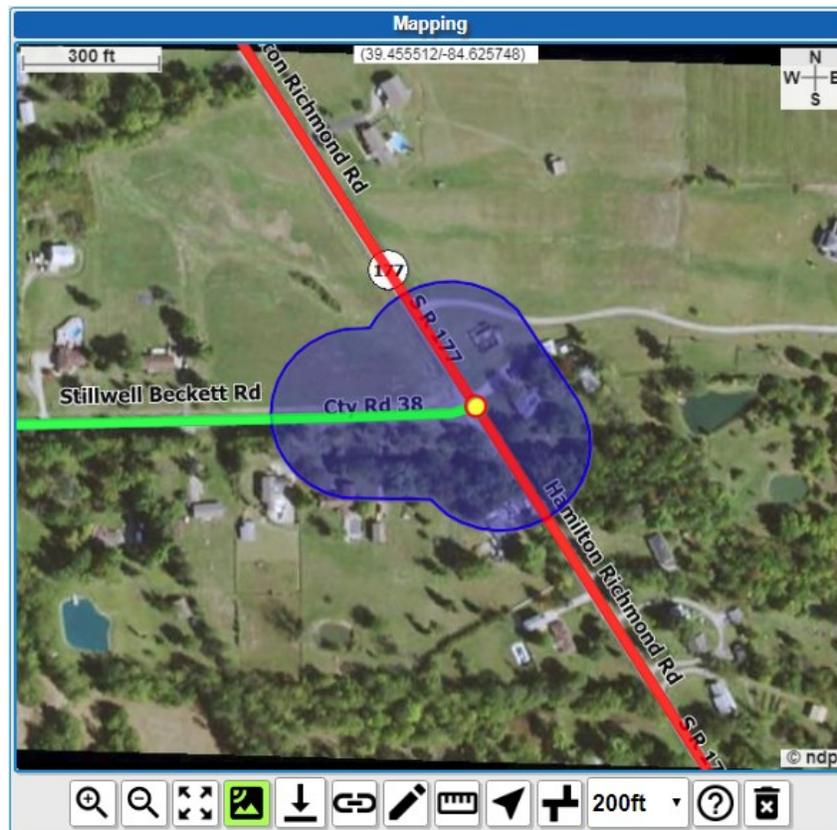
Tickets taken here are not transmitted!

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Working beyond a single intersection steps:

Digsite Information	
County	BUTLER
Place	HANOVER TWP
<input type="button" value="Places"/>	
Addr/Street	S R 177
Cross St 1	STILLWELL BECKETT RD
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description	
ENTIRE INTERSECTION AND GOING 100 FT NW, 100 FT SE AND 250 FT W FAR THEST POINT OFF ROAD: N MORE THAN 20 FT AREA IS MARKED	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) Use **DRAW** tool to draw starting at the intersection and drawing in each direction the distance described in your **ENTIRE WORK AREA DESCRIPTION** and double clicking to end each time until each direction has been drawn that has been described.
- 5) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 6) **GET MBRS**
- 7) **SUBMIT**



Working beyond an intersection required information to follow page 13.

Address with multiple lots steps:

Digsite Information	
County	HANCOCK
Place	FOSTORIA
Places	
Addr/Street	461 W LYTLE ST
Cross St 1	INDEPENDENCE AVE
Cross St 2	
Lot #	188
Sub-division	WESTGATE VILLAGE MHP
Lookup	
Entire work area Description	
ENTIRE PROPERTY FARTHEST POINT OFF ROAD: LESS THAN 200 FT OFF OF THE MHP DRIVE AND APPROX 1250 FT S OFF OF W LYTLE ST DISTANCE FROM CROSS STREET: MHP IS APPROX 2000 FT E OF	
Expanded Word List	

