

OKIE811 Design-Survey Request

What You Need to Know



A Design-Survey Request can be submitted to facility operators so they may provide underground facility information during the design or engineering phase of a project to mitigate potential impact to existing underground facilities.

Design-Surveys can only be submitted via the OKIE811 Portal by a registered user. The submitter must enter all work site information, map the accurate and entire area on the map as described, and then submit the ticket. Once a ticket number is received, the notice begins transmitting directly to the OKIE811 Members/facility operators.

Facility Operators have 14 calendar days to respond by physical markings or by providing maps. The Design-Survey form will ask for the submitter's preference, but facility operators have the choice in how they respond.

Facility Operators will use the OKIE811 Positive Response system to respond to Design-Survey Request.

No Excavation can take place on a Design-Survey Request. When excavation is ready to begin, a locate request can be submitted within 10 business days, but no less than 3 business days, before work begins.

It's important to get it right!

The area mapped determines what OKIE811 Members will be notified to respond. In order to ensure the correct OKIE811 Members are notified, the polygon drawn on the map must encompass the ENTIRE site described on the Notice.

- Driving Directions and area descriptions should be kept clear and simple. Accuracy is important to ensure the OKIE811 Members have proper understanding of the site.

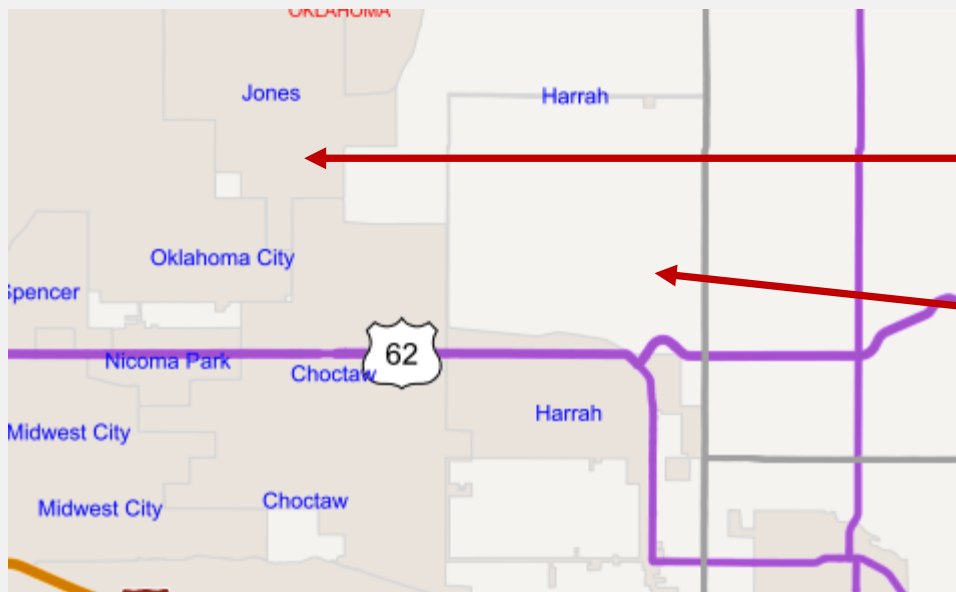
Scope of Work

The procedures for limiting the scope of work per locate request in the following document are based on the requirements of the Oklahoma law. The guidelines in place have been developed by the OKIE811 Team and the OKIE811 Operating Committee. These documents contain some basic guidelines, but it is impossible to cover every scenario.

Per the Oklahoma Underground Facilities Damage Prevention Act

D. Every notice given by an excavator to an operator pursuant to this section or to the notification center pursuant to Section 142.3 of this title shall contain at least the following information:

*5. The type and the extent, **not to exceed five hundred (500) linear feet in incorporated areas or one linear mile in unincorporated areas**, of the proposed work



Incorporated = Within City/Town Limits
(Dark Gray Shaded Areas on OKIE811 Portal Map)

Unincorporated = Rural/Outside City/Town Limits
(Lighter Gray Shaded Areas on OKIE811 Portal Map)

Design-Survey Request – Normal Sized Lot (Address)

IMPORTANT! The accurate and entire area **MUST BE COVERED** in the polygon drawn on the OKIE811 Portal map. The area drawn on the map determines the OKIE811 members that will be notified on the ticket. The following document contains marking examples/scenarios and the guidelines for marking the map to ensure the site is covered.

