



# 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:

800-240-7190

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Live Chat

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



## Notification Examples and Required Information:

*The following examples have been provided to give 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 for help with specific locations.*

*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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# 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 the starting point. 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 48-hours date and time as well as your approximate 10 day start by date and time.

## Excavator Information:

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

The screenshot shows a web application interface with a menu bar at the top containing: Inquire, New, Design, Recent, Search, Unsp, +Resp, Logout. On the right of the menu bar, it says "Logged in as (WEB)".

The interface is divided into several sections:

- Excavator Information (Green box):** Includes fields for Phone, Caller, Company, Address 1, Address 2, ZIP, City, St, OH, Email, Alt Phone, Fax, Onsite Contact, and Phone.
- Digsite Information (Blue box):** Includes County (MEDINA), Place (HINCKLEY TWP), and fields for Addr/Street, Cross St 1, Cross St 2, Lot #, and Sub-division. There is a "Look up" button and an "Expanded Word List" button.
- Mapping (Purple box):** A map of Ohio counties with search and zoom tools. Search options include "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", "Parcel Show", "Add Pts", "Full Add", "Parcels", "Clear".
- Work Information (Orange box):** Includes Work Date, Time (ET), Start By Date, Work Type, Means Of Excavation, Work For, Done By, White Lining, Blasting, Railroad or Highway, Mile Marker From/To, and Comments.
- Members (Purple box):** A section for viewing a list of members.

Callout boxes with arrows point to these sections: Menu Bar (yellow), Work Information (orange), Excavator Information (green), Digsite Information (blue), Mapping (purple), and Members (purple).

## Digsite Information:

Provide all of the location information. See examples to follow for specific information required for each ticket type.

## Mapping:

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 help find locations 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.

## Single Address Steps:

- 1) Select **NEW**.
- 2) Enter all work information into proper fields.
- 3) Hit **LOOKUP**.
- 4) Click **ADD PT** and **PARCEL** to confirm correct area.
- 5) Use the **SEG** tool to choose how the mapped area will be displayed. By selecting **Parcel/Polygon**, the entire parcel will be mapped; selecting **Address/Point** will map an area around the address; if no parcel/address is available, then select the **Street/Segment** tool. The buffer will select the distance mapped off the road (default is 200 ft) - if the area is further off the road than the **BUFFER**, change the **BUFFER** distance or select the **DRAW LINE** tool to draw an appropriate distance.
- 6) Confirm the entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified. +++
- 9) **SUBMIT**.

## Examples:

### Single address point only

The screenshot displays a GIS application interface with two main panels: 'Digsite Information' and 'Mapping'.

**Digsite Information Panel:**

- County: TRUMBULL
- Place: WARREN
- JACKSON TWP
- Addr/Street: 1350 E MARKET ST
- Cross St 1: LAIRD AVE SE
- Cross St 2: HOMEWOOD AVE SE
- Lot #:
- Sub-division:
- Lookup button
- Entire work area Description: FRONT OF PROPERTY FARTHEST POINT OFF THE ROAD: 100 FT S DISTANCE FROM CROSS STREET: BETWEEN
- Expanded Word List button

**Mapping Panel:**

- Map showing streets: High St Ne, Laird Ave Ne, Brae Ave Ne, Mount Ave Ne, Longfellow Ct Ne, E Market St, Grant St Se, Laird Ave Se, South St Se, Homewood Ave Se, South St Se.
- Address point: 1350 E MARKET ST Warren (circled in blue)
- Segment: Red line on E Market St
- Buffer: 200ft
- Zoom: 200ft
- Home | Lat/Long
- Find: Street, Intersection, Both Cross, Work Area, Save, Clear
- Zoom: Work Area, Place, County
- Highlight: Street, Cross1, Cross2, All, Clear
- Search: Add Pt, Parcel, Show, Add Pts, Full Add, Parcels, Clear

## Single Address Examples (cont.):

Single address point with parcel

Digsite Information	
County	MAHONING
Place	JACKSON TWP
JACKSON TWP	
Addr/Street	12467 MAHONING AVE
Cross St 1	S BAILEY RD
Cross St 2	DEBARTOLO DR
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> FRONT OF PROPERTY FARTHEST POINT OFF THE ROAD: 100 FT S DISTANCE FROM CROSS STREET: SE CORNER LOT WITH S BAILEY RD	

Mapping

Newtin Streets (6)

200 ft

41.10094, -80.88629

GeoLogix

Seg Buffer 200ft  ft  yd  mi Clear ?

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 Parcel Show Add Pts Full Add Parcels Clear

Address with no address point/ parcel available

Newtin Streets (6)

200 ft

41.46206, -81.07617

GeoLogix

Seg Buffer 200ft  ft  yd  mi Clear ?

