

# Joint Meet Sheet Definitions & Instructions

Please read this thoroughly before beginning to fill out the Joint Meet Forms on the following pages. It will help guide you through the 'how-to' process.

## DEFINITIONS

**"Day"** means any day, beginning at 12:00 a.m. and ending at 11:59 p.m. "Day" does not include holidays recognized by JULIE, Saturdays, Sundays, and the day of the actual notice.

**"Place"** means any incorporated city, village or town, or unincorporated township or road district, listed within the JULIE database.

**"Project owner"** means the person or legal entity, public or private, that is financially responsible for the undertaking of a project that involves excavation or demolition.

**"Large Project"** means a single excavation that exceeds the expiration date of a normal notice request, or involves a series of repetitive, related-scope excavations.

**"Joint Meet Notification"** means a notice of a meeting held prior to the excavation phase to discuss projects that cannot be adequately communicated within a normal notice request. The meeting is intended to allow the exchange of maps, plans, or schedules. It is not a locating session and shall be held at or near the excavation site, or through electronic means, if available and agreed to by all parties. "Joint meet notification" are not to be used in lieu of valid normal notice requests and are required for, but not limited to, large projects.

## BELOW ARE INSTRUCTIONS FOR COMPLETION OF JOINT MEET SHEET FORM

- **Meet Date** Insert date of the Joint Meet meeting
- **Meet Time** Insert time of the Joint Meet meeting

**The Act requires Joint Meets for all Large Projects**

### SELECT APPROPRIATE MEETING TYPE:

**Advance Notice** joint meet for large project held by facility owner or operator, greater than 60 days advance notice. Check this box if you are the Project Owner or their representative that are providing advance notice of an upcoming large project in a particular place.

**Large Project Joint Meet** held by the excavator before the start of excavation on a large project, a minimum of 5 days advance notice but not more than 60 days.

**Joint Meet** held by the excavator before the start of excavation, a minimum of 2 days advance notice (not a large project).

**Progress Meeting** Progress meeting is used to confirm progress on a project or initiative and to maintain project momentum.

- **Project Name** provide the name of the project this Joint Meet Notification will cover.
- **Project Location** provide the boundaries of the proposed project within a place.
- **Company Contact** provide the name of the person to be contacted concerning questions on this proposed project.
- **Company Name** provide the name of the excavation company performing the work or the project owner if an advance notice.
- **Company Address and Phone Number** provide the address and phone number for the company listed above
- **JULIE Joint Meet Ticket #(s)** provide the JULIE Joint Meet Notification ticket number or numbers covering the above project.
- **Permit #(s)** (if applicable) provide permit numbers required for the above project, if applicable.
- **Type of meeting In Person, Virtual, By Phone** check the appropriate box for this Joint Meet meeting.
- **Proposed excavation area covered by this Joint Meet meeting** provide the street names involved in the project or the north, south, east, west boundaries of the project or the geographic area involved in the project.
- **Diagram, sketch, or precise excavation locations** check the appropriate box for items provided at the meeting.
- **Digital pre-marking** check the appropriate box stating if the proposed work is digitally pre-marked.
- **Physical pre-marking** check the appropriate box stating if the proposed work is physically pre-marked.
- **Agreed upon locating schedule attached** check the appropriate box if the schedule was discussed and attached.
- **Agreed schedule of future progress meetings or communications attached** check the appropriate box.

# Joint Meet Sheet Form

Form is available on the website at <https://www.juliebeforeyoudig.com/>  
The Excavator **MUST SUBMIT** documentation of each joint meet to be retained at JULIE

Meet Date

Meet Time

☐ Advance notice joint meet for large project held by facility owner or operator, greater than 60 days advance notice

☐ Joint Meet held by the excavator before the start of excavation on a large project, a minimum of 5 days advance notice but not more than 60 days

☐ Joint Meet held by the excavator before the start of excavation, a minimum of 2 days advance notice (not a large project)

☐ Progress meeting

Project Name

Project Location

Company Contact

Company Name

Company Address & Phone #

JULIE Joint Meet Ticket #(s)

Permit #(s) (if applicable)

Type of meeting

☐

In Person

☐

Virtual

☐

By Phone

Proposed excavation area covered by this Joint Meet

Diagram, sketch or precise excavation locations attached

☐

Yes

☐

No

Digital pre-marking

☐

Yes

☐

No

Physical pre-marking

☐

Yes

☐

No

Agreed upon locating schedule attached

☐

Yes

☐

No

Agreed schedule of future progress meetings or communications attached

☐

Yes

☐

No

# Joint Meet Meeting Minutes Form

## Scope of Project

Explain what this project consists of

--

## Number of Phases (sectors, sections, etc.)

Explain what phases, sectors, sections will be a part of this project

--

**Size of individual locate requests agreed to:**  
(Linear feet, area, etc.) Describe the agreed to

linear footage, area, or other measurement that was agreed to by participants at the Joint Meet meeting

--

**Number of excavation crews with work type:**

Describe the number of crews and the work each crew will perform on this project

--

**Agreed to footage, number, etc. (per day, per week, per crew)** Describe the agreed to quantity

in terms of per day, per week or per crew

--

**Excavation Start Date:** Provide the Dig Start date of the first ticket, or the first set of tickets

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The excavation start date on normal notice requests must be a minimum of 5 advance notice days after the completion of the joint meet for large projects and a minimum of 2 advance notice days for non-large projects, excluding Saturdays, Sundays, and JULIE recognized holidays and the day of the request.

## INDIVIDUAL FACILITY OWNER REPRESENTATIVE AGREEMENT

[illegible]

## Meeting Attendee Information

JOINT MEET COORDINATOR	Phone #	Email	Company Representing
PROJECT OWNER	Phone #	Email	Company Representing
PLANNING/DESIGN TICKET HOLDER	Phone #	Email	Company Representing

[illegible]

\* **Company Representing** provide the JULIE member being represented

\* **Facility Type** provide what facility type is being represented. If representing multiple facility types such as water, san sewer, strn sewer, electric, communications, gas list each separately. Add SUB (if you are the subcontractor) if General Contractor or Project Owner holding the Joint Meet.