Create separate tickets for each address

If the requested path is limited to one single property and does not include a single and continuous path going through multiple addresses/properties, you will create separate tickets for each address or location.

- You may be requesting multiple addresses next door to each other, but the requested path for each address/property is separate and it does not span across each address/property, therefore each address should have its own notice.
- Mapping should cover the entire area/address as described on each ticket. Here are some examples of normal sized property locates:

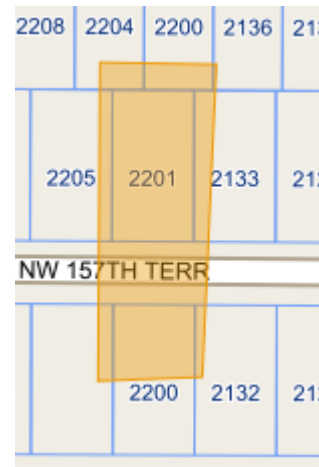
Single Address

Path stays within the property boundaries.
Polygon covers the entire parcel.



Address and both sides of the road

Path is at the address and also crosses the road.
Polygon covers the entire area requested.



Corner address and both sides of road

Include the road you are crossing, or both as needed.
Instructions should specify which road you are crossing.



Design-Survey Request - Large Address/Property

Please Note: Due to the scope of work limitations set forth by the Oklahoma Underground Facilities Damage Prevention Act of no more than 500 linear feet per ticket in incorporated areas and no more than 1 linear mile in unincorporated areas, there are limits in place to the size of the polygon drawn on the map.

If a polygon exceeds the limits set, you will receive an **Invalid Work Size** popup warning stating so. You will need to narrow down the requested area to follow the scope of work limits or submit multiple requests to cover the entire area as necessary.

For Large Properties (one address), you will need to consider the length of any of the encompassing sides of the requested area. Each encompassing side should be within 500ft.

Here are some example scenarios:

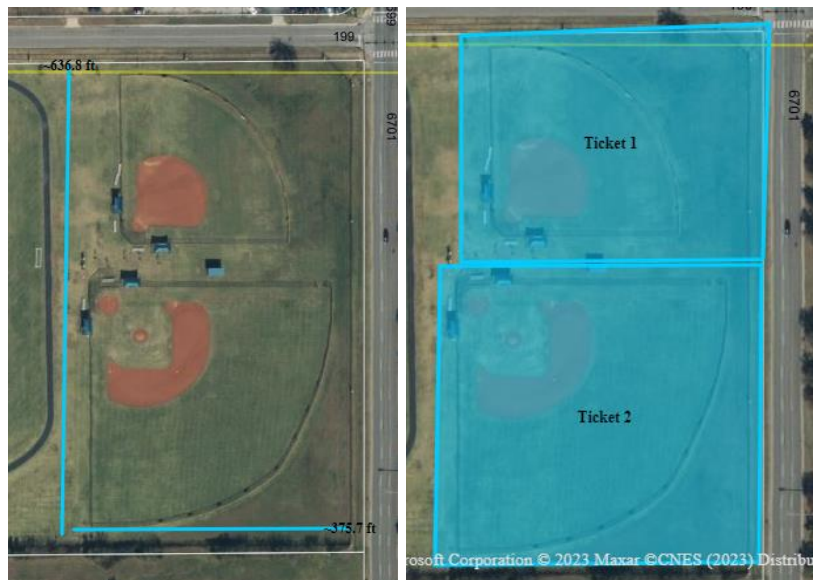
Example 1: Oklahoma City: 6708 S Santa Fe Ave – Area is the entire baseball field on the NE corner of address.

- Measuring all sides of the baseball field, none of the sides are more than 500ft in length. This can be one design-survey request.
- Mark the area to encompass the baseball field.



Example 2: Same Address – Area is both baseball fields on the East side of property.