- 1) Select **NEW**
- 2) Enter all work information into proper fields
- 3) Hit **LOOKUP**
- 4) Use the **Search Add Pt** button to generate the list of lot numbers associated with the address and lot provided (see image below).
- 5) Use **DRAW** tool to draw starting at the main roadway and include the entire MHP/ complex. Make sure the lot work is at is included within the mapped area.
- 6) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 7) **GET MBRS**
- 8) **SUBMIT**

The mapping application interface shows a street map with a blue highlighted area around the address 461 W Lytle St. The map includes labels for streets like W Lytle St, Private Dr 267, and Private Dr 361. A search results list is visible at the bottom, showing addresses from 461 W Lytle St (187) to (192), with 461 W Lytle St (188) highlighted.

Working at a complex with multiple lot numbers required information:

- ◇ Primary address in STREET field
- ◇ Lot number in LOT # field and/or in description
- ◇ Where on property
- ◇ Farthest distance off of the primary roadway
- ◇ Distance and direction from a cross street
- ◇ Be sure to map the entire complex/ all lots for the address provided.

Example:

Full Tkt
New

Excavator Information

Phone: 800-240-7190 x P Caller Type: MEMB

Caller: TICKET EXAMPLE OHIO811

Company: OHIO 811

Address 1: P.O. BOX 729

Address 2:

ZIP: 44451 City: NORTH JACKSON St: OF

Email: IDIG@OUPS.ORG

Alt Phone: 800-362-2764 Fax:

Onsite Contact: SAME AS ABOVE

Phone: x

Digsite Information

County: HANCOCK

Place: FOSTORIA

FOSTORIA

Addr/Street: 461 W LYTLE ST

Cross St 1: INDEPENDENCE AVE

Cross St 2:

Lot #: 188

Sub-division: WESTGATE VILLAGE MHP

Entire work area Description

ENTIRE PROPERTY
 FARTHEST POINT OFF ROAD: LESS THAN 200 FT OFF OF THE
 MHP DRIVE AND APPROX 1250 FT S OFF OF W LYTLE ST
 DISTANCE FROM CROSS STREET: MHP IS APPROX 20000 FT E OF

Mapping

Home Lat/Long

Get Layers Color: Magenta Show Clear

Layer: address39063 Label: addr_full Zoom

Place

Street: 461 *LYTLE* Search >Work Area

- >461 W LYTLE ST (188)
- 461 W LYTLE ST (189)
- 461 W LYTLE ST (19)
- 461 W LYTLE ST (191)

Work Information

Work Date: 04/07/2022 Thu Time: 02:51 PM ET ROUT

Start By Date: 04/19/2022 02:51 PM Tue

Work Type: GAS REPAIR

Means Of Excavation: SMALL EXCAVATOR

Work For: KNG ENERGY

Done By:

White Lining: N Blasting: N Railroad or Highway:

Mile Marker From/To:

Comments

Your ticket number is: **A209590006-00A**

Work Date has been updated to 04/07/2022 02:53 PM Thu

Start By Date has been updated to 04/19/2022 02:53 PM Tue

Members

Code	Name	Type
AEPP	AEP OHIO (USIC)	ELEC
OBFP	AT&T - OHIO (USIC)	OTHR
BAS	BASCOM MUTUAL TELEPHONE CO	LFOP
WCOP	CHARTER COMM (SPECTRUM/TIME WARNER)	OTHR
CGBP	COLUMBIA GAS OF OHIO-FINDLAY(UTILIQUE)	NGDS
CTAP	COLUMBIA GAS TRANSMISSION - FINDLAY	NGPL
FOSS	FOSTORIA - CITY OF (SEWER)	SEWR
FOSW	FOSTORIA - CITY OF (WATER)	WATR
KAL	KNG ENERGY	NGDS
NCGP	NORTH COAST GAS TRANSMISSION	NGPL

Tickets taken here are not transmitted!

