

## MISS DIG DESIGN PROGRAM APPLICATION

ALL INFORMATION MUST BE PROVIDED BY THE MEMBER, NOT A THIRD PARTY. PLEASE CONTACT THE MISS DIG MEMBER SERVICE DEPARTMENT AT 800-483-7161 WITH ANY QUESTIONS.

The Design Ticket Program enables designers, engineers, municipalities, architects, and consultants to contact the appropriate person at multiple utility companies with one email message to **initiate** the communication process related to the design stage of projects. Once the utility companies receive the design ticket, they will have sufficient time to respond, which could save both companies potential costs related to damages or construction delays.

**INTENT OF PURPOSE OF THE DESIGN PROGRAM:** The obligation of the facility owner/operator is to first determine if they have facilities in the design area, and then provide drawings or records for the area as described by designer. If a) the facility owner/operator determines that they do not have sufficient drawings or records, then the facility owner/operator will arrange for the marking of their facilities and coordinate with designer, or b) the designer determines that the drawings or records are not sufficient, the designer can request the facility owner/operator to mark their facilities. All communication regarding design requests will be between the designer and the facility owner/operator.

Company Name: \_\_\_\_\_

Address (mailing): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person phone number: \_\_\_\_\_

### USE OF A CONTRACT LOCATOR OR ANSWERING SERVICE:

If you are using a third party contract locator to receive your tickets, mark your facilities, and/or post to Positive Response they must be a member or an associate member of the MISS DIG System, and an Agent Letter must be on file indicating what the third party is authorized to do. Please complete the Agent Letter if this applies to your membership.

### METHOD TO RECEIVE DESIGN TICKETS:

Design Ticket delivery email address\*: \_\_\_\_\_

Contact person phone number: \_\_\_\_\_

Contact person fax number: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*When providing the email address for delivery of your tickets, it's important to remember: Use the email address you provide *exclusively* for receipt of MISS DIG tickets and insure that the email account can be accessed by a backup person(s). Be aware of the storage limits, as tickets cannot be delivered to a full mailbox. Remove inactive users from any associated distribution lists. Make sure MISS DIG's sending email address OCARS\_PRO@MISSDIG.ORG is in your safe sender list and don't auto reply to the OCARS\_PRO email address, as that email address isn't monitored and is not for receiving tickets.