



## CO811 Member Conversion Agreement

We, \_\_\_\_\_ (name of converting Member Company) agree to convert from a Tier 2 to a Tier 1 membership prior to January 1, 2021. January 1, 2021 is the deadline established by the legislature for Tier 2 members to be converted to Tier 1 members.

Please be reminded that Colorado 811 (CO811) does not physically locate any underground facilities; we will notify you when someone is digging on or near your facilities. You are required to physically locate your facilities on the ground when a locate request is made to you through CO811. You may locate your underground facilities using your personnel, or you may do so by contracting with a firm to do the utility locates. Please review the Common Ground Alliance best practices with regard to how the locating of your facilities should be done.

The registration fee of \$25.00 normally charged for new member registrations will be waived since your Tier 2 membership is already established with Colorado 811 (UNCC).

Ticket notifications sent to you from CO811 via e-mail will be free of charge for the two-year grace period provided for in the 2018 legislation.

Please contact Member Services at [member-services@co811.org](mailto:member-services@co811.org) to begin your transition process. An updated registration form will need to be completed and returned to Colorado 811 Member Services to initiate the conversion to Tier 1.

Once you have transitioned to Tier 1 membership CO811 will no longer provide your company's telephone number to excavators so they can "contact you directly" for a locate. You will instead receive a locate request notification directly from CO811 electronically.

If the conversion process is not initiated and completed by your firm or company before January 1, 2021, CO811 will declare your Tier 2 membership as NON-COMPLIANT and CO811 will not automatically provide the excavator with a phone number to contact you directly for locate request notification purposes.

By signing below, you acknowledge that your organization is authorizing CO811 to convert your organization to a Tier 1 membership. Your organization will be required to comply with the conditions of Tier 1 membership as established by CO811.

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Company Representative Signature

Date



## **Duties and Obligations after Conversion**

Once Tier 1 membership is established and activated there are member responsibilities which must be adhered to. Please refer to the basic requirements below. These requirements are not all the conditions associated with Tier 1 membership. Other requirements and conditions may be found on the CO811 website.

1. Maintain a functioning e-mail address or ticket management system in order to receive One Call notifications.
2. Receive One Call notifications from CO811 and in a timely manner determine whether underground facilities or assets are in the “dig area” described in each notification.
3. Respond to each locate ticket notification sent to you by contacting Colorado 811 using CO811’s Positive Response System. You must respond before the due date as noticed on the notification ticket you receive from CO811.
4. Keep all contact information for your company and holiday closures up-to-date with CO811.
5. Keep your notification area database maps up-to-date for all underground facilities or assets registered with CO811.
6. If CO811’s courtesy call service is chosen by you, you must maintain current phone numbers as well as train your representatives on your internal process/procedure after a call is received.
7. Inform CO811 of any mergers, sales or acquisitions prior to the date of any merger, sale or acquisition transition.
8. Report damages to the Damage Information Reporting Tool, DIRT, within 90 days of restoration of service for any damaged facility.