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 Parcel Show Add Pts Full Add Parcels Clear

Digsite Information	
County	GEAUGA
Place	MIDDLEFIELD
Addr/Street	14979 S STATE AVE
Cross St 1	
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> REAR OF PROPERTY FARTHEST POINT OF ROAD: LESS THAN 200 FT AREA IS MARKED WITH WHITE FLAGS	

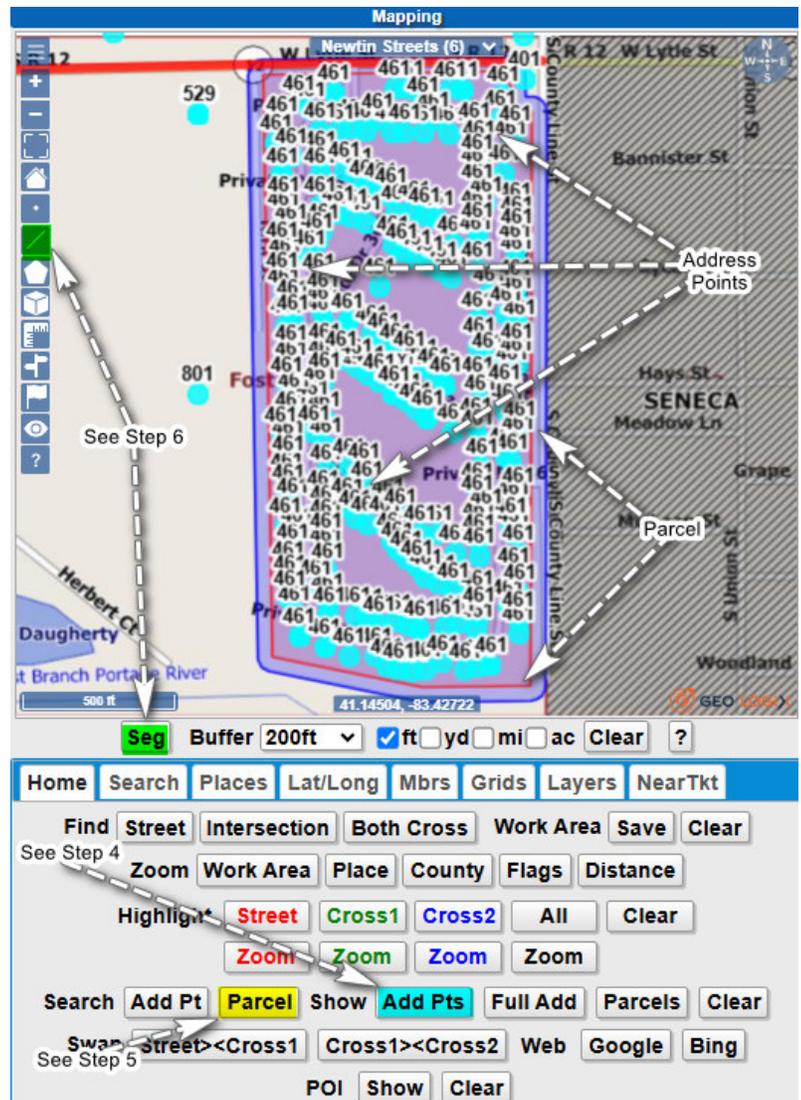
**Working At a Single Address required information:**

- ◇ Address in the STREET field
- ◇ Where on the property in the DESCRIPTION
- ◇ Farthest distance off of the roadway in the DESCRIPTION
- ◇ Distance and direction from a cross street in the DESCRIPTION
  - Or provide 2 cross streets the address is between
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.

## Single Address With Multiple Lots or In a Complex Steps:

Digsite Information	
County	HANCOCK
Place	FOSTORIA
<a href="#">Places</a>	
Addr/Street	461 W LYTLE ST
Cross St 1	INDEPENDENCE AVE
Cross St 2	
Lot #	188
Sub-division	WESTGATE VILLAGE MHP
<a href="#">Lookup</a>	
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	
<a href="#">Expanded Word List</a>	

- 1) Select **NEW**.
- 2) Enter all work information into proper fields.
- 3) Hit **LOOKUP**
- 4) Use the **Search: Add Pts** button to generate the address points for the address provided (see image below).
- 5) Use the **Parcel** button to show the parcel.
- 6) If the **parcel** is available click the **Seg** button below the map to turn the parcel blue. If the parcel is not available, use the **Draw line** tool to draw around all of the matching addresses.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



## **Working At a Single Address With Multiple Lots or In a Complex required information:**

- ◇ Primary address in STREET field
- ◇ Lot number in LOT # field and/or in description ; multiple lots in a complex can be on the same ticket but must be consecutive numbers (i.e. lots 79-88). Separate tickets are required for additional lots.
- ◇ The following information is required in the work area description:
  - Where on property ; Farthest distance off of the primary roadway; Distance and direction from a cross street.
- ◇ Be sure to map the entire parcel for the complex if available.
- ◇ Entire complexes cannot be requested on a single ticket (see above steps).
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.

## Address Range Steps:

Digsite Information

County:  ▼

Place:  ▼ Places

JACKSON TWP

Addr/Street:

Cross St 1:

Cross St 2:

Lot #:

Sub-division:

