



BACK TO BASICS

As you prepare for the busy excavation season, please take a moment to review these [RTE](#) guidelines to process a valid locate request:

- Only one street per [dig number](#).
- Extent limitation of ¼ mile inside the city/village limits and 1 mile in the unincorporated township area (not limited to number of addresses).
- Radius of intersections are limited to 300 ft, if greater than 300 ft refer back to one street per [dig number](#) and extent limitations mentioned above.

UPCOMING WEBINARS
Remote Ticket Entry (RTE) Training/Re-training
 ♦ May 3 - 1:30p
 ♦ May 11 - 9a
 ♦ May 17 - 1:30p
 ♦ May 26 - 9a
[Register or learn more.](#)

- GPS alone will not satisfy a valid locate request, provide directions with footage and directional on how to arrive at the provided GPS coordinates.
- When entering the extent of work, be specific with footage and directional/side of the property. Avoid internal abbreviations and lingo. The clearer the extent of work is the more efficiently the locators can accomplish their portion of this process. [Pre-marking will also help to improve efficiency.](#)
- Apply the polygon to the map covering the full extent of work described in the extent field. Polygon drawn on the map is for member notification purposes, all marking instructions must be in text on the ticket.
- Emailing yourself a copy of the ticket is now an option. The ticket will be sent to the email address listed with the RTE user account.

[RTE trainings](#) are available for new or current users each week. If you have any questions or need assistance with the RTE process, contact our [Remote Services Support Team](#) at 815-741-5011 or [Paula Browning](#), Remote Programs Quality Auditor, at 815-207-5647.

TICKET LIFE OVERVIEW

JULIE locate requests have many time sensitive aspects. There are requirements for a minimum 2 day notice, 14 days to begin work and a 28 day life span. [JULIE's Damage Prevention Manager](#), Dave Van Wy, explains all the nuances in the life of a locate request in this virtual [Toolbox Talk](#).

MONTH						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1 <i>Day of Call</i>	2	3	4 <i>Dig Start Date</i>
5	6	7	8	9	10	11
12	13	14 <i>Dig-by Date</i>	15	16	17	18
19	20	21	22	23	24	25
<i>Excavator can extend their ticket between day 20 and day 28.</i>						
26	27	28 <i>Expires Date</i>	29	30	31	

FRESHEN MARKS USING REMARK/EXTEND/VIEW

You may find it necessary to request a refresh when marks are no longer visible or have become unclear. Using [Remark/Extend/View \(REV\)](#) will allow you to achieve this without creating a new [dig number](#). The only requirements to use REV are the dig number, the phone number listed on the ticket and your name.

Select which companies you need to refresh at your job site, and if necessary, add specific notes (such as exactly where the markings need to be refreshed) in the box provided, and then submit your request for 48 hours. It's easy and free to use. Try using [REV](#) the next time you need to refresh your request. Be sure to bookmark this site or save it as a favorite. For smart phone users, create a shortcut on your home screen for easy access to REV in the field.

REV will also provide you with all the details of your locate request including the members notified. This can be useful when walking your jobsite to confirm all members have responded to your request.

REV - Remark/Extend/View

Utility Selections for Remark Request

Excavators can request that utility markings be refreshed when they are no longer clearly visible. Requests for refresh markings can be made to selected companies or to all companies. Utility locators have 48 hours, excluding weekends and holidays, to refresh the marks. A request to refresh markings does not extend or reset the 28 day ticket life.

Please check the box in front of each company whose markings need to be refreshed.

CBLEGA - CHARTER COMMUNICATIONS
 MASCOA - MASCOUTAH, CITY OF
 SLMGA - SLM WATER COMM
 KDLGA - WINDSTREAM KDL/MLCLOD USA
 MSLAGA - MID-AMERICA ST. LOUIS AIRPORT
 CLWYGA - CLEARWAY COMMUNICATIONS
 ATTDSA - ATT/DISTRIBUTION
 FRNT1A - FRONTIER COMMUNICATIONS
 EGLCOA - EVERSTREAM GLC HOLDING CO LLC
 AICS2A - AMEREN ILLINOIS

Enter any special instructions associated with this request

JULIE UNVEILS NEW ONLINE TRAINING

We are proud to present our first online training course, **JULIE Essentials for Excavators**. This free, [online training course](#) is tailored for professional excavators and other stakeholders wanting to learn more about the JULIE process, best practices for damage prevention in Illinois and the one-call law. This 90-minute training can be accessed from any computer, tablet or mobile device and contains engaging animations and interactions. The course has been approved for IEPA Water and Wastewater training credits. [Click here to register to take the course.](#)



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