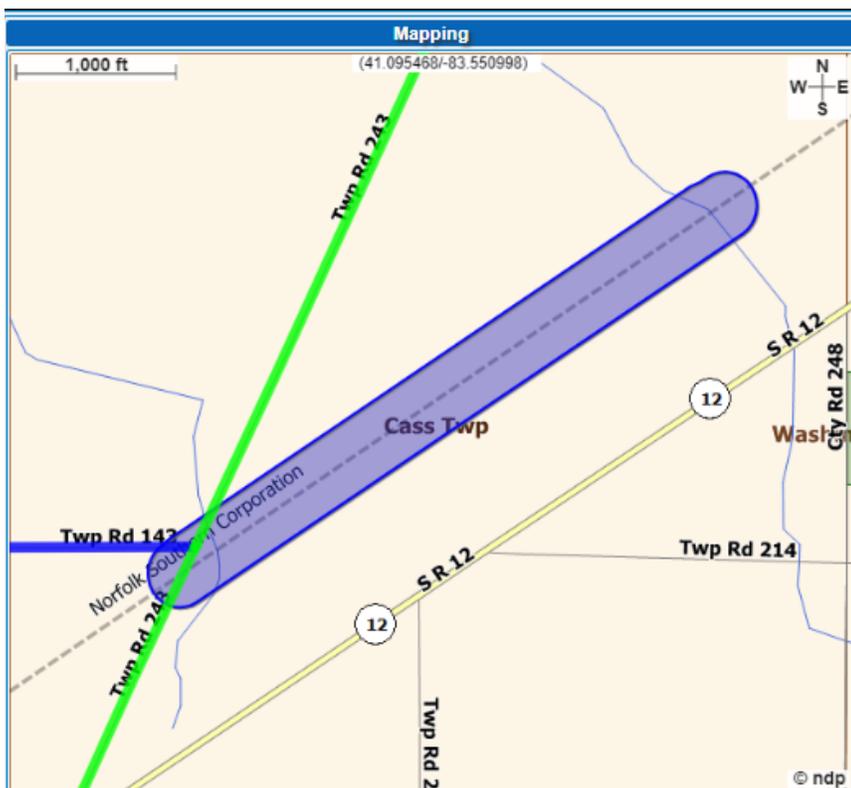
tips v1.0.35

Railroad steps:

Digsite Information	
County	HANCOCK
Place	CASS TWP
CASS TWP	
Addr/Street	NORFOLK SOUTHERN CORPORATION RR TRACKS
Cross St 1	TWP RD 243
Cross St 2	TWP RD 143
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description	
<p>WORKING ALONG BOTH SIDES OF THE RR TRACKS -- TRACKS CROSS TWP RD 243 AT A POINT APPROX 135 FT SOUTH OF IT'S INTERSECTION WITH TWP RD 143 STARTING WHERE THE TRACKS CROSS TWP RD 243 & CONTINUING APPROX .73 MILES NE TO WHERE TRACKS CROSS A SMALL WATERWAY FARTHEST POINT OFF RAILROAD: APPORX 50 FT OFF OF EACH SIDE</p>	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**
- 2) Enter all work information into proper fields (can list the tracks in the STREET field)
- 3) Select **Highlight All** (highlighted in yellow in the image below, then ZOOM (highlighted in green in the same image) and the mapping should show the 2 cross streets listed. Then use the map to zoom in for a closer view.
- 4) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 5) **GET MBRS.** WHEN SELECTING THIS, THE BOX AT THE BOTTOM OF THE PAGE WILL APPEAR. THIS IS INFORMING YOU THAT OUR SYSTEM DOES NOT RECOGNIZE THE RAILWAY AS A STREET. YOU MAY SELECT YES TO CONTINUE LOOKUP.
- 6) **SUBMIT**

Home	Lat/Long
Find	Street Intersection Both Cross Work Area Save Clear
Zoom	Work Area Place County
Highlight	Street Cross1 Cross2 All Clear
	Zoom Zoom Zoom Zoom



Working on a railroad required information:

- ◇ Railway name in STREET field—OR— you can list the street that the railway crosses with
- ◇ Which side of the railroad work is on
- ◇ The distance and direction from an existing intersection to where the railway crosses a street
- ◇ The distance and direction from the intersection of the street and railway to the starting point of work
- ◇ The distance and direction to the next point of work
 - Continue with the distance and direction to the next point of work until the ending point.
- ◇ How far off of the railway work is going to be at the farthest point

Example:

Full Tkt Suspend Exit
New

Excavator Information

Phone: 800-240-7190 x [] P Caller Type: MEMB

Caller: TICKET EXAMPLE OHIO811

Company: OHIO 811

Address 1: P.O. BOX 729

Address 2: []

ZIP: 44451 City: NORTH JACKSON St: OH

Email: IDIG@OUPS.ORG

Alt Phone: 800-362-2764 Fax: []

Onsite Contact: SAME AS ABOVE

Phone: [] x []

Digsite Information

County: HANCOCK

Place: CASS TWP

CASS TWP

Addr/Street: NORFOLK SOUTHERN CORPORATION RR TRACKS

Cross St 1: TWP RD 243

Cross St 2: TWP RD 143

Lot #: []

Sub-division: []

Lookup

Entire work area Description

* WORKING ALONG THE SE SIDE OF THE RR TRACKS

* TRACKS CROSS TWP RD 243 AT A POINT APPROX 135 FT SOUTH OF IT'S INTERSECTION WITH TWP RD 143

* THE STARTING POINT IS APPROX 150 FT NE OF THE INTERSECTION OF THE TRACKS AND TWP RD 243

* WORK THEN CONTINUES 150 FT TO THE NE

* WORK WILL BE UP TO 20 FT SE OFF OF THE RR

Expanded Word List

Mapping

300 ft (41.095100;-83.546936)

© ndp

Home Lat/Long

Find Street Intersection Both Cross Work Area Save Clear

Zoom Work Area Place County

Highlight Street Cross1 Cross2 All Clear

Zoom Zoom Zoom Zoom

Search Add Pt Show Add Pts Full Add Clear

Work Information

Work Date: 04/07/2022 Thu Time: 03:06 PM ET ROUT

Start By Date: 04/19/2022 03:06 PM Tue

Work Type: LIGHTING WORK

Means Of Excavation: SMALL EXCAVATOR

Work For: NORFOLK SOUTHERN CORP

Done By: []

White Lining: N Blasting: N Railroad or Highway: RR

Mile Marker From/To: []

Comments

Your ticket number is: **A209590007-00A**

Work Date has been updated to 04/07/2022 03:11 PM Thu

Start By Date has been updated to 04/19/2022 03:11 PM Tue

OK Print

Members

Code	Name	Type
ARC	ARCADIA UTILITIES - VILLAGE OF	OTHR
OBFP	AT&T - OHIO (USIC)	OTHR
BCV	BUCKEYE CATV /USIC	CATV
HAN	HANCOCK COUNTY ENGINEERS	OTHR
HWO	HANCOCK WOOD ELECTRIC	ELEC
TDA	TDS TELECOM ARCADIA & VANLUE /USIC	LPHN