Lookup

---

**Entire work area Description**

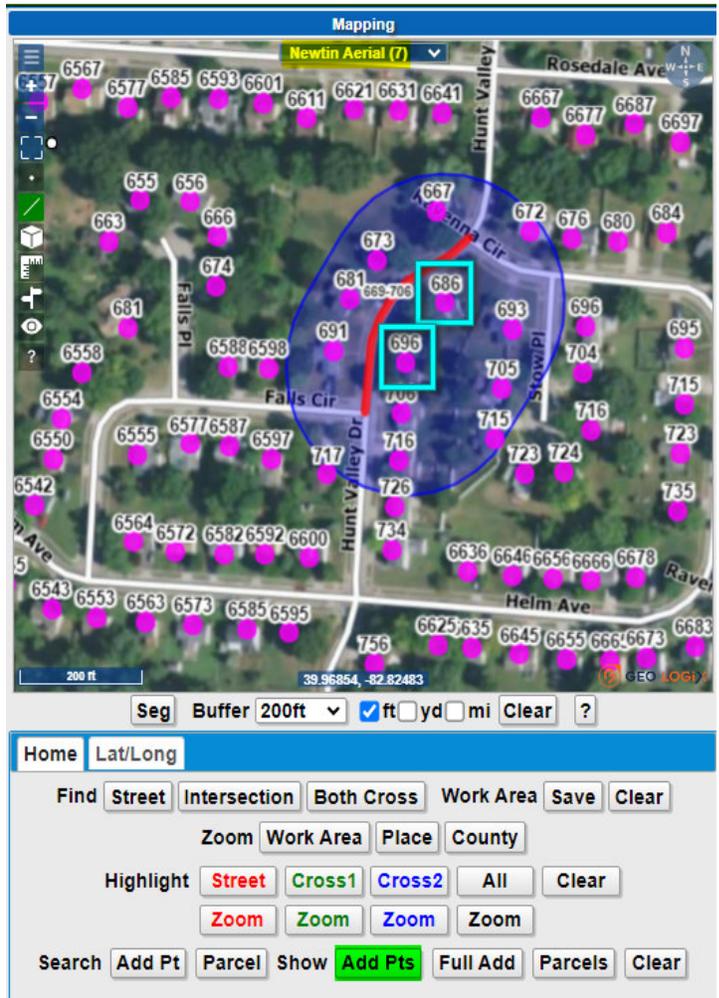
ENTIRE PROPERTIES INCLUDING ROADWAY  
 FARTEST POINT OFF ROAD: LESS THAN 200 FT E  
 DISTANCE FROM CROSS STREET: S OF

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: ADD PTS** (highlighted in green) and confirm you are in the right area.
- 6) Use **DRAW LINE** tool to map entire road in front of all addresses within your range, making sure the drawing includes the furthest distance off of the roadway.
- 7) Confirm your entire work area is covered using the **NEW TIN STREETS/AERIAL** tool to verify.
- 8) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 9) **GET MBRS** to show which members will be notified.
- 10) **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 properties in the DESCRIPTION.
- ◇ Farthest distance off of the roadway in the DESCRIPTION.
- ◇ Distance and direction from a cross street in the DESCRIPTION.
- Or provide 2 cross streets the addresses are between.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.



## Location With No Address Between Two Intersection Steps:

Digsite Information

County  ▼

Place  ▼ Places

What city or town are you digging in?

Addr/Street

Cross St 1

Cross St 2

Lot #

Sub-division

Lookup

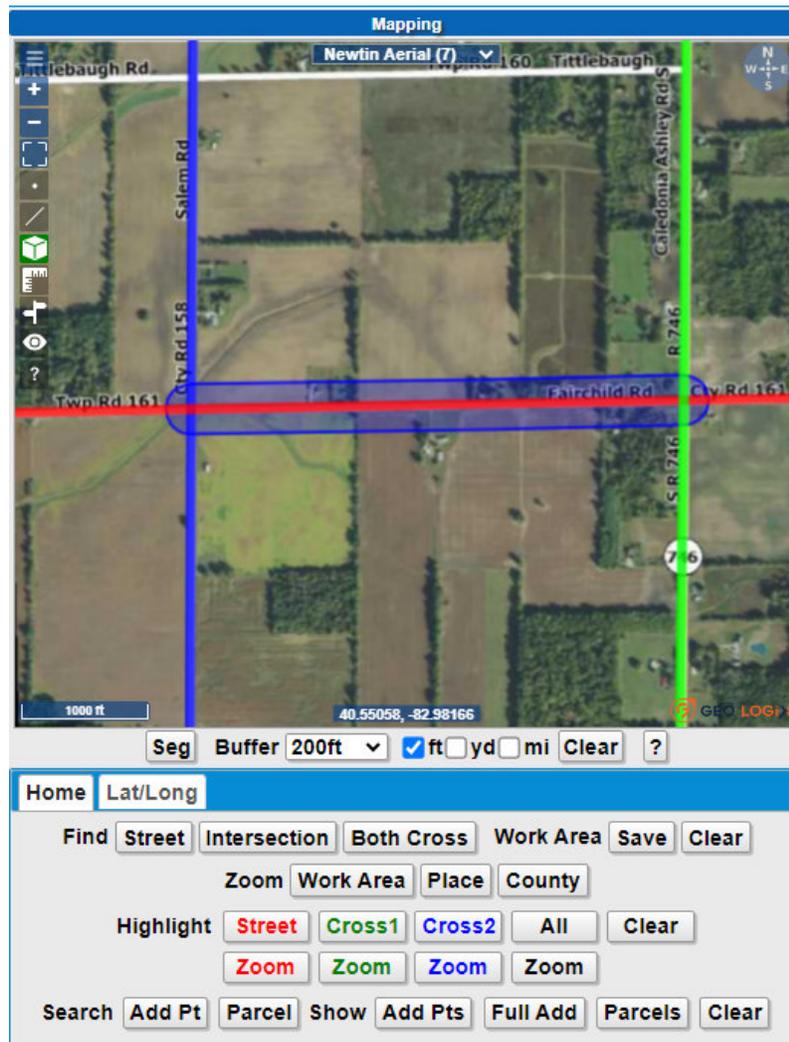
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**Entire work area Description**

**NORTH SIDE OF FAIRCHILD RD - STARTING AT THE INTERSECTION WITH S R 746 GOING W APPROX 3924 FT TO THE INTERSECTION WITH FARTHEST POINT OFF ROAD: 30 FT AREA IS MARKED WITH WHITE FLAGS**

