POSTING POSITIVE RESPONSE

The Positive Response page displays a list of open notifications requiring a response.

Notification # and Revision	identifies the Excavation Notification
Priority	identifies the Priority Type: **Routine, Insufficient, Emergency**
Member	which member code the excavation request is for
Type	identifies type of notification: **New, Repeat, Update**
Category	identifies the category of notification type: **Routine, Large Project, MDig, Design, On the Job, Emergency, Dig-in Emergency**
Facility	utility type the Notification applies to
Response Due	the date the response is required to be submitted by
Response	current status: **Pending, Late**
Map	link to the map of the Excavation Notification
Full Ticket	shows full Excavation Notification information

Positive Response

	Ticket -	Revision	Priority	Member	Type	Category	Facility	Response Due	Response	Map	Full Tkt	Address	Place	County	Locate Info
☐	2604100101	000	INSF	ZZEP	NEW	LREQ	steam	02/12/26 9:09:00 AM	PENDING	map	show	1083 CALVIN ST	LAKEMORE	SUMMIT	FRONT OF PROPERTY FARTHEST POINT OFF R...
☐	2604100101	000	INSF	ZZEP	NEW	LREQ	water	02/12/26 9:09:00 AM	PENDING	map	show	1083 CALVIN ST	LAKEMORE	SUMMIT	FRONT OF PROPERTY FARTHEST POINT OFF R...
☐	2604100101	000	INSF	ZZEP	NEW	LREQ	reclaimed water	02/12/26 9:09:00 AM	PENDING	map	show	1083 CALVIN ST	LAKEMORE	SUMMIT	FRONT OF PROPERTY FARTHEST POINT OFF R...

ACCESSING
POSITIVE
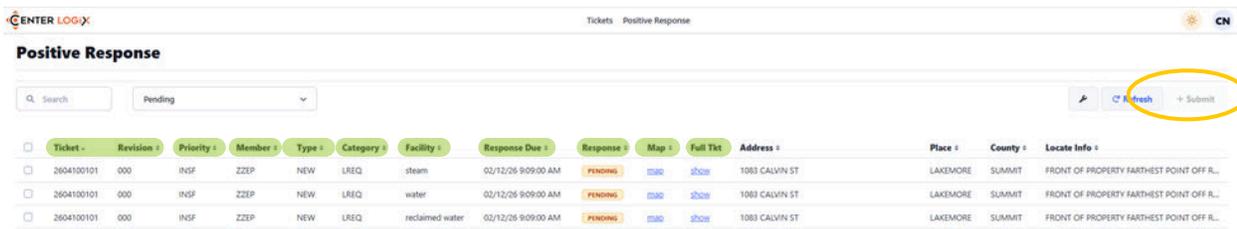# RESPONSE

OHIO811 Before You Dig

Submitting Positive Response

1. Select one or more Excavation Notifications using the checkboxes on the left.

2. Click **+Submit**; a panel will open on the right

3. Complete the required '**Response Code**' field and additional fields that apply:

   a. Response Code - Choose from the OHIO811 standard response codes
   b. Comments - clarifying notes for the excavator
   c. URL - link to supporting documentation
   d. Attachments - upload photos, maps, or other files that support the response

4. Click **Submit** to finalize
   a. *Select 'Cancel' to exit without saving*
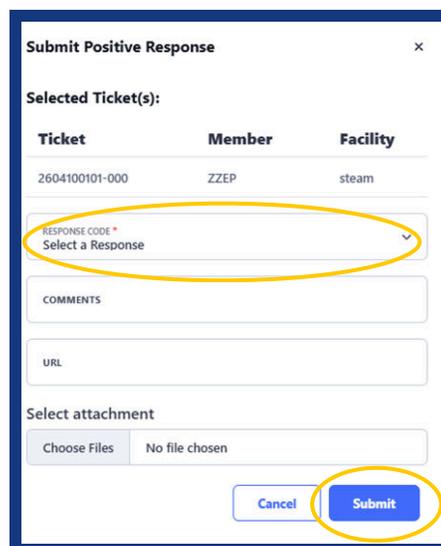
- Always use the correct response code to ensure compliance.
- Provide comments and attachments when conditions are unusual or require clarification.
- Submit responses before the due date to avoid responses being flagged as late.
- Use batch submission to efficiently respond to multiple notifications at once.