



The RTE Way

A Newsletter for Remote Ticket Entry Users



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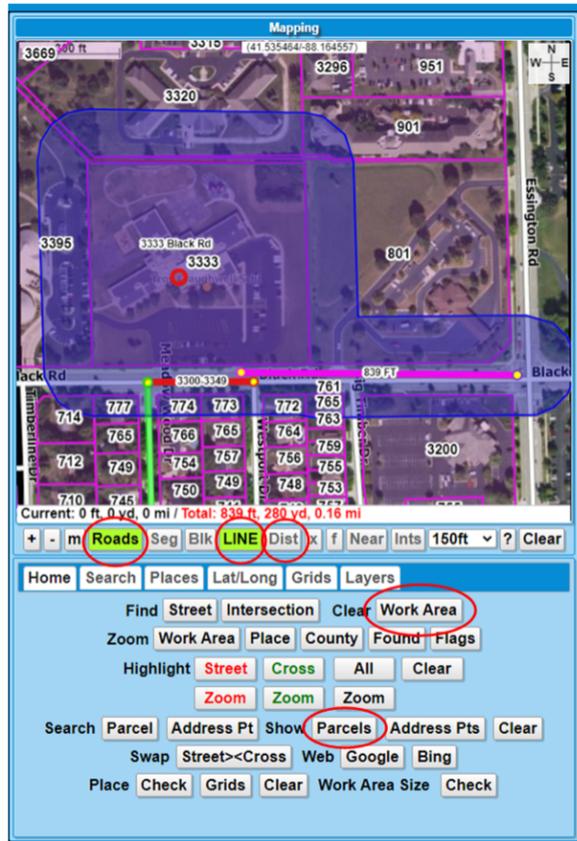
QUARTER 3

An Accurate Polygon is Essential

Applying an accurate polygon for the dig site location on the map is essential to determine the proper utility companies to be notified. A work area polygon that is not in the correct location or does not encompass the entire excavation area may result in an inaccurate list of member utility companies receiving the locate request.

While we cannot guarantee that all JULIE members notified on a locate request will see the map image with the polygon, it does impact who receives the locate request. To minimize potential delays and/or damage due to under-notification, here are a few helpful tips to ensure the accuracy of a work area polygon:

- Increase the size of the system-generated polygon using the **LINE** tool. Click inside the created polygon and measure to your furthest point of excavation, double click to end the drawing process.
- Use the [AERIAL IMAGE](#) to see the overhead photography of the project.
- Utilize the [DISTANCE-MEASURING TOOL](#) to be precise when creating the polygon. The cursor now displays the footage and direction traveling.
- Display all parcels or address points by clicking on **Show Parcels** or address point on the home button under the map. Use the **LINE** tool to encompass all addresses in the excavation area.
- If you need to re-draw the polygon, click **Clear Work Area** on the home button. This will remove the drawn polygon but keep your search results



For additional Remote Ticket Entry Training Videos describing other time-saving functions, [click here](#).

Important Dates to Remember

There are two important dates that you need to consider when reviewing your locate request. They are the Dig-by Date and the Expires Date.

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

Dig-by Date

According to the [Illinois Underground Utility Facilities Damage Prevention Act](#), excavators must begin their excavation within 14 days of generating a locate request, including the day of the call or RTE submission.

Expires Date

Locate requests are valid for 28 days including the day of the call or RTE

submission, providing the excavation project started within the initial 14 days. Locate requests can be extended between the 20th and 28th day. RTE provides an extend function as an alternative to calling.

For more information, check out this [Toolbox Talk](#) presented by JULIE Damage Prevention Manager David Van Wy, that provides more details on the required amount of time necessary to wait for the utility marks.

RTE Training Webinars Available

Is someone new in your company using Remote Ticket Entry? Consider having them sign up for a RTE Training Seminar. [Click here for available dates and times](#). If you and your team would like to take a deeper dive into the RTE tools, contact the Remote Program Quality Auditor, [Paula Browning](#), at 815-207-5647, to set up a small group session via webinar at no cost.



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