Expanded Word List

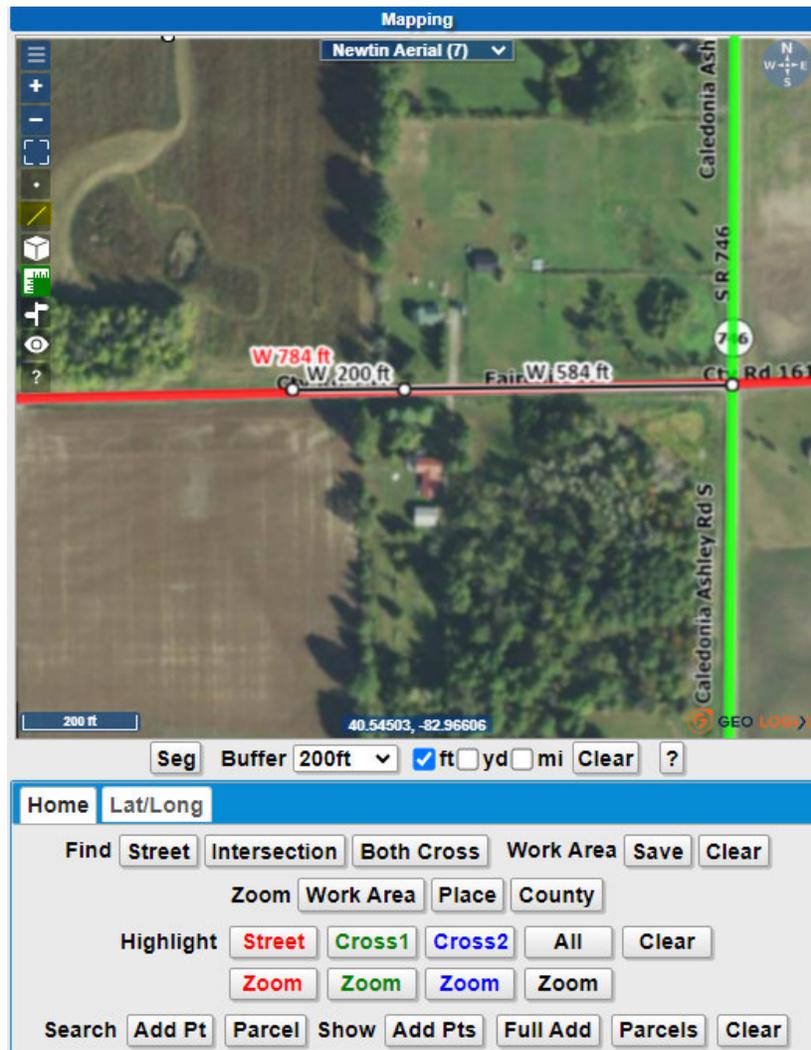
- 1) Select **NEW**.
- 2) Enter all work information into proper fields.
- 3) Hit **LOOKUP**.
- 4) Set your **BUFFER** setting to the appropriate setting to cover the furthest point off road before drawing to ensure the entire work area described will be covered by the blue notification area (default is 200 ft.).
- 5) Using the **DRAW LINE** draw from the starting intersection to the ending intersection. The **BLOCK** tool (highlighted in green below) can also be used to highlight the entire distance between the intersections.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



## Location With No Address Working a Distance from a Single Intersection Steps:

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	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> NORTH SIDE OF FAIRCHILD RD - STARTING AT A POINT 584 FT W OF S R 746 AT PED 100-166 CONTINUING WEST FOR 200 FT FARTHEST POINT OFF ROAD: 30 FT N 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 **MEASURE** tool (highlighted in green below), measure to the starting point. Using the **DRAW LINE** tool (highlighted in yellow below), draw from the starting point to the ending point.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



## Location With No Address Working At a Single Point Steps:

Digsite Information	
County	MARION
Place	RICHLAND TWP
<input type="text"/>	
Addr/Street	FAIRCHILD RD
Cross St 1	CTY RD 158
Cross St 2	S R 746
Lot #	<input type="text"/>
Sub-division	<input type="text"/>
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> NORTH SIDE OF FAIRCHILD RD - WORKING AT A POINT 490 FT E OF CTY RD 158 - MARK 30 FT PERIMETER AROUND BARN PAD FARTHEST POINT OFF ROAD: 250 FT N 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 (highlighted in pink below) 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 **MEASURE** tool (highlighted in yellow below), measure to the starting point. Using the **DRAW LINE** tool (highlighted in green below), draw from the starting point to the ending point.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



