

JULIE, Inc.



Information on Membership



*Instructions for completing your
JULIE Membership Forms*

Explanation of JULIE Membership

When a municipality or utility joins JULIE, they indicate where their buried utility lines are located according to the County, City(s) or Township(s), Tier and Range, Section and Quartersection numbers from a plat map. This information is entered into the JULIE system by our database administrator. (See Form 4)

When an excavator calls in and indicates they will be digging, the JULIE operator asks them a series of questions to determine the exact location where the work will be done. This information is automatically entered into the JULIE system where it grids the information and issues a JULIE Locate Request Number. If the JULIE system determines that the proposed dig site falls within the area where you have indicated that you have buried facilities, you will be notified of the upcoming dig project.

When you receive notification of an upcoming digging project in your area, you send a representative of your company out to the site to mark your buried facilities with the appropriate APWA color (Figure 1) so they will not be damaged. **JULIE does not mark any facilities.**

Gas, Oil or Petroleum	<i>High Visibility Yellow</i>
Electric	<i>Fire Protection Red</i>
Communication, Telephone, TV	<i>Alert Orange</i>
Potable Water	<i>Precaution Blue</i>
Sewer	<i>Safety Green</i>
Reclaimed Water	<i>Safety Purple</i>
Proposed Area of Excavation	<i>Safety White</i>

Figure 1.

Different Delivery Methods for JULIE Notifications and Their Costs

You can receive your JULIE notifications in one the following ways:

- ▶ **Fax Machine at \$1.60 per message**
(This method can only be used if you have less than 300 messages per year.)
- ▶ **Printer at \$1.10 per message**
- ▶ **E-mail at \$1.10 per message**

Other Membership Fees

JULIE charges **NO** other fees for membership. You only pay for the messages you receive and the related charges for your phone line, internet service, etc. that you incur.

However, it is your responsibility to obtain a printer, fax machine, or computer to receive your messages; JULIE does not provide them for you.

Prepayment Program

It is mandatory that any JULIE member who receives 300 messages or less per year must participate in the Prepayment Program. However, any JULIE member company can choose to take advantage of this time saving option.

The Prepayment Program allows JULIE members to write less checks per year by prepaying for the upcoming year's messages in one of three ways; annually, semiannually, or quarterly. The prepayment figure is based on the amount of messages the member received during the last fiscal year. The prepayment cost for the new JULIE member is based on their cost study figure.

Prepayment members will receive a voucher at the time they become a JULIE member indicating the annual prepayment amount. The member can then choose to prepay the entire amount at one time; 50% of the prepayment amount semiannually or 25% of the prepayment amount in quarterly payments.

Throughout the year, each member will receive a quarterly statement showing the cost for the actual messages they received less their prepayment amount and the remaining balance. If at the end of the year the member received more messages than the prepayment amount indicated and a deficit occurs then the next year's voucher will increase accordingly. Any prepayment surplus remaining at the end of the year will be applied towards the upcoming year's messages for that member company.

Completing the DATA Forms and Membership Agreement

In order for you to become a JULIE member, we must have the completed Data Forms 1-5 and two copies of the Membership Agreement returned to us. All forms must be signed. (Please refer to the enclosed Membership Forms Booklet for complete instructions.)

The JULIE Coordinator - Form 1

The JULIE Coordinator is a person selected from your organization who will be the liaison between you and JULIE. They will receive all informational mail from JULIE and it will be their responsibility to pass this information on to the appropriate person within your organization. JULIE also requires that an alternate coordinator be designated.

Indicating Your Schedule - Form 2

You will indicate on JULIE Form 2 what holidays your offices are closed and the daily and holiday hours of operation of your organization.

Member Office and Receiving Information - Form 3

You will need to indicate how you would like to receive your messages and your business hours of operation. After your offices close, we still need to have some way of talking to someone in authority in the event of an emergency. You will also indicate this information on JULIE Form 3.

Member Area of Notification - Form 4

The information on this form will determine what notifications you will receive. You will need to indicate the county, tier & range, and section/quarter-section numbers where you line(s) are located. Our database administrator will enter this information into the JULIE system to determine what your database will be. Feel free to copy this form if additional sheets are needed.

Engineering Contact - Form 5

JULIE has recently initiated a design stage ticket request for customers seeking information about the presence of existing utilities on property as the design and layout of the project is just underway.

After this type of request is made, the customer will be faxed a list of engineering contacts for each JULIE member within the proposed project area. It is the full responsibility of the customer to contact each JULIE member to discuss the project in detail. Please complete Form 5 for this purpose.