- Measuring all encompassing sides, the N/S line is appx 636ft, so this would need to be TWO Design-Survey requests.
- In this example, since each field separately has encompassing sides that are less than 500ft, you can submit a ticket for each baseball field separately, describing the location of each on it's own ticket. Both tickets would also list the address.



Example 3: Same Address – Area is the entire track field in the central part of the address

- Measuring all encompassing sides of the track field, the N/S line is appx 654ft, so this would need to be two Design-Survey Requests.
- In this example, you can submit a ticket spitting the track in half. Such as 'Northern half of track field' and 'Southern half of track field'. Both tickets would also list the address.



Linear Work – City Limits

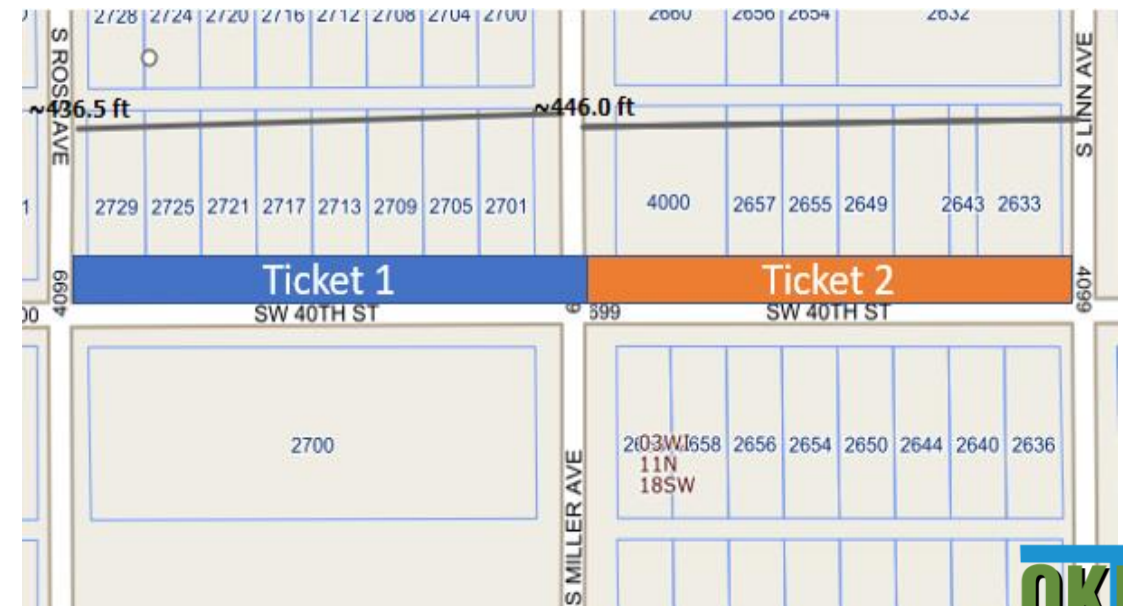
Per OK Law – extent of work per request not to exceed 500 linear feet in city limit areas (incorporated)

- Always provide physical starting point/stopping points when possible (intersection/address)
- Include what side of the road, alley, what easement the project is taking place on/in.
- You can use intersections for reference on either side of the road if necessary (even if project is only taking place on one side of the road).
- When project area covers multiple blocks, specify if you are crossing to the far side of the block when necessary (crossing road/intersection)
- Cover the ENTIRE described area on each ticket on the map

Work along City blocks that are **LESS THAN 500ft** in Length

Example: Area is the North side of SW 40th St, from S Ross Ave East to S Linn Ave

- The two blocks in this path are both **LESS THAN 500ft** in length
- Create one ticket for each 1 blk span
- Each ticket describes 1 blk area of excavation taking place starting from an intersection
- Include any intersection crossings (1st ticket: Locate East to East side of S Miller Ave)
- Change the map to reflect the area described on each ticket.