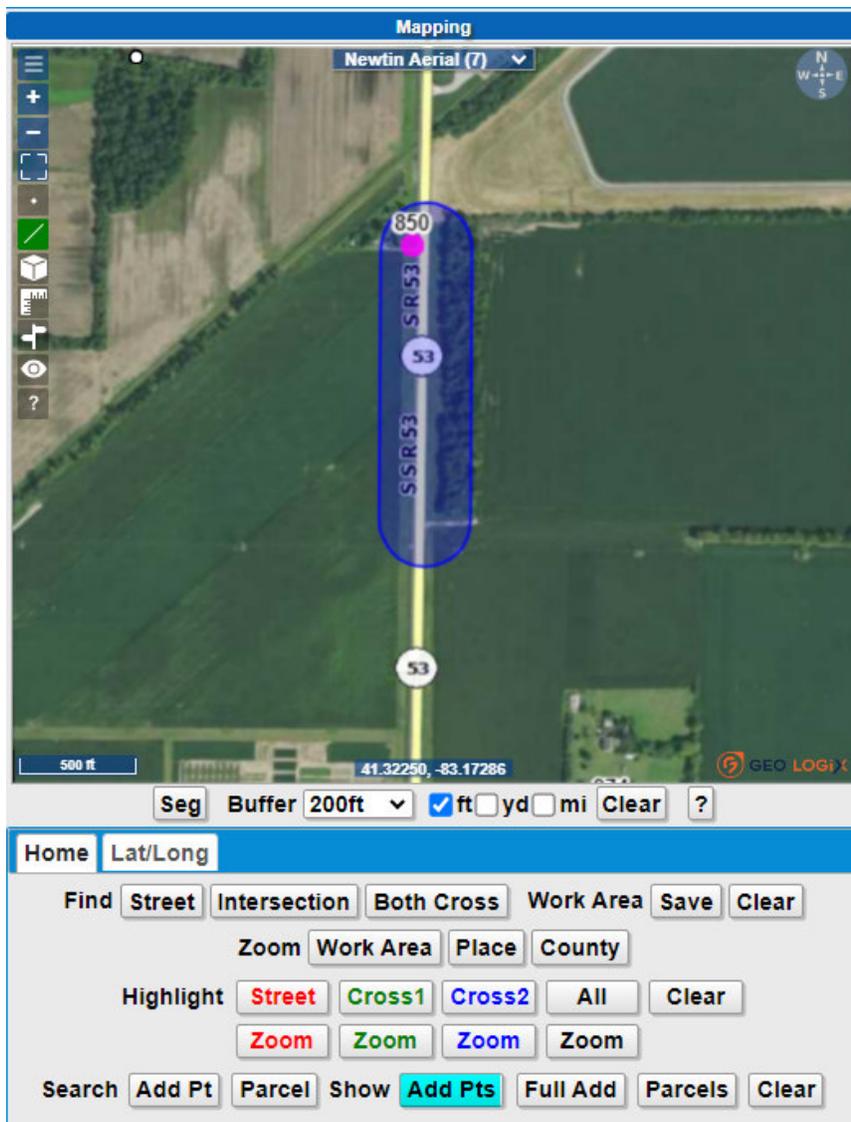
**Working At a Location With No Address Provided required information:**

- ◇ Street the work is on in the STREET field & cross streets in the 'CROSS ST 1' and 'CROSS ST 2' fields (if needed).
- ◇ Which side of the roadway work is on in the DESCRIPTION.
- ◇ The distance and direction from a cross street in the DESCRIPTION.
- ◇ The distance and direction to the next point of work in the DESCRIPTION, if applicable.
  - Continue with the distance and direction to the next point of work until the ending point.
- ◇ If work is being done on additional streets, a new ticket must be created for each new street.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.

## Across From/ Traveling a Distance From Address Steps:

Digsite Information	
County	SANDUSKY
Place	BALLVILLE TWP
<input type="text"/>	
Addr/Street	S R 53
Cross St 1	TWP RD 43
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b>	
EAST SIDE OF S R 53 - STARTING AT A POINT DIRECTLY ACROSS FROM THE DRIVEWAY OF ADDRESS 850 S R 53 GOING S 1195 FT FARTHEST POINT OFF ROAD: 70 FT PATH IS MARKED WITH WHITE STAKES	
<input type="button" value="Expanded Word List"/>	

- 1) Select **NEW**.
- 2) Enter all work information into proper fields.
- 3) Hit **LOOKUP**.
- 4) Click **SHOW: ADDR PTS** (highlighted in blue below) to confirm you are in the right area.
- 5) Using the **DRAW LINE** tool (highlighted in green below), 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 **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



**Working Across From an Address/ Traveling a Distance From Address required information:**

- ◇ Address in the DESCRIPTION (not it STREET field).
- ◇ Primary street in the STREET field without address number.
- ◇ Which side of roadway work is on in the DESCRIPTION.
- ◇ Farthest distance off of the roadway in the DESCIRPTION.
- ◇ Distance and direction from a cross street in the DESCRIPTION.
  - Or provide two cross streets the address is between.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.

**Working Only at an Intersection steps:**

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

- 1) Select **NEW**.
- 2) Enter all work information into proper fields.
- 3) Hit **LOOKUP**.
- 4) Choose the **DRAW POINT** tool (highlighted in green below) and double click at the intersection producing your blue notification area at the current **BUFFER** setting (highlighted in yellow below); 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 **NEWTIN STREETS/AERIAL** tool to verify.
- 6) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 7) **GET MBRS** to show which members will be notified.
- 8) **SUBMIT**.

The screenshot shows a mapping application with the following elements:

- Map:** Aerial view of an intersection. A blue circular buffer is centered at the intersection of E Jeffrey Pl and Foster St. A green vertical line and a red horizontal line intersect at the center.
- Toolbar:** Located on the left side of the map, containing various navigation and search tools.
- Search Bar:** Located at the bottom of the map, with the text "40.06185, -83.01489".
- Buttons:**
  - Seg Buffer 200ft** (highlighted in yellow)
  - ft**  **yd**  **mi**
  - 
  -
- Navigation/Action Buttons:**
  - 
  - 
  - 
  - 
  - 
  -

Second example  
next page

**Digsite Information**

County: **FRANKLIN** (dropdown)  
 Place: **COLUMBUS** (dropdown) Places  
what county are you digging in?