Membership Agreement

In this packet you will find two copies of the Membership Agreement. The date and your company/organization's information should be completed on Page 1. **Sign BOTH ORIGINAL COPIES of the Membership Agreement** on Page 6 in the highlighted area under Member. We also require your signature to be attested, so be sure to have that person sign on Page 6 under Attest. (It does not have to be the secretary, but please indicate the title of the person signing.) Fill in your Federal Tax Identification No. (not your tax-exempt number). **Return both completed Membership Agreements to JULIE, Inc. for our signature; we will then return one signed original copy to you.**

Membership Procedure

Once you have completed and signed Data Forms 1-5 and both copies of the Membership Agreement, please return them to **JULIE, Inc.; 3275 Executive Drive; Joliet, IL 60431 Attn: Diana Totte.**

All membership information will be reviewed and forwarded to our Data Department. You will then be contacted to set up a test date to receive your first JULIE message and your membership start date.

Frequently Asked Questions

How Often Am I Billed?

You will receive a monthly statement from JULIE indicating how many messages you received and the amount due. This will be sent to the address you indicate on JULIE Form 3. As of January 1, 2002, JULIE members who received 300 messages or less per year will be required to be on the Prepayment Program.

Why Do I Receive Tickets That Are Not In My Designated Area?

Occasionally, JULIE members receive messages for upcoming projects that are outside their specified area. This will occur if an excavator or homeowner calls in a dig request to JULIE and gives the incorrect information to the JULIE operator as to the exact location of their dig site. For example, they identify the area where they will be doing the work as inside the city limits when it actually is in a new subdivision outside the city limits in a township area. Unfortunately, you would receive this message and be charged for it because we have no way of knowing if the information given to our operators is incorrect. In cases like this, we try to educate the contractors or homeowners in the area through press releases or personal letters informing them to be sure that the information they give when calling in a digging project to JULIE is correct.

Can I Change My Database?

Any time you add or remove an area from your database, the JULIE Database Administrator needs to be notified by the JULIE coordinator so your database can be adjusted. This will help ensure that you receive the correct notifications and eliminate any unnecessary ones. Also, once a year the JULIE Data Department sends out a member report showing what areas we have in your database so you can determine if any changes need to be made.

What If We Appoint A New Coordinator?

If you change your coordinator, please contact the Data Department at (815)741-5011. You will be asked to submit the change in writing to JULIE, Inc.

Additional Questions

If you have any additional questions, please feel free to contact any of the following P. R. staff members:

Damage Prevention Managers

Dave Van Wy, Northern Illinois Region 847-963-0387 or 815-351-5002 (cell)

Dale Kuhn, Central Illinois Region217-698-0813 or 217-725-0904 (cell)

Roger Watwood, Southern Illinois Region . . 217-826-5643 or 217-299-5977 (cell)

Instructions for JULIE Data Forms

Enclosed are four forms on which to enter information needed to facilitate your company's membership in the JULIE organization. All new members to JULIE will need to complete each form. Subsequent to enrollment, the forms may be used individually as a way to document and notify JULIE of changes to any of your company's databases.

The data forms are numbered and titled as follows:

Form #1	JULIE Member Company Coordinator
Form #2	JULIE Member Minor Holiday Schedule
Form #3	JULIE Member Office & Receiving Information
Form #4	JULIE Member Area of Notification Request Form
Form #5	JULIE Member Engineering Department Contact Form

The following is an explanation regarding the purpose of each form and directions for filling out each form. Included after these explanations are example forms from a fictitious company that may be used for reference as you are filling out the information for your company.

Form # 1 JULIE Member Company Coordinator

Each JULIE member designates a person who serves as the main liaison with JULIE. The coordinator will be the person to which all JULIE correspondence is directed. The coordinator and any designated alternates are the only people authorized to request changes to the JULIE databases for a member company. List the coordinator's name and contact information on the form. Include names and telephone numbers for any designated alternate coordinators. As with each JULIE data form, the coordinator signature must be included in order for JULIE to process the information.

Form #2 JULIE Member Minor Holiday Schedule

Although JULIE is open every day of the year, 7 major holidays are recognized. Each of these seven days are treated as non-working days for all member companies (unless otherwise instructed). Many companies recognize additional holidays during the year. This form is to be used to indicate days during which the personnel who normally process locate requests are not working. By including these days on this form, JULIE can route priority or emergency locate requests to your companies designated "off-hour" ticket handling destination.

Form #3 JULIE Member Office & Receiving Information

The information returned on this form will dictate how and when JULIE notifies your company about various types of utility locate requests. A description of each individual field follows:

Company Name – Name of your company or city/village.

Member Code – Your JULIE member code, if one has been previously assigned.