Linear Work – City Limits (Continued)

Work along City blocks that are **MORE THAN 500ft** in Length

Example: Area on North side of SW 45th St, From S Miller Ave East to S Villa Ave

- This entire span is appx 1323ft. There are no other intersections between Miller and Villa
- This job will need to be divided into UP TO 500ft segments per OK Law – $1323/500\text{ft} = 2.64$ (3 tickets)
- The ticket can be processed two ways: By driving directions/instructions describing each UP TO 500ft segment or by address range (when available) in an UP TO 500ft segment.
 - Address ranges can be easier/quicker for locators

By Driving directions/instructions describing each UP TO 500ft segment

Ticket 1

From inter of S Miller Ave and SW 45th St, Working North side of SW 45th St, East 500ft

Ticket 2

From inter of S Miller Ave and SW 45th St, travel 500ft East – Working 500ft East

Ticket 3

From inter of S Miller Ave and SW 45th St, travel 1000ft East – Working appx 323ft East to S Villa Ave

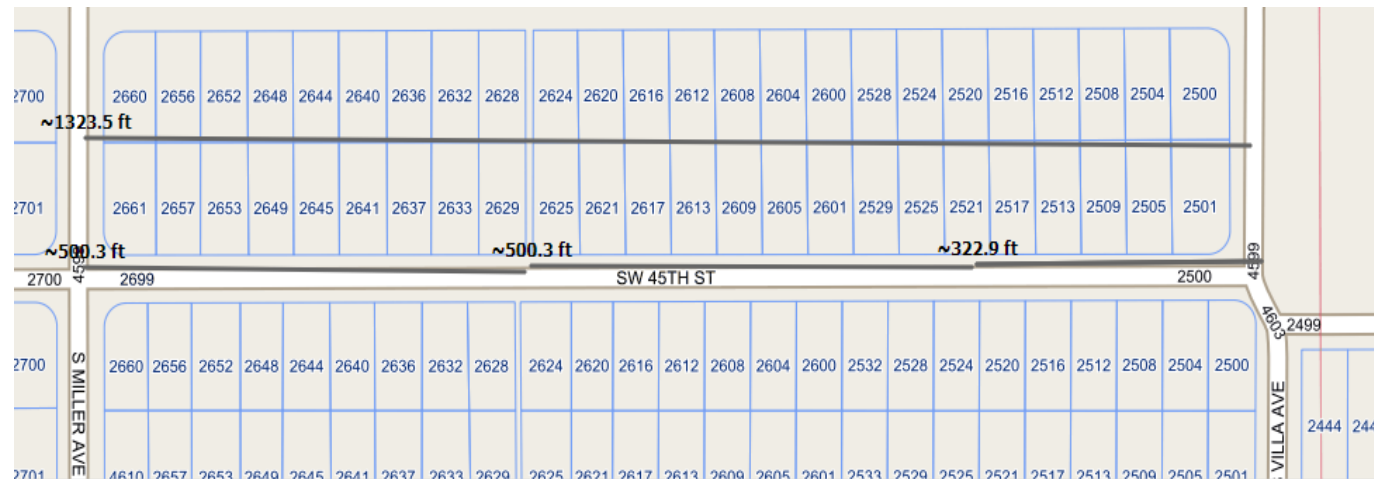
- ❖ Alternatively, you could start the locate instructions on Ticket 3 from S Villa Ave and SW 45th St and state working appx 323ft West on North side of SW 45th St which could be easier for locators.