Addr/Street: **E JEFFREY PL**  
 Cross St 1: **FOSTER ST**  
 Cross St 2:   
 Lot #:   
 Sub-division:   
Lookup

Entire work area Description

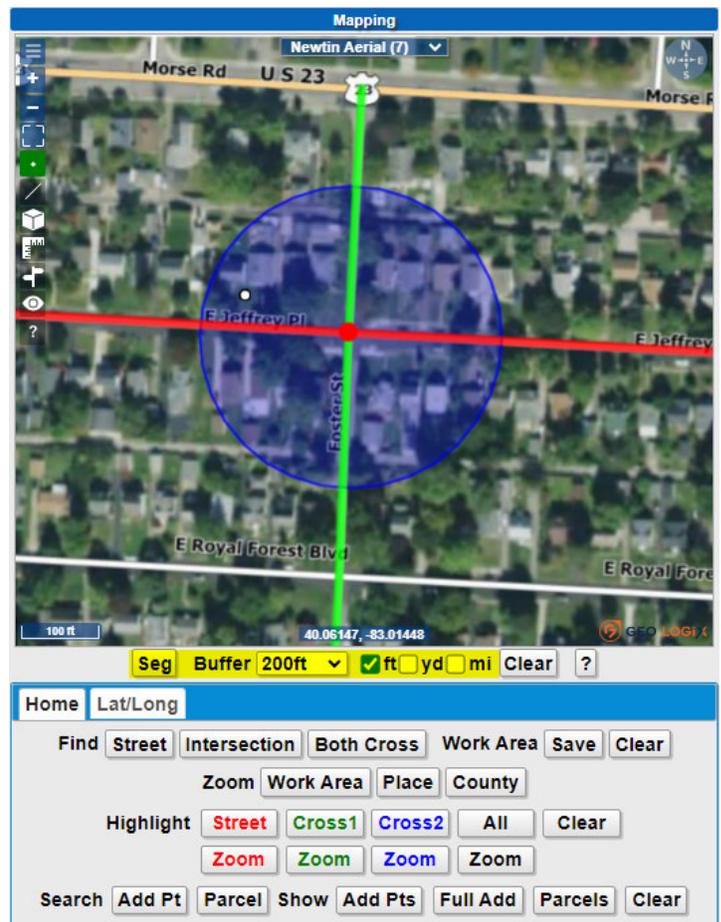
**NE CORNER OF INTERSECTION  
 FURTHEST POINT OFF ROAD - 15 FT E AND 25 FT N  
 MARKED WITH WHITE PAINT**

Expanded Word List

- 1) Select **NEW**.
- 2) Enter all work information into proper fields.
- 3) Hit **LOOKUP**.
- 4) Choose the **DRAW POINT** tool (highlighted in green below) and double click at the intersection producing your blue notification area at the current **BUFFER** setting (highlighted in yellow below); 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 **NEW TIN STREETS/AERIAL** tool to verify.
- 6) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 7) **GET MBRS** to show which members will be notified.
- 8) **SUBMIT**.

**Working Only 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 is listed in the STREET field and any distances listed in the DESCRIPTION.
- ◇ Which corner(s) of the intersection in the DESCRIPTION if applicable.
- ◇ Farthest distance off of the roadway in DESCRIPTION.
- ◇ Which side of the roadway (if applicable) in the DESCRIPTION.
- ◇ If the entire intersection or any roadways need marked, state in the description.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.



## Railroad steps:

Digsite Information

County HANCOCK

Place CASS TWP Places

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Addr/Street NORFOLK SOUTHERN RAILROAD TRACKS

Cross St 1 TWP RD 243

Cross St 2 TWP RD 143

Lot #  

Sub-division  

Lookup

---

**Entire work area Description**

WORKING ALONG BOTH SIDES OF THE RAILROAD TRACKS - TRACKS CROSS TWP RD 243 AT A POINT APPROX 135 ST SOUTH ON THE INTERSECTION WITH TWP RD 143

STARTING WHERE THE TRACKS CROSS TWP RD 243 CONTINUING APPROX .73 MILES NE TO WHERE TRACKS CROSS SMALL WATERWAY

FARTHEST POINT OFF TRACKS: 50 BOTH SIDES

Expanded Word List

---

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

- 1) Select **NEW**.
- 2) Enter all work information into proper fields (can list the tracks in the STREET field).
- 3) Hit **LOOKUP**. Since there is no street in the STREET field , you will see "Intersections not found". Click OK.
- 4) Select **Highlight: All** (highlighted in yellow in the image below, then **ZOOM** (highlighted in blue in the same image) and the mapping should show the 2 cross streets listed. Then select the **+** tool or scroll button on the mouse to zoom in for a closer view.
- 5) Use the **DRAW LINE** tool (highlighted in green below) to draw starting at the intersection of the STREET and railroad track 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. The **SEG** tool can toggle the cursor between ft/yds/mi for measuring distance.
- 6) Confirm your entire area is covered using the **NEW TIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified. *WHEN SELECTING THIS, THE BOX AT THE BOTTOM OF THE PAGE WILL APPEAR. THIS IS INFORMING YOU THAT OUR SYSTEM DOES NOT RECOGNIZE THE RAILROAD AS A STREET. SELECT YES TO CONTINUE LOOKUP.*
- 9) CLICK **SUBMIT**.

Mapping

Newtin Streets (6) N  
W  
E  
S

Seg Buffer 200ft  ft  yd  mi Clear ?

---

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 Parcel Show Add Pts Full Add Parcels Clear

Street was not found in selected notification area!

Continue with member lookup?

