

SCHEDULE "C"
BEFORE YOU DIG PARTNERS – Member Information Form

Before You Dig Partners uses the information in this form to communicate with your organization.

Legal Company Name:

Mailing Address:

Station Code(s):

Note: Companies can split their registration into multiple stations, each with its own unique database and station code. Enter 'ALL' if the contact information in this form applies to all station codes.

Invoicing Contact

Name:		Title:	
Email:		Phone:	
Invoicing Email:		PO Number:	
Mailing Address (if different than above):			

Database Contact

Individual responsible for maintaining the locations of your company's underground infrastructure in the database.

Name:			
Email:		Phone:	
Company Name (if using a third party):			

General Contact

Contact person for general inquiries about locate requests, complaints, notices, etc.

Name:			
Email:		Phone:	

IT Contact

Contact person for transmission issues, system testing, etc.

Name:			
Email:		Phone:	

Contact for Receiving Locate Request Notifications

Each ticket type can be sent to a different email address or FTP address. Check the box under the ticket types to be sent to the corresponding email address. Descriptions of each ticket type are at the end of the form. Note: If a single ticket type is sent to multiple email addresses / FTP addresses, your company will receive multiple charges for that ticket notification.

Email or FTP (incl. user name and password with FTP address)	Regular	Project	Large Project	Plan & Design	Short Notice	Priority	Emerg	DIN

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Positive Response Reminder Email

A positive response reminder is a message sent through the system by the excavator when a response has not been received within the notice period.

Email:	
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Preferred Ticket Format

Check the box beside the format(s) you would like to receive. Ticket details are listed in the body of the email except when PDF attachments are included.

	PDF – all ticket information and map image in a readable PDF file attachment.
	XML – designed to be consumed by parsing software
	GML – spatial object of the dig site polygon which can be transferred to internal asset maps as an overlay (requires projection information from your system to display correctly – default is WGS 84 Lat/Long)
	GIF – an image of the dig site polygon on the map

Nightly Audit Messages

An email is sent each night listing the tickets sent that day. Audits can be sent every day, even if no tickets were transmitted, or only sent on days when tickets were transmitted. Check the box under the setting you prefer.

Email	Every day	Only when tickets were sent

Phone Contacts

Urgent notifications are also reported by phone. Descriptions of each ticket type are at the end of this form.

Phone for after-hours priority tickets:		Alternate:	
Phone for after-hours emergency tickets:		Alternate:	
Phone for after-hours DIN tickets:		Alternate:	
Phone for DIN tickets during business hours:		Alternate:	

Business Hours (in MST):

	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Name of person who completed form:

Signature of person who completed form:

Date of form submission:

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Ticket Types

Routine Ticket Category – Tickets have a minimum lead time of 3 full business days.

- Regular: Any locate request which does not have a dig area larger than 1,000 square meters.
- Project: Any locate request larger than a regular ticket, meeting the following defined scope:
 - Inside a municipal boundary the dig area is between 1,000 square meters and 60,000 square meters.
 - In rural areas outside of a municipal boundary the dig area is between 1,000 square meters and 800,000 square meters.
- Large Project: A locate request for large jobs that continue over a significant area and length of time:
 - Inside a municipal boundary the dig area is between 60,000 square meters and 800,000 square meters.
 - In rural areas outside of a municipal boundary the dig area is between 800,000 square meters and 4.2 square kilometers.
- Planning and Design: A request for information for planning purposes only. **Not a locate request for digging purposes.**

Short Notice Ticket Category – Tickets have a lead time of less than 3 full business days, where the requestor has not provided the minimum notice.

- Short Notice: A locate request where the requestor has not provided the minimum notice and is asking for an earlier response if possible. Providing response prior to the notice period is at the discretion of the facility owner.
- Priority: A locate request for work taking place to correct a condition that poses a potential threat to life, health, or property.

Emergency Ticket Category – Tickets have a lead time of less than 2 hours in rural areas or less than 1 hour in urban areas.

- Emergency: A locate request for work taking place to correct a condition that poses an immediate threat to life, health, or property.
- Damaged (or Exposed) Information Notification (DIN): A notification to the facility owner that the excavator has reported damage or exposure of underground facilities. **DINs are not a request for locates.**