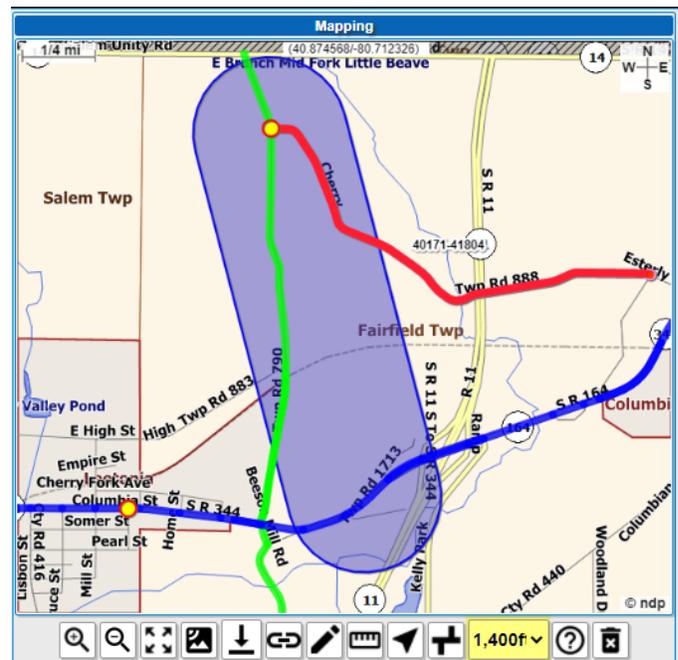
Get Mbrs Mbr Info Submit

Tickets taken here are not transmitted! tips v1.0.35

Cross country/ Pipelines

Digsite Information	
County	COLUMBIANA
Place	FAIRFIELD TWP
Places	
Addr/Street	CHERRY FORK RD
Cross St 1	BEESON MILL RD
Cross St 2	S R 344
Lot #	
Sub-division	
Lookup	
Entire work area Description WORKING ALONG BOTH SIDES OF THE BUCKEYE PIPELINE RIGHT-OF-WAY -- STARTING AT THE INTERSECTION OF CHERRY FOR RD & BEESON MILL RD & CONTINUING S/SE FOLLOWING THE RIGHT-OF-WAY FOR APPROX 6700 FT TO WHERE IT CROSSES S R 344 (AT A POINT 300 FT W OF TWP RD 1713)	
Expanded Word List	

- 1) Select **NEW**
- 2) Enter all work information into proper fields (list the primary street in the STREET field)
- 3) Hit **LOOKUP**
- 4) Change the mapping Buffer to 1400 ft.
- 5) Use the **DRAW** tool to draw starting at the starting point provided and continuing to the ending point provided.
- 6) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 7) **GET MBRS**
- 8) **SUBMIT**



Working cross country required information:

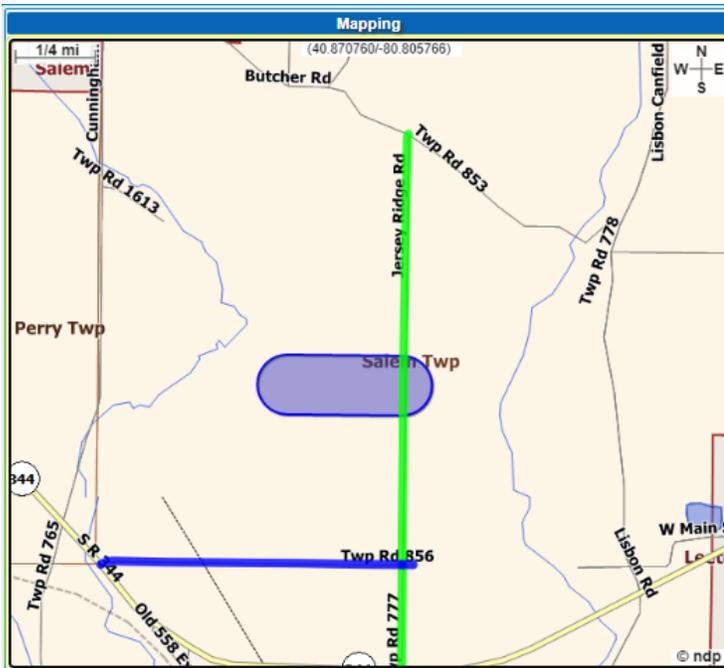
- ◇ Primary street work is measured off of in the STREET field
- ◇ The distance and direction from a cross street with the primary street to the start point or work area's road crossing
- ◇ The distance and direction off of the primary street to the starting point of work
- ◇ The distance and direction from the starting point to the next point and continue with distances and directions to each point until the ending point is reached
- ◇ Set mapping buffer to 1400 ft before mapping work area