No
Yes

### **Working On a Railroad required information:**

- ◇ Railroad name in STREET field.
- ◇ Road that railroad intersects with in the CROSS 1 field.
- ◇ Which side of the railroad tracks the work is on .
- ◇ The distance and direction from the intersection in the CROSS ST 1 field.
- ◇ The distance and direction from another intersection closest to the railroad crossing in the CROSS ST 2 field.
- ◇ Extension of work from railroad crossing, starting and ending points along railroad tracks
- ◇ How far off of the railroad tracks at the farthest point.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.

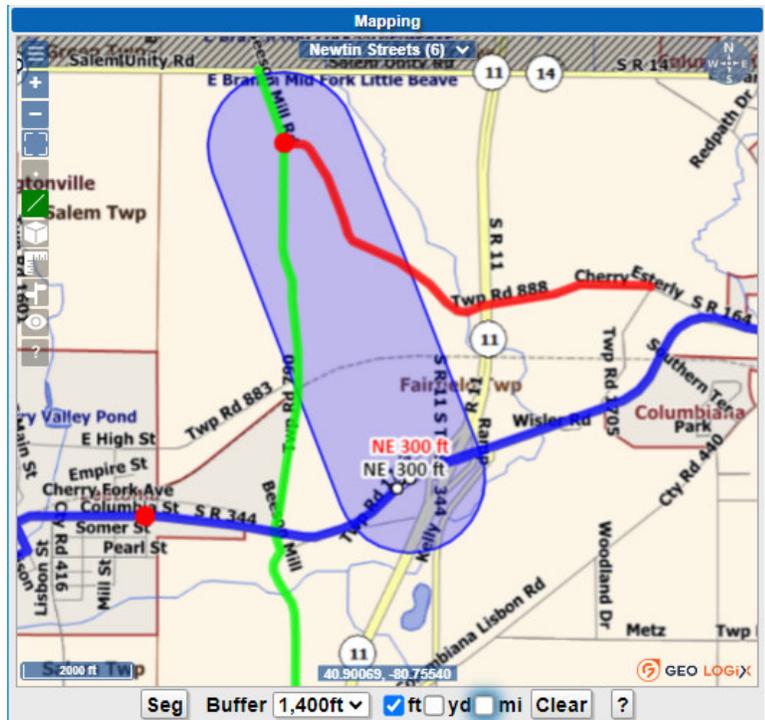
## Cross Country/Pipelines

Digsite Information	
County	COLUMBIANA
Place	FAIRFIELD TWP
<input type="text"/>	
Addr/Street	CHERRY FORK RD
Cross St 1	BEESON MILL RD
Cross St 2	S R 344
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> WORKING ALONG BOTH SIDES OF THE BUCKEYE PIPELINE RIGHT-OF-WAY - STARTING AT THE INTERSECTION OF CHERRY FORD RD & BEESON MILL RD AND 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)	
<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).
- 3) Hit **LOOKUP**.
- 4) In the **SEG** line, change the mapping **BUFFER** to 1400 ft.
- 5) Use the **DRAW LINE** tool to draw from the starting point provided and continuing to the ending point provided.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

### Working cross country required information:

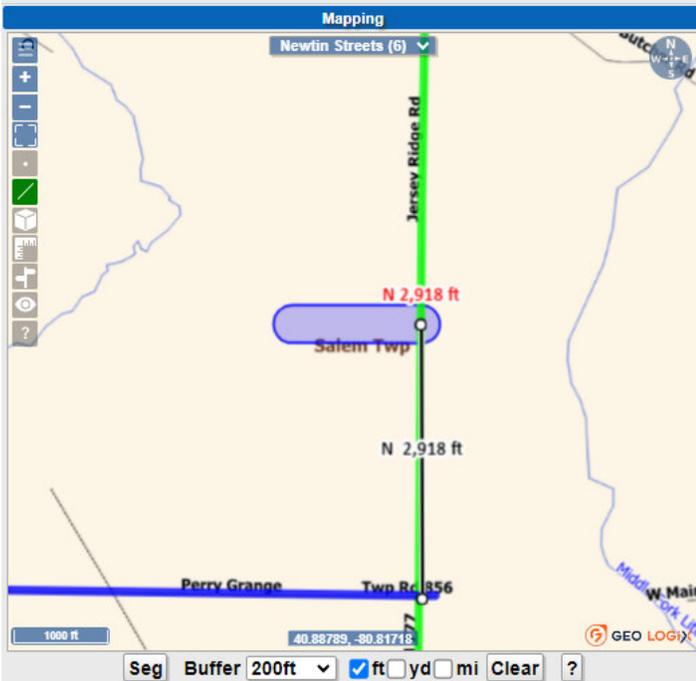
- ◇ The street work is takes place off of in the STREET field. Pleas indicate in the work area description which side of the road the work starts from.
- ◇ The starting point from the nearest intersection to the work location. The nearest intersection goes in the CROSS ST 1 field.
- ◇ Set mapping buffer to 1400 ft before mapping work area.
- ◇ Continue with the distance and direction from the starting point to the next point, and continue with distances and directions until the ending point or road crossing is reached.
- ◇ Provide the distance and direction from near intersection is ending point is a road crossing. This street would go in the CROSS ST 2 field.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.



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

## New Street/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"/>	
<b>Entire work area Description</b> BOTH SIDES OF THE ROAD INCLUDING ROADWAY FOR ENTIRE DISTANCE - COLUMBIANA AVE N IS A NEW ROADWAY THAT RUNS W OFF OF JERSEY RIDGE RD AT A POINT APPROX 2918 FT N OF ITS INTERSECTION WITH TWP RD 856 - FROM THERE CONTINUE W APPROX 1400 FT FARTHEST POINT OFF ROAD - 200 FT 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). List the street that the new roadway comes off of in the Cross St 1 field, and list an intersecting street with that street in the Cross St 2 field.
- 3) Hit **LOOKUP**. Since the street in the STREET field is not in the system, you will see "Intersections not found". Click OK.
- 4) 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 select the **+** tool or scroll button on the mouse to zoom in for a closer view.

