

Instructions on how to post a positive response

Positive Response is the closing of the communication loop between an excavator and facility owner. Positive Response became effective in the Ohio Revised Code (ORC) as of March 27, 2013

STEP 1

To access the Positive Response program you will need a username and password. If you haven't already set up a username and password you will need to contact Member Services 800-311-3692 option 6 to get your login credentials.

STEP 2

Once you hit the website, http://newtin.oups.org you will enter your username/password. From this point you will be at the following screen.

	2		1
Tickets	Maintenance	Reports	System
+Resp Positive Response (HTML Response Analysis General Access - Response Response Inquiry Response Stats Response Types Tickets Without Response	e <u>Display</u>	Monthly Member Ticket State Tickets without Response	Julian Calendar Log Out

STEP 3

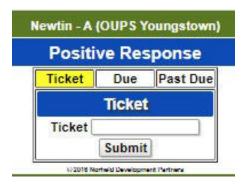
To post responses click on "Positive Response HTML5".

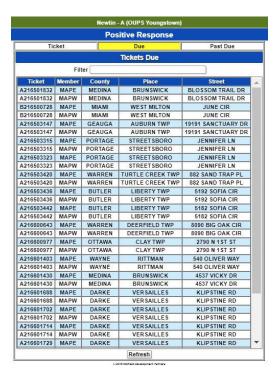
You will have 3 tab options to choose from: Ticket, Due and Past Due

-		oungstowi
Positi	ve Res	ponse
Ticket	Due	Past Due
	Ticket	
Ticket	2	
	Submit	

TICKET:	If searching for a specific ticket number.
DUE:	Shows you a list of tickets that you need to respond by based on the 48 hour notice.
PAST DUE:	Shows you a list of any tickets that are past the 48 hour notice aka LATE notices.

You can also 'Filter' by County, Place and by Street within the 'Due' or 'Past Due' tabs.



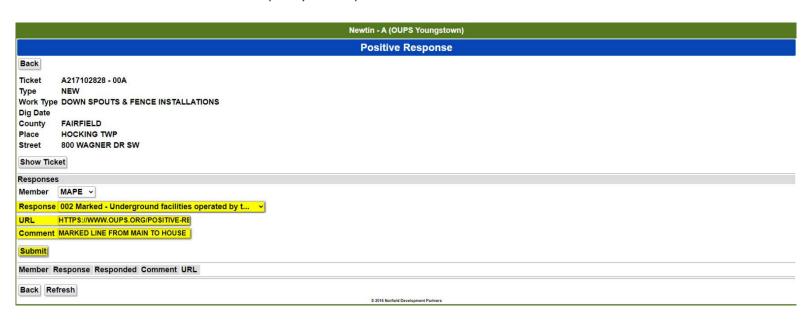




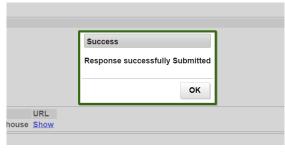
STEP 4

Click on a ticket to enter your response code, make a comment, for the excavator to see, and/or enter a URL (requires http[s]://something.something).

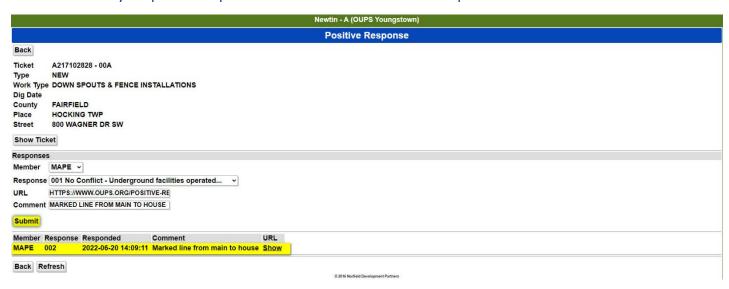
Then hit the 'Submit' button to post your response.



You will then receive this pop-up box once it's been submitted.



It will show your posted response made under the 'Member Response' area.



Hit the 'Back' button at the bottom of the ticket to get back to your list of tickets.



- **01- No Conflict** Underground facilities operated by this member are not in conflict based on information provided in the Excavation Request.
- **02- Marked** Underground facilities operated by this member at the site of proposed excavation have been marked up to the privately owned facility.
- **03- Excavation Request Cancelled (CNCL) Excavator has cancelled this excavation request.**
- **04- Locator Coordination-** Locate request has not been completed. **Locator** has/will contact the excavator to coordinate markings.
- **05- Facility Operator Coordination** Locate request has not been completed. **Facility Owner or Operator** will contact the excavator to coordinate markings.
- **06- High Profile or Critical Facility** Facility Owner or Operator requests to be present for the excavation in accordance with ORC 3781.31 (A). Excavator must provide notification of at least one full working day prior to commencing excavation.
- **07- Complex Project (LPRJ)** This response is designated for use with a Complex Project notification only.
- **08- Design Notification (DSGN)** Facility Owner or Operator has completed the design request in accordance with ORC 3781.27 (C) or 153.64 (B) (2).
- **09- Work Complete** Work Complete The Facility Owner or Operator or their representatives has deemed the excavation to have been completed.
- **999- No Response (LATE)** The Facility Owner or Operator or its representatives has not posted a Positive Response prior to the legal start date. A "LATE" notification has automatically been sent to the Facility Owner or Operator.