



JULIE, Inc. **Fax-A-Locate Program**

Instruction Manual, Forms and Samples

Revised 12/31/03

INTRODUCTION

The JULIE, Inc. **Fax-A-Locate Program** is designed to expedite the customer excavation notification to JULIE for multiple locate request customers. The program gives customers the option of sending their locate requests via a facsimile machine instead of calling JULIE to place a locate request. The program has a positive effect not only on the customer using the **Fax-A-Locate Program**, but also benefits customers still calling in their locates. **Fax-A-Locate** enables more operators to be available to handle non-multiple calls. The customer using their facsimile machine will find this program beneficial as they will not be tied up for long periods of time calling in multiple locate requests.

REQUIREMENTS FOR THE FAX-A-LOCATE PROGRAM

1. Must have a facsimile machine.
2. Must place locate requests that are easily understood.
3. Must send their locate requests 72 hours or more in advance.

HOW TO REGISTER FOR THE FAX-A-LOCATE PROGRAM

Excavators interested in using the Fax-A-Locate Program must first complete the **JULIE FAX-A-LOCATE REGISTRATION FORM** (*Attachment A*) and return to JULIE, Inc. either by mail or via fax. JULIE Staff will review your request, and notify you upon approval.

GENERAL INFORMATION AND PROGRAM PROCEDURES

1. Fax-A-Locate requests can be transmitted to JULIE 24 hours a day, 7 days a week.
2. Locate requests must be transmitted **72 hours or more prior to the excavation**. If a date and time is not on the locate request form, the starting date and time will be calculated by the date and time stamped on the ticket by JULIE's fax machine.
3. Fax-A-Locate can only be used for **first time locates**. No emergencies, no shows, verifications, corrections, additions, and any locate request referring to a previous dig number can be accepted.
4. Fax-A-Locate cannot be used for **joint meets**.
5. **Difficult Descriptions** (i.e., extent of work confusing, excavation site not easy to find, involved or sketchy directions, etc.) will not be accepted via fax and must be called into a JULIE operator direct at **1-800-892-0123**.

6. Individual Locate Requests: All locate requests submitted via the **Fax-A-Locate Program** must be transmitted on a **JULIE Fax-A-Locate Single Locate Request Form** (see Attachment B) along with a **Fax-A-Locate Single Locate Request Cover Letter** (see Attachment C). Locate requests which cannot be read or that are incomplete will not be accepted. Each locate request must be numbered with a unique ticket number (upper right-hand corner) for reference and verification purposes.

7. Multiple Locate Requests: If you have multiple locate requests that have the same type of work but different addresses (all addresses must be within the same city or township area) and the same starting date and time, you must complete both pages of the **JULIE Fax-A-Locate Multiple Request Form** - Page 1 is the Cover Letter ; Page 2 contains address information (see Attachment D).

8. After your locate request(s) are processed, the following information will be automatically transmitted back to you.

- ◆ A dig number for each locate request you submitted,
- ◆ The starting date and time your excavation work is due to begin, *and*
- ◆ The JULIE members who will be notified regarding your locate request.

9. Unacceptable Locate Requests: JULIE, Inc. reserves the exclusive right to refuse and return any unacceptable locate requests. Examples of unacceptable requests are:

- ◆ Unreadable, confusing extent or directions,
- ◆ Faxed by an unauthorized person,
- ◆ County and/or city/township information does not correspond with JULIE data base information,
- ◆ Extent information is unclear,
- ◆ Ticket does not grid.

These requests will be returned no later than 08:00 a.m. the following business day along with a statement explaining why it was rejected. If unacceptable locate requests continue to be received from a particular company, that firm will no longer be able to participate in the Fax-A-Locate Program.

10. JULIE can only notify JULIE member companies involved with your excavation site. ***Non-member facility owners will have to be contacted directly by you prior to your excavation.***

11. JULIE retains copies of all Fax-A-Locate Requests for one (1) year.

GUIDELINES FOR A SUCCESSFUL LOCATE REQUEST

The key to a mutually successful Fax-A-Locate Program is to clearly determine and describe the location and extent of your excavation. Listed below are some easy guidelines to assist you with your requests:

- 1.** Please **legibly print** all information using a black pen or fine line felt tip marker. In the past we have experienced problems reading faxed information.
- 2.** Locate Requests that contain more than one address **must** be confined to a one block area. You must indicate the starting point and direction (or address) order of work. Locates that span past a one block area **must** be submitted on separate locate request forms.