Or Using Address Range

Ticket 1 - Working Front easements of 2661 – 2629 SW 45th St

Ticket 2 - Working Front easements of 2625 – 2521 SW 45th St

Ticket 3 - Working Front easements of 2517 – 2501 SW 45th St



Linear Work – Rural Areas

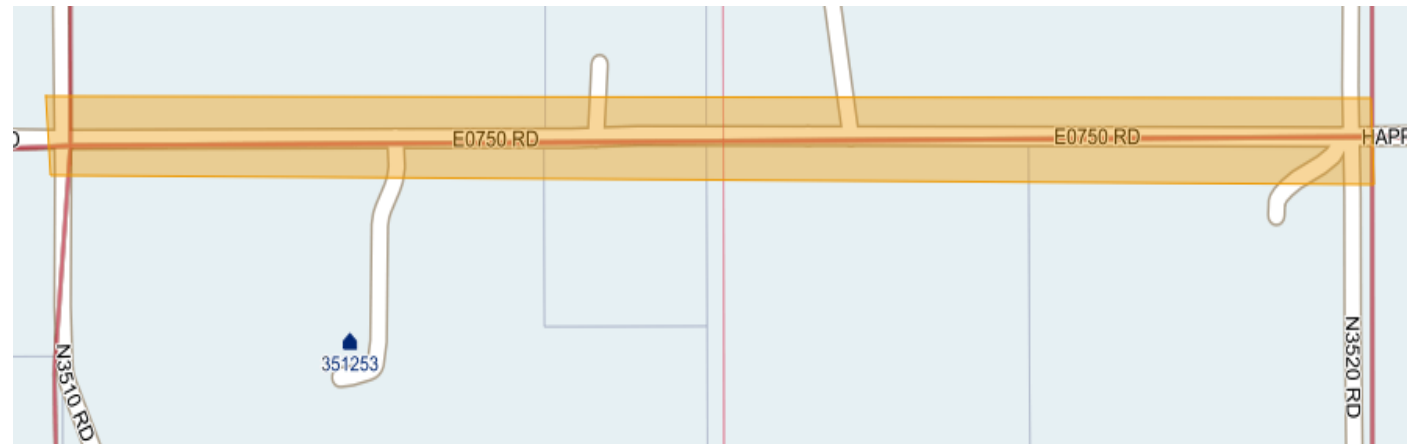
Per OK Law – extent of work per request **not to exceed 1 linear mile** in rural areas (unincorporated)

- ✓ Always provide physical starting point/stopping points when possible (intersection/address)
- ✓ Include what side of the road, alley, what easement the project is taking place on/in.
- ✓ You can use intersections for reference on either side of the road if necessary (even if project is only taking place on one side of the road).
- ✓ When project area covers multiple miles, specify if you are crossing to the far side of the intersection when necessary (crossing road/intersection)
- ✓ Cover the ENTIRE described area on each ticket on the map

Example: Working both sides of E0750 Rd, from N 3510 Rd East for 5 miles to to N 3560 Rd

- This is a 5-mile job in Rural Area
- Create one ticket for each UP TO 1-mile path
- Use intersections as stopping/starting points when possible, even if less than 1 mile.

Ticket 1: Working both sides of E0750 Rd, from N3510 Rd East to N3520 Rd



Design-Survey Request – 2nd Notice

A '2nd Notice' Request can be submitted when one or more of the underground facility owner(s) did not respond by the original compliant date and time on the original Design-Survey Ticket.

- **The 2nd Notice can only be submitted via the OKIE811 Portal, after the 14-calendar day waiting period.**
- **Check Positive Response on the OKIE811 for the most up to date responses, prior to submitting a '2nd Notice'.**

Scenarios that do not qualify as a '2nd Notice':

- **Markings destroyed/removed:** The facility owner(s) marked the site, but markings have been removed. **SUBMIT A NEW DESIGN-SURVEY TICKET OR SUBMIT THE LOCATE REQUEST IF EXCAVATION IS READY TO BEGIN.**
- **Access issues not originally provided on the locate request prevented facility owner(s) from locating as requested.** **SUBMIT A NEW DESIGN-SURVEY TICKET OR SUBMIT THE LOCATE REQUEST IF EXCAVATION IS READY TO BEGIN**
- **Any changes to the work site information.** **SUBMIT A NEW DESIGN-SURVEY REQUEST.**

How to Submit the '2nd Notice':

1. Login to the OKIE811 Portal. www.okie811.org > Excavator Portal > Login > Find Tickets.
2. Enter the ticket number or select and double-click the ticket number from the list.
3. Click the '2nd Notice' button on the toolbar.
4. View the Positive Responses under the 'Member Positive Response' column.
5. Select the company(s) to submit the '2nd Notice' needs to go to.
6. Provide any additional remarks about the '2nd Notice' (no changes to work site information).
7. Submit – You will receive a new 14-digit confirmation number. The notice/reminder will be sent to facility owners to respond as soon as possible.