

## Scope of Work Guidelines

*Addresses, Road Work, Cross Country, and Poles*

### SCOPE OF WORK

Scope of Work is a MISS DIG 811 procedure regarding the extent of work on a single ticket. This procedure exists to create reasonable requests that can be responded to within a 3 business-day time frame. The following applies:

### ADDRESSES & LOTS

1. 10 individual addresses / lots on a single street per ticket, in the same city, township, or village. The total distance between addresses is not to exceed 1 mile
2. Apartment/condo complexes: 5 buildings maximum per ticket

### ROAD WORK & CROSS COUNTRY - ONLY ONE STREET PER TICKET

1. **Work along a road with named intersections** may include up to one mile per ticket. This applies to cross country work as well.
  - a. If your work extends into more than one city, township or village a separate ticket is required for each city, township or village you are working in.
  - b. When working on different streets, each street requires an individual ticket, unless working 200ft or less from intersection.
  - c. You may request a radius of intersections along the stretch of road you are working on (up to a 200ft radius). However, the intersecting street names must be noted in the Locate Info field (e.g. *Include entire intersections with A St, B St, & C St*).
2. **Work along a continuous road with no named intersections** in the same city, township or village, may include up to two miles per ticket. This applies to cross country work as well.

*Roads are also considered continuous if they have limited access and include entrance and exit ramps (e.g. freeways, highways, interstates).*

- a. When working along an expressway, or interstate, with limited access and on & off ramps, each ticket should include only one side of the expressway with traffic bound in a single direction (e.g. north bound, south bound sides on separate tickets). If entrance or exit ramps are part of the work site, list each street they enter or exit.
- b. In addition, along a highway, mile markers can only be used to identify a beginning and ending point if the very closest cross streets are also included. You must indicate the distance & direction from the cross street(s) listed or the cross streets the mile markers are between.
- c. Service drives run parallel to highways, interstates, etc. and are therefore separate streets. Each service drive, located on either side of the highway with its own traffic direction, must be placed on a separate ticket.
- d. When working in the median, type: Locate entire median from [point (A) to point (B)].

3. **WORK AT INTERSECTIONS**: The largest radius of an intersection that can be requested on a single ticket is 200 feet.

4. **Work on Unnamed streets in subdivisions** – options:

Subdivisions must be called in by individual streets. If street names are not posted, then the contractor should post street names (e.g. Street A) at the worksite and identify the street name in the Locate Info field and give the distance and direction from the nearest named streets.

## **UTILITY POLES**

1. When measuring off footage between pole locations with no given addresses (e.g. Loc 1: 50 ft N of inter), the scope of work is 3 pole locations per ticket (with a maximum of 4). The total distance for the 3 locations cannot exceed 1 mile.
2. If pole location is within the boundaries of a single address or in the road r-o-w directly in front of or directly across the street from the single address, you can include up to 10 addresses per street on a ticket. This does not apply when multiple lots have a single address nor if the total distance between addresses exceeds 1 mile.
3. If pole locations are along a continuous road with named intersections, from point A to point B on C Street, then the total distance covered must not exceed 1 mile. If locations are along a road with no named intersections from point A to point B on C Street, then the total distance covered must not exceed 2 miles.