- 3. Attachment B - Single Locate Request Form - Line 6**
Be sure to circle either **VILLAGE/CITY** (if within the city limits) or **UNINCORPORATED TOWNSHIP** (if outside city limites) and then print the location name.
- 4. Attachment B - Single Locate Request Form - Line 7**
If the address is in a new subdivision, list the subdivision name and include the lot number and the main road off which it runs under "Excavation site address".
- 5. Attachment B - Single Locate Request Form - Line 8**
Indicate the nearest cross street intersecting the address of the excavation within a quarter mile. When listing the nearest cross-street, be sure to specify whether it is a "Street", Avenue", "Road", "Lane", "Circle", "Drive", etc. You run the risk of having your locate request rejected if you just list the street name without a suffix. If multiple choices are available (i.e., Smith Road, Smith Street, Smith Lane, Smith Avenue) the JULIE operator entering the information cannot determine what the cross-street actually is and may need to return your request as unacceptable.
- 6. Attachment B - Single Locate Request Form - Line 9**
JULIE member companies and their subcontractors **must** provide a section/quarter section number (JULIE Board Resolution #01-01, effective 12/01/01). Your locate request will be rejected if this information is not provided.
- 7. Attachment B - Single Locate Request Form - Line 10**
To assist the utility company locators, indicate any additional information here that would help them find the excavation site (i.e., landmarks, how far from nearest town, etc.).
- 8. Attachment B - Single Locate Request Form - Line 11**
Specify here whether the location is within a municipal boundary or in an unincorporated area of the township. (Example: In the township of Homer approximately 2 miles south of Lockport.)
- 9. Attachment B - Single Locate Request Form - Line 13**
Indicate in detail what you need located. (Examples: specify what side(s) of the property or street you need located-north, south, east, west, front, rear, etc.). Indicate if you need the public right-of-way located (refer to the JULIE Excavator Handbook or www.illinois1call.com for a listing of marking terms used by locators).
- 10. Attachment B - Single Locate Request Form - Line 14**
Please circle "Yes" or "No" depending on whether your project will utilize directional boring or horizontal directional drilling. Also indicate on this line whether you will be digging deeper than 7 feet by circling "Yes", "No", or "Unsure".
- 11. Attachment B - Single Locate Request Form - Line 16**
Comments for utility company locators such as "stake and paint", "area is marked with white paint or flags" or job order numbers should be entered here.

SUMMARY

The **JULIE Fax-A-Locate Program** provides an alternative method of communicating non-emergency locate request to the JULIE office. It is particularly designed to expedite the excavation notification process to JULIE from multiple locate request users.

If you feel that the **Fax-A-Locate Program** would benefit you, please complete the **JULIE Fax-A-Locate Registration Form** (Attachment A) and return it to: JULIE, Inc.; 3275 Executive Drive; Joliet, IL 60431 or fax it to 800/292-0222.

If you have any questions regarding this program, please contact Okie Picco at 815/741-5014, Vicki Denewellis at 815/741-5009, or the JULIE Chief Operators at 815/741-5002.



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: 4-5-04 Time: 8:00 a.m. Ticket # 1 of 1

1	COMPANY PHONE NUMBER WITH AREA CODE <u>(815) 555-1111</u>	CALLER NAME <u>John Smith</u>			
2	COMPANY NAME <u>Smith's Fence Co.</u>				
3	COMPANY ADDRESS <u>30 NORTH AVE</u>				
4	COMPANY CITY, STATE, ZIP CODE <u>Joliet IL 60431</u>		FAX NUMBER WITH AREA CODE <u>(815) 555-2220</u>		
5	SITE CONTACT <u>Jerry Jones</u>	PHONE NUMBER WITH AREA CODE <u>(815) 555-0011</u>	EXTENSION (IF APPLIES) _____		
6	COUNTY (this information MUST be given) <u>Will</u>	(Circle One and list location name)	VILLAGE/CITY (URBAN) <u>HOMER</u>	OR UNINCORPORATED TOWNSHIP (RURAL)	
7	SUBDIVISION NAME <u>Cedar Crossing</u>		EXCAVATION SITE ADDRESS OR LOT NUMBER <u>222 Cedar Drive</u>		
8	NEAREST CROSS STREET/CROSS ROAD, REGARDLESS OF SIZE, WITHIN A 1/4 MILE (Please indicate whether Street, Road, Lane, Avenue, etc.) <u>MAPLE RD</u>				
9	JULIE MEMBERS AND THEIR SUB-CONTRACTORS MUST PROVIDE THE SECTION - QUARTER/SECTION INFORMATION	TIER <u>24N</u>	RANGE <u>6E</u>	SECTION NUMBER <u>21</u>	QUARTER SECTION NUMBER <u>NE</u>
10	ADDITIONAL LOCATION INFORMATION (such as directions, landmarks, how far and what direction from nearest town, etc.) <u>This is a NEW SUBDIVISION located 1 block north of Central H.S.</u>				
11					
12	TYPE OF WORK (franchising for sewer/water, cable/telephone drops, fence/deck installation, planting trees/shrubs, new building foundations, curb/gutter, ditch work, road grading, paving, etc.) <u>INSTALLING FENCE</u>				
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.) <u>Locate both sides of House from street to back Property Line including back property line</u>				
14	ARE YOU DIRECTIONAL BORING OR HORIZONTAL DIRECTIONAL DRILLING? (Circle one)		WILL YOU BE DIGGING DEEPER THAN 7 FEET? (Circle One)		
	YES <input type="radio"/> NO <input checked="" type="radio"/>		YES <input type="radio"/> NO <input checked="" type="radio"/> UNSURE <input type="radio"/>		
15	EXCAVATION SITE OWNER/RENTER'S NAME (if other than caller) <u>BEN GREEN</u>				
16	NOTES TO UTILITIES ABOUT EXCAVATION SITE <u>Please Paint and Flag</u>				
17					
18	START DATE/TIME OF EXCAVATION <u>4-9-04 8:00 a.m.</u>				
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. Keep this number as proof of your call to JULIE and as a reference number for this call.				
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.