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	Zoom	Zoom

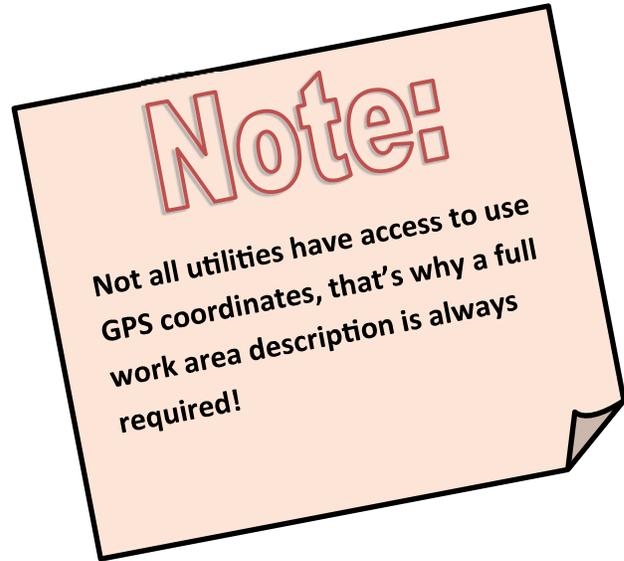
- 5) Provide the distance and direction from an existing intersection to where the new roadway crosses an existing roadway. Then provide the distance and direction from the intersection with the new roadway to the point of work. Provide which side of the new roadway work is on and how far off of the new roadway work will be.
- 6) 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.
- 7) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

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

- ◇ New street in the STREET field (even if not in our system)
- ◇ Existing road new street intersects with in CROSS ST 1 field.
- ◇ What side of the new street the work is off of.
- ◇ Road that intersects CROSS ST 1 in the CROSS ST 2 field.
- ◇ Provide the extent of work along new street including the ending point.
- ◇ GPS points can be used but are considered additional information, all other required information above needs to be provided.

## Working at a GPS Coordinate:

- 1) Select **NEW**.
- 2) Enter all work information into proper fields. This will include entering your coordinates under the "**LAT/ LONG**" tab listed below the map. **YOU ARE REQUIRED TO PROVIDE LOCATION INFORMATION ALONG WITH THE COORDINATES. GPS points are considered additional information only.** This can include an address or location information (what side of the road the coordinates are on, how far off of the roadway the coordinates start and end, etc). Please see previous pages for details on what is required with different scenarios.
- 3) Hit **LOOKUP** to generate the street field information.
- 4) Enter the LAT/LNG point and follow the prompts (highlighted in yellow).
- 5) Using the **DRAW POINT** tool (highlighted in green) and double click on the red dot that identifies the LAT/ LONG.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



### Example:

#### Single GPS point:

Digsite Information	
County	MAHONING
Place	JACKSON TWP
<input type="text"/>	
Addr/Street	MAHONING AVE
Cross St 1	S BAILEY RD
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> WORKING ON THE SOUTH SIDE OF MAHONING AVE STARTING AT THE INTERSECTION WITH S BAILEY RD GOING TO A POINT 100 FT EAST FARTHEST POINT OFF THE ROAD: 30 FT  LAT/LNG POINT: 41.099480, -80.886940	
<input type="button" value="Expanded Word List"/>	

(continued on next page)

## Working at Multiple GPS Coordinates:

- 1) Select **NEW**.
- 2) Enter all work information into proper fields. This will include entering your coordinates under the "**LAT/ LONG**" tab listed below the map. **YOU ARE REQUIRED TO PROVIDE LOCATION INFORMATION ALONG WITH THE COORDINATES. GPS points are considered additional information only.** This can include an address, or location information (what side of the road the coordinates are on, how far off of the roadway the coordinates start and end, etc). Please see previous pages for details on what is required with different scenarios.
- 3) Hit **LOOKUP** to generate the street field information.
- 4) Enter the LAT/LNG points and follow the prompts (highlighted in yellow) .
- 5) Use the **DRAW LINE** tool (highlighted in pink) to connect multiple red dots.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

**Example:**  
Multiple GPS points:

Digsite Information

County  ▼

Place  ▼ Places

---

Addr/Street

Cross St 1

Cross St 2

Lot #

Sub-division

---

**Entire work area Description**

WORKING ON THE SOUTH SIDE OF MAHONING AVE STARTING AT A POINT 100 FT EAST OF THE INTERSECTION WITH S BAILEY RD GOING 100 FT EAST  
FARTHEST POINT OFF THE ROAD: 30 FT

STARTING POINT: LAT/LNG POINT: 41.099480, -80.886940  
ENDING POINT: LAT/LNG POINT: 41.099480, -80.886580

Mapping

100 ft

41.09997, -80.88773

GEO LOGIX

Seg Buffer   ft  yd  mi

Home Lat/Long

Latitude  Longitude

Degrees, example: dd.ddddd OR dd mm.mmmm OR dd mm ss.ss

Save above Lat/Long coordinates with ticket?

## 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 by changing to a color). A full list of street abbreviations can be found in the *Remote Ticket Entry Guide* on pages 16 & 17.

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	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