Primary Notification Location – The information in this section provides specific details about the main place and method for receiving your locates during normal business hours. The primary receiving location will receive all JULIE notices in most cases. This site may receive via printer/modem, Email, FAX, or voice call. Printers, Email and FAX machines will receive all messages 24 hours per day, 7 days per week. Emergency and priority locate requests can additionally be sent to an after-hours receiving site during non-business hours. Voice members receive all dig notices taken during normal business hours. Non-emergency notices for voice members that are taken after hours are held until the start of the next business day.

Printer/FAX or Email Address - The number to be called or Email address to be used to deliver a locate request. Locate requests are typically delivered to printer/modems via regular telephone circuits. Email requests are delivered via the internet to your Email address. Members who receive less than 300 notifications per year are eligible for FAX delivery.

Address – The address of the receiving site.

City, St, Zip – City, state and zip code of receiving site.

Locate Receiving Method – Circle the method by which locates will be delivered.

Printer/modem speed – Circle the baud rate at which modem deliveries will be sent.

Business Hours of Operation – In the row for each day, indicate the starting and ending time for normal hours of operation. For JULIE purposes, these hours represent the hours during which personnel are available to attend to locate requests at the primary notification location.

Alternate Notification Voice Number – Number for JULIE to call during normal business hours if they are unable to deliver locates to the main number listed above.

After-hours Notification Location – The information in this section provides specific details about the site to which emergency and priority utility locate requests are delivered that are called in to JULIE outside of your normal business hours. This site may receive locates via printer/modem, Email, FAX, or voice call.
(Form 3 continued)

Printer/FAX/Voice Number or Email Address – Telephone (with area code) number to be called or Email address to be used to deliver after-hour locates.

Address – The address of the after-hours notification location.

City, St, Zip – City, state and zip code of after-hours notification location.

Locate Receiving Method – Circle the method by which after-hours utility locate requests will be delivered.

Printer/modem speed – Circle the baud rate at which modem deliveries will be sent.

Billing Address – Include the complete mailing address to which invoices from JULIE should be sent.

Billing Contact – Include the title and name of person to whose attention the billing invoices should be sent.

Billing Contact Numbers – Phone and FAX number of billing contact person.

Underground Facility Type(s) – Circle the facility type(s) operated by your company.

Form #4 JULIE Member Area of Notification Form

This form is used to indicate the geographical areas in which your company's facilities are buried. This data will be entered in your company's 'Area of Notification' database and will result in a notification of pending excavation once JULIE determines that an excavation site falls within your specified geographical area. It is important to be thorough and accurate with the data entered on this form. 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 extra cost.

On each sheet, include your company name. If a member code has been previously assigned, be sure to include it so that changes can be applied to the database for the correct service area.

Each Distribution Form has two areas in which entries can be made. Include data for each tier/range combination in a separate area. Indicate whether the grids on the form are to be added or removed from your database. Use more than one form if data is to be added or deleted to more than two tier/range combinations.

In each section, include the county name, tier and range being modified. Tier and range numbers can be found on surveys or plat maps of the area in which your company's facilities are buried. A typical example of a tier/range can be expressed as T41N R12E.

For each tier/range, indicate the section numbers and quarter-sections within each section that you want to add or remove from your company's area of notification. Examples of typical section/quarter-section input include 12-SE (section 12 southeast quarter); 13-ALL (section 13 all four quarters), 14-NE,SE (section 14 northeast and southeast quarters). In cases where all available sections and quarters are desired, "All sections & quarter-sections available" can be written instead of listing each individually.

Place Notifications – On this line you must include the names of all townships and city/villages in which your facilities exist. Your company will not receive a locate request for a particular city or township ‘PLACE’ unless that city or township name is included in your company’s place selections. Notifications to members are based on both section/quarter-section and PLACE selections.

Form #5 JULIE Member Engineering Department Contact Form

JULIE and its member facility owners offer a service to assist engineers and architects in the identification of underground facilities while they are in the design stage of a project that will require future excavation. Part of this service includes providing engineering contact information for each affected facility owner to the engineer or architect calling in a design stage request.

Form 5 is to be used by the member coordinators to provide engineering department contact information for their company.

Coordinators who administer more than one member code should list all codes that are covered by a given contact person or department on a single Form 5. If unique engineering contacts are to be identified for different member codes, supply the information on separate Form 5s.

Please return all signed Membership Forms to:

JULIE, Inc.
3275 Executive Drive
Joliet, IL 60431
Attn: Diana Totte

JULIE Membership Checklist

Did you remember to include the following:

- Two copies of the Membership Agreement signed on page 7 and your Federal Tax Identification Number completed on the same page.***

- Data Forms 1 through 5 completed and signed by your coordinator.***

***Thank you for becoming a
partner in damage prevention...***