

Multiple Day Ticket Procedure

In an effort to support the locate management of your excavation site, if your locate request extends more than 1,000 linear feet within an urban area, we recommend leaving your entire dig area intact and processing multiple day locate requests. Each additional ticket must be issued by "overriding" the Locate By Date or by scheduling a "Meet" each day (up to ten business days) that you would like a locator to respond. A suggested rule of thumb is 1000ft per day.

Multiple Day Ticket Procedure With a Meet:

Multi Day Meet tickets can be set up by processing "Guaranteed Meets" or "Requested Meets". If needed see Meet details on pages 24 - 28 in WTE Training and Ticket Processing Assistance manual.

The full locate description will remain the same on each ticket. A good rule of thumb is a 1000ft per day. If the distance of your locate is for 5000 linear feet , set up a 5-day meet ticket (a multiple day meet ticket can be up to 10 days).

Include **where** you want to meet in the Location Description field/box with the locate description on each ticket (such as MEET AT INTERSECT). Also include the phrase MULTI DAY after the locate description on each ticket.

1. Map out the entire area on the first ticket.
2. Get Members.
3. Select the Schedule Meet button under the list of members. Select meet time on first available meet date (first possible day for a meet is the Locate By Date). Or process a Request Meet on each ticket if there are no "guaranteed meets" with any utility. Submit ticket.
4. Process a "New No" which will save all the information on the previous ticket except for the mapping.
5. Map out the entire area on the second ticket and get members.

6. Select Schedule Meet again then select the Next button. It will take you to the next meet date. Every time you select Next it will take you to the next date.

7. Select meet time and set up meet for that date.

8. Repeat the process for as many days desired up to 10 business days.

Multiple Day Ticket Procedure Without a Meet:

Multi Day Tickets can be set up without a Meet by "Overriding" the Locate by Date.

The full locate description will remain the same on each ticket. Include the phrase MULTI DAY after the locate description on each ticket.

A good rule of thumb is a 1000ft per day. If the distance of your locate is for 5000 linear feet , set up a 5-day meet ticket (a multiple day meet ticket can be up to 10 days).

1. Map out the entire area on the first ticket. The first ticket can go out with the normal/default Locate by Date. Submit the ticket

2. Process a "New No" which will save all the information on the previous ticket except for the mapping.

3. Map out the entire area on the second ticket.

4. Select the Override button and select the next date which will become the Locate by Date. Submit the ticket.

5. Repeat the process for as many days desired up to 10 business days.