NOTE: CROSS COUNTRY TICKETS NEED TO BE BROKEN DOWN FROM STREET CROSSING TO STREET CROSSING

New street/ a street not in our system:

Digsite Information	
County	COLUMBIANA
Place	SALEM
<input type="button" value="Places"/>	
Addr/Street	COLUMBIANA AVE N
Cross St 1	JERSEY RIDGE RD
Cross St 2	TWP RD 856
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description BOTH SIDES OF THE ROAD AND INCLUDING THE ROADWAY -- COLUMBIA AVE N IS A NEW ROADWAY THAT RUNS W OFF OF JERSEY RIDGE RD AT A POINT APPROX 2918 FT N OF IT'S INTERSECTION WITH TWP RD 856 -- FROM THERE CONTINUE W APPROX 1400 FT FARTHEST POINT OFF ROAD: 200 FT OFF OF BOTH SIDES	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**
- 2) Enter all work information into proper fields (list the primary street in the STREET field even if not in our system yet) List the street that the new roadway comes off of in the Cross St 1 field, and list an intersecting street with that in the Cross St 2 field.
- 3) Select Highlight All, then Zoom. This should show the Cross 1 and Cross 2 streets listed and you are able to zoom in on the map from there.
- 4) Provide the distance and direction from an existing intersection to where the new roadway crosses an existing roadway. Then provide the distance and direction from the intersection with the new roadway to the point of work. Provide which side of the new roadway work is on as well as how far off of the new roadway work will be.
- 5) Use the **DRAW** tool to draw starting at the intersection where the new roadway is located and continue with this tool to draw the entire work area.
- 6) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify
- 7) **GET MBRS**
- 8) **SUBMIT**



Working along a new roadway not in our system required information:

- ◇ Primary street work is off of in the STREET field (even if not in our system yet)
- ◇ Which side of the new roadway work is off of
- ◇ The distances and directions from a cross street with the new roadway to the location or address
- ◇ Provide the distance and directions from an existing intersection in our system to where the new roadway crosses the cross street listed in the step above.

Street Abbreviations

This page has been provided as a tool for quick reference to help with accuracy of each notification.

- ◆ Please list the entire street name using the correct street ending types, matching the notification area selected on the map.

For example: W 7th St, not 7th

- ◆ Street directional and ending types are important to list as well due to the possibility of multiple roadways with the same name
- ◆ For example: there could be Maple Ave, Maple Dr, Maple St, Maple Blvd, Maple Ct, etc
- ◆ Do not spell out street ending types, use the correct abbreviations (will match our mapping system)

Roadway Ending	Abbreviation	Example
Road	RD	VALLEY RD
Street	ST	OAK ST
TRAIL	TRL	MIAMI TRL
Parkway	PKWY	PLEASANT PKWY
Avenue	AVE	WEST AVE
Boulevard	BLVD	EUCLID BLVD
Place	PL	MARKET PL
Drive	DR	LITES DR
Court	CT	FOX RUN CT

Street type	Abbreviation	Example
State Route	S R	S R 534
U S Route	U S	U S 6
Interstate	I	I 80
Township Road	TWP RD	TWP RD 182
County Road	CTY RD	CTY RD 14
Saint	ST.	ST. MARY ST
Fort	FT.	FT. JENNINGS PL
Mount	MT.	MT. PLEASANT ST
First	1ST	1ST ST
Second	2ND	W 2ND ST
Fifteenth	15TH	15TH RD

Direction	Abbreviation	Example
North	N	N MAIN ST
South	S	MAIN ST S
East	E	E MAIN ST
West	W	MAIN ST W
Northeast	NE	NE MARKET WAY
Northwest	NW	MARKET WAY NW
Southeast	SE	MARKET WAY SE
Southwest	SW	SW MARKET WAY