

**FAX-A-LOCATE SINGLE REQUEST COVER LETTER**

**JULIE Fax Number 1-800-292-0222**

*72 hours (3 working days) before you dig!*

(Circle One)

**DATE SENT:** \_\_\_\_\_ **TIME SENT:** \_\_\_\_\_ a.m. or p.m.

**SENT TO:** JULIE, Inc.  
Fax-A-Locate Program

**SENT BY:** Company Phone Number with Area Code: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_

Site Person's Phone Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

Number of Locates Sent: \_\_\_\_\_

***DO NOT WRITE IN THIS SECTION - FOR JULIE, INC. USE ONLY***

Number of Locates received: \_\_\_\_\_

Operator Initials: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Fax-A-Locate

## SINGLE LOCATE REQUEST FORM

### FAX-A-LOCATE Number 1-800-292-0222

FAX-A-LOCATE Requires a 72 Hour (3 Working Day) Advance Notice Before You Dig!

Date Faxed to JULIE: \_\_\_\_\_ Time: \_\_\_\_\_ Ticket # \_\_\_\_\_ of \_\_\_\_\_

1	COMPANY PHONE NUMBER WITH AREA CODE ( )	CALLER NAME			
2	COMPANY NAME				
3	COMPANY ADDRESS				
4	COMPANY CITY, STATE, ZIP CODE	FAX NUMBER WITH AREA CODE/PAGER NUMBER ( )			
5	SITE CONTACT	PHONE NUMBER WITH AREA CODE ( )	EXTENSION (IF APPLIES)		
6	COUNTY (this information <b>MUST</b> be given)	(Circle one and list location name)	VILLAGE/CITY (URBAN)	<b>O</b>	UNINCORPORATED TOWNSHIP (RURAL)
7	SUBDIVISION NAME	EXCAVATION SITE ADDRESS OR LOT NUMBER			
8	NEAREST CROSS STREET/CROSS ROAD, REGARDLESS OF SIZE, WITHIN A 1/4 MILE (Please indicate whether Street, Road, Lane, Avenue, etc.)				
9	JULIE MEMBERS AND THEIR SUBCONTRACTORS <b>MUST</b> PROVIDE THE SECTION - QUARTER/SECTION INFORMATION	TIER	RANGE	SECTION NUMBER	QUARTER/SECTION NUMBER
10	ADDITIONAL LOCATION INFORMATION (such as directions, landmarks, distance and direction from nearest town, etc.)				
11					
12	TYPE OF WORK (trenching for sewer/water, cable/telephone drops, fence/deck installation, planting trees/shrubs, new building foundations, curb/gutter, ditch work, road grading, paving, etc.)				
13	EXTENT OF WORK (locate north side of building, along rear lot line, front of property to curb and from lot line to lot line, etc.)				
14	ARE YOU DIRECTIONAL BORING OR HORIZONTAL DIRECTIONAL DRILLING? (Circle one)	YES	NO	WILL YOU BE DIGGING DEEPER THAN 7 FEET? (Circle One)	YES NO UNSURE
15	EXCAVATION SITE OWNER/RENTER'S NAME (if other than caller)				
16	NOTES TO UTILITIES ABOUT EXCAVATION SITE				
17					
18	START DATE/TIME OF EXCAVATION (given to caller by operator)	IS THIS A JOINT MEET? (Circle one) YES NO			
19	DIG NUMBER (given to caller by operator)	DIG NUMBER MEANS: A or X = JULIE system; XXX = Julian Calendar Day; XXXX = Request sequence number for that day. <i>Keep this number as proof of your call to JULIE and as a reference number for this call.</i>			
JULIE MEMBER COMPANIES SENT THIS MESSAGE (given to caller by operator)					

FOR YOUR PROTECTION, IT IS SUGGESTED THAT YOU, AS THE EXCAVATOR, SEARCH THE AREA FOR THE FACILITIES OF OTHERS WHO ARE NOT JULIE MEMBERS AND NOTIFY THEM. IN ADDITION, YOU SHOULD COMMUNICATE WITH THE OWNER OF THE DIG SITE TO DETERMINE IF THERE ARE ANY PRIVATELY INSTALLED LINES.