FAX-A-LOCATE SINGLE REQUEST COVER LETTER

JULIE Fax Number 1-800-292-0222

72 hours (3 working days) before you dig!

DATE SENT: 4-05-04 TIME SENT: 8:00 ^(Circle One) a.m. or p.m.

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

SENT BY: Company Name: Smith's FENCE Co.

Contact Person: John Smith

Contact Person's Phone Number: (815) 555-1111

Fax Number: (815) 555-2220

Number of Locates Sent: 1

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

Number of Locates received: _____

Operator Initials: _____

Comments: _____

FAX-A-LOCATE MULTIPLE REQUEST COVER LETTER

JULIE Fax Number 1-800-292-0222

72 hours (3 working days) before you dig!

**This form should only be used for locate requests that have the same TYPE OF WORK but different addresses (all addresses are within the same city or township area); the same EXTENT OF WORK, and the same STARTING DATE AND TIME.
This information must remain consistent for all addresses.**

DATE SENT: 4-5-04 TIME SENT: 8:00 a.m. ^(Circle One) or p.m.

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

SENT BY: Company Name: Bob's Landscaping
 Company Address: 777 FORTUNE DRIVE
 City: LOCKPORT State: IL Zip: 60441
 Contact Person: ROBERT JONES
 Contact Person's Phone Number: (815) 555-3333 Fax: (815) 555-3300

TYPE OF WORK: Please list below *(must be the same for all addresses listed on Page 2 of this form).*

Planting trees, bushes

EXTENT OF WORK: Please list below *(must be the same for all addresses listed on Page 2 of this form).*

Front and both sides of building going out 10 feet
FROM EACH AREA MARKED WITH WHITE PAINT AND FLAGS

STARTING DATE AND TIME: Please list below *(must be the same for all addresses).*

Starting Date: 4-10-04 Starting Time: 8:00 a.m. ^(Circle One) or p.m.

FAX-A-LOCATE MULTIPLE LOCATE REQUEST FORM - page 2

County Will (Circle one and list name) OR Unincorporated Township (Rural) PLAINFIELD (Village/City/Urban)

(Start a new Multiple Locate Request Form when your locates go from one county to another or from one township to another. JULIE members notified may be different as this information changes.)

Are you directional boring or horizontal directional drilling? (Circle one) YES or NO

Will you be digging 7 feet or deeper? (Circle one) YES NO UNSURE

LOCATE #	ADDRESS	CROSS STREET WITHIN 1/4 MILE <small>(Indicate whether Street, Lane, Road, Drive, etc.)</small>	SUBDIVISION	TIER <small>(JULIE members and their subcontractors MUST provide this.)</small>	RANGE	SECTION	QUARTER SECTION	DIG NO.
1	512 WHALEN LANE	FRANK DRIVE	MAYFAIR	36N	9E	30	NE	
2	611 KLINGER LANE	FRANK DRIVE	MAYFAIR	36N	9E	30	NE	
3	508 BENICH LAKE	FRANK DRIVE	MAYFAIR	36N	9E	30	NE	
4								
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WE ALSO SUGGEST THAT YOU SEARCH THE AREA FOR NON-JULIE MEMBER FACILITIES AND NOTIFY THEM ON YOUR OWN.