



Data Department

- *Database Updates*
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DATA DEPARTMENT

DATABASE UPDATES

As the JULIE member coordinator and/or alternate coordinator, you are responsible to provide JULIE with the geographical areas (place and grid or polygon data) specifying where your company's underground facilities are located. *It is the coordinator/alternate coordinator's responsibility to keep this database information updated.*

The JULIE coordinator and the alternate coordinator are the only authorized people from your company to make changes to your database. All additions or deletions need to be made in writing and sent via mail or fax. Database changes may also be sent via E-Mail providing that the coordinator/alternate coordinator's name appears in the E-Mail.

Database updates can be sent to any of the following:

MAILING ADDRESS	FAX PHONE NUMBER	E-MAIL INFORMATION
JULIE, Inc. 3275 Executive Drive Joliet, IL 60431 Attn: Database Manager	815/741-5045	andre@illinois1call.com

NOTIFICATION REPORT

It is recommended that member companies review their database at least once a year to ensure that JULIE has the most accurate and up-to-date information.

To assist members, JULIE generates a **Notification Report** which indicates all geographical areas listed in a company's database. Places are recognized as incorporated cities/villages or unincorporated townships. Cities and villages are designated on the report with the letters "CIT" after the city/village name. Places without a "CIT" after the name indicate township selections. You will **NOT** be notified of excavations in "PLACES" that are not in your "PLACE" selections, regardless of your quarter-section selections.

It is important to be thorough and accurate with this geographic database report; omission of grids or quarter-sections will likely result in your company not being properly notified. Inclusion of grids outside of your company's service area will result in over-notification and an extra cost to your company.

If you have Internet access, JULIE now provides its members with a Web site address from which they can access their Notification Report. Prior to using this service, you must be issued a password and receive brief instructions for navigating through the report. If interested, please contact the Data Department at 815/741-5011.

If you do not have internet access or would like a copy of your Notification Report mailed to you please contact the Database Manager at 815/741-5018 or the Data Department at 815/741-5011.

DATA DEPARTMENT

SAMPLE NOTIFICATION REPORT

Newtin - A (Julie)

Notification

Member

Notification for Counties Places Streets Grids Graphical Grids Rules

County include counties member isn't in?

Grid prefix (Blank for all)

Grids active from through

County notification for member ALPH0A.

State	County	Notify
IL	HENRY	none

Place notification for member ALPH0A for county HENRY.

state	county	place	Notify
IL	HENRY	ALPHA CIT	LEVEL
IL	HENRY	OXFORD	LEVEL

Grid notification for member ALPH0A for county HENRY active 10/22/08 through end of 10/22/08
State: IL County: HENRY Notify: ALWAYS

T14NR01E

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16SE 15SW
21NE 22NW
21SE 22SW
28NE 27NW
28SE
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No Rules for member ALPH0A.

DATA DEPARTMENT

YEARLY CORRESPONDENCE

Annually, the JULIE Data Department sends member coordinators various reports/schedules that need to be verified for accuracy or completed with appropriate information and returned to JULIE.

ANNUAL SUMMARY REPORT

This report lists the current contact information for the JULIE coordinator, alternate coordinator, engineering contact and damage contact for your company. If any of this information has changed, or if new contacts need to be added, please specify this on the form.

The Annual Summary Report also indicates your company's hours of operation when staff is available to receive JULIE locate requests at your main receiving office. Please verify that these hours are accurate for the upcoming year.

YEARLY MINOR HOLIDAY SCHEDULE

On this report, coordinators are asked to designate the days for the upcoming year when their company observes holidays *other than the seven JULIE recognized holidays* which are New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving and Christmas.

Please check-mark in the appropriate column to indicate whether or not your company will be open and operating normally on each of the listed minor holidays. For half-day holiday observances (i.e. employees leave at noon), indicate the hours your company will be open and operating normally.

On the days that your offices are closed, JULIE will transmit all high priority locate requests to your designated "after hours" ticket receiving destination.

Upon completion, the coordinator **must sign** the Yearly Minor Holiday Schedule and return it and the Annual Summary Report to JULIE, Inc. in the envelope provided.

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SAMPLE FORM

2008 JULIE MINOR HOLIDAY SCHEDULE

JULIE observes (7) MAJOR Holidays **DO NOT INCLUDE THESE:**
New Years Day - Memorial Day - 4th of July - Labor Day - Thanksgiving & Friday after - Christmas Day

This form designates MINOR holidays member companies observe. These are days when your employees that normally attend to the JULIE locate requests are not working. JULIE will distribute locates of an urgent nature to the designated after hours notification location on the days indicated. *NOTE: For companies using contract locators, you need to indicate the dates the locating company will observe.*

2008	2008	X box for entire day CLOSED	Partial hours please list times	
MINOR Holiday Day/Date Observed	MINOR Name of Holiday		OPEN	CLOSING
Monday, January 21, 2008	Martin Luther King Birthday			
Tuesday, February 12, 2008	Lincoln Birthday			
Monday, February 18, 2008	Presidents Day			
Friday, February 22, 2008	Washington Birthday			
Friday, March 21, 2008	Good Friday			
Monday, October 13, 2008	Columbus Day			
Tuesday, November 04, 2008	National Election Day			
Tuesday, November 11, 2008	Veterans Day			
Wednesday, December 24, 2008	Christmas Eve			
Friday, December 26, 2008	Day after Christmas Day			
Wednesday, December 31, 2008	New Years Eve			
Friday, January 02, 2009	Day after New Years Day 2009			
Notes:				
Notes:				

JULIE Coordinator
Signature is required:
Please sign in box ----->