# Information About the Illinois One-Call System

**JULIE** (Joint Utility Locating Information for Excavators), also known as the "Illinois One-Call System," is a not-for-profit corporation that provides professional and non-professional excavators with a toll-free number (1-800-892-0123) for the free locating and marking of underground facilities. JULIE serves as a notification service for underground facility owners, taking information about planned excavations and distributing this information to its membership. *It is then the responsibility of each facility owner to mark the location of their underground facilities at the excavation site.*

JULIE operators are available at 1-800-892-0123 to process locate requests 24 hours a day, 7 days a week, 365 days of the year. Excavators who have access to the Internet are able to enter locate requests via a JULIE ticket entry Web site (WRTE). This method allows access to JULIE for frequent users of the one-call system. For more information, contact the JULIE Data Department at 815/741-5011.

## **HOW TO USE THE JULIE SYSTEM**

Safe digging starts when you contact JULIE. Whenever possible, it is very important to physically visit the site or to become more familiar with the area before placing your call to JULIE. The 48 hour notice does **not** include Saturdays, Sundays or holidays. If digging inside the city limits of Chicago, contact **DIGGER AT 312/744-7000**.

Completing an excavator locate request form (over) beforehand makes it faster and easier for both parties to complete the locate request process. *This form is available to download and copy at [www.illinois1call.com](http://www.illinois1call.com).*

At a minimum, be prepared to provide the JULIE operator with the following information when you call:

- (A) Your name, address and a phone number at which you and/or a site contact can be reached and a fax and/or pager number;
- (B) County and city or county and unincorporated area of township;
- (C) Location at which the excavation or demolition will take place, which may include but not be limited to, address, cross street, lot numbers, etc. In addition, JULIE member companies and their contractors/subcontractors **must** provide the tier, range, section and quarter section of the excavation site sufficient enough for system to grid the ticket;
- (D) Section/quarter sections when the above information does not allow the State-Wide One-Call Notice System to determine the appropriate geographic section/quarter sections. This item (D) does not apply to residential property owners.
- (E) The type and extent (size of excavation area) of the work involved, including if white paint, flags and/or stakes were used to outline the proposed excavation area;
- (F) Will you be directional boring or horizontal directional drilling? Will you be digging deeper than 7 feet?; and
- (G) The start date and time of the planned excavation or demolition.

## **AVAILABLE RESOURCES**

Resources to find the information above include: property plat map; real estate tax bill; permanent real estate tax number for the property; county plat map; rural residential directory; village, town or city permit, building, engineering or street dept. (city limits); or township or county permit, building, engineering or highway dept. (outside city limits).

## **TYPES OF LOCATE REQUESTS**

**Normal Locate:** Made at least 2 working days, but not more than 14 calendar days in advance of excavation project.

**Emergency Locate:** Condition constituting an imminent danger to life, health or property or a utility service outage, and which requires immediate repair or action.

**Joint Meets:** Scheduled when the extent of the work may be confusing or extends over a large geographic area. A joint meet is not a locating session, but a meet to exchange information. *A joint meet is not a 48-hour process, but a 96-hour process.* All members must mark before digging can proceed.

## **APWA UNIFORM MARKING COLOR CODE**

<b>Red</b>	Electric	<b>Blue</b>	Water systems
<b>Yellow</b>	Gas, oil, steam, petroleum	<b>Orange</b>	Communication, telephone, television
<b>Green</b>	Sewer systems	<b>Purple</b>	Reclaimed water, irrigation, slurry lines
<b>White</b>	Proposed excavation ( <i>Black-when snow is present</i> )	<b>Pink</b>	Temporary survey

## **[www.illinois1call.com](http://www.illinois1call.com)**

JULIE Damage Prevention Managers are available to assist members and excavators. For more information, including a list of JULIE members, upcoming events, procedural changes, member damage prevention team contacts and the state law (including legislation changes), please visit JULIE's Web site at [www.illinois1call.com](http://www.illinois1call.com).