

E-Locate Step-By-Step Guide

When is it appropriate to use the e-Locate to place a dig notice through MISS DIG 811?

- The e-Locate can only be used when you are working within the boundaries of a single address, or in the road right-of-way directly in front of or (if the property is a corner lot) along the boundaries of a single address.
- When you will be digging within the next 3 business days to 14 calendar days. The e-Locate cannot be used for planning purposes.

What are examples of when the e-Locate cannot be used?

- When your work takes you outside the property boundaries of a single address, or the road right of way in front of, or along the boundaries of a single address
- When a single address is used to define a property with multiple street names or buildings, like an apartment complex, condominiums, or mobile home parks.
- When there is no actual address associated with the work location. Approximate, made-up (or ghost) addresses cannot be used with an e-Locate. The work location must be an actual address.
- Road work (unless the road work is directly in front of, or along the boundaries of an actual address)
- Emergency tickets cannot be placed with the e-Locate, even if it's at a single address
- Project or 180-day tickets
- Short notice tickets (requesting marking to be done earlier than 3 business day)
- Joint-Meet Tickets (requesting all facility owners meet you on-site at a specific date & time)

How to place an e-Locate:

To visit the MISS DIG 811 e-Suite, click the e-Locate option under the excavators tab on the home page of MISS DIG 811 at www.missdig811.org or click the "Request Service" option located under the Homeowners tab on the home page. Once you are at the MISS DIG 811 e-Suite, make sure and click the e-Locate option, located at the far left of the screen.

To place an e-Locate request, you must have a valid email address. Once you have placed your e-Locate, you will receive a confirmation email from MISS DIG 811, along with general information pertaining to the excavation project. **NOTE: Your e-Locate is not valid until you receive an email confirmation from MISS DIG 811 with a start date & time.**

You will be required to answer some question when you place your e-Locate, including:

CONTACT INFORMATION FIELDS (required fields*)

1. **Telephone #*** - Enter your main telephone number. MISS DIG 811 or a facility owner/operator may need to contact you if we have any questions about your e-Locate.

2. **Lookup Phone # tab** – Once you have submitted your 1st e-Locate, you can click this tab for all future e-Locates to auto-fill all of your Contact Information fields from Telephone # to Email based on what you entered in the **Telephone #** field
3. **Caller Type*** – Choose from the dropdown options of contractor, homeowner, utility, municipality or other.
4. **Your Full Name*** – We require that you enter your first & last name. Do not enter your company name in this field.
5. **Company or Person Excavating*** – Enter the name of the company doing the digging. As a homeowner, if you are uncertain who will be doing the digging, you can note that. However, the NSR submitting your ticket is required to have an actual name in that field, so they will change it to the name of the individual placing the e-Locate.
6. **Address of Above Company or Person, City, State, Zip*** – For companies doing the digging, list your company address. If you are a homeowner & you know the address of who will be digging, enter that. If you are doing the digging yourself, note your home address. If you do not know the address of who is doing the digging, you may note N/A in the **Address field**. All fields are required, so if you are uncertain who is doing the digging, enter your own personal city, state & zip code into the **City, State & Zip fields**
7. **Email*** – You must enter a valid email address into this field. Once your ticket is submitted, you will receive an email confirmation from MISS DIG 811 along with general information pertaining to the excavation project. ***Your e-Locate is not valid until you receive an email confirmation from MISS DIG 811 with a start date & time!***

FIELD CONTACT INFORMATION (optional fields)

1. **Work Done For** – This can be used to note if a company is doing the work for a utility, municipality, contractor, or individual. It could also be used for customer names or work order #'s. You do not have to note that you are doing the work for yourself or your own company.
2. **Field Contact** – The name of someone who will be at the job site that can answer specific questions about the work being done, or work location.
3. **Field Contact Phone #** - Telephone # of person whose name is entered in **Field Contact** field
4. **Text #** - Used to send shortened ticket information & used as an additional field contact method.

DIG SITE LOCATION (required fields*)

1. **County*** – Name of the county where the work will be done
2. **Place*** – Name of the city, village, or township where the work will be done. MISS DIG 811 needs the physical location of where the work will be done, not the mailing address
3. **Copy Address From Above Tab** – If your work location is the same address as what you entered in your Contact Information, click this tab to auto-fill the address into the street address field
4. **Street Address*** – Enter the address # & street name only into this field (no city, state, or zip). There is a drop-down menu of street names in the county where the work will be done to choose from. If you do not see your street name in the drop-down menu, enter it manually.
5. **Cross Street*** – The nearest x-street to the street you are working on. If the street you are working on is so new that it's not on the MISS DIG 811 map, use a major x-street. You must add a x-street name to this field so MISS DIG 811 can confirm the work location. ***Do not add extra***

punctuation to the Street Address or Cross Street fields, as it will make it unable to bring the streets up on the MISS DIG 811 map.

6. **Find Street** or **Intersection** tab – These are optional tabs to bring up the MISS DIG 811 map. The **Find Street** tab will bring up the street and address range of what was entered into the Street Address field. The **Intersection** tab will bring up the intersection of the streets entered into the **Street Address** field & **Cross Street** fields. These tools are designed to help you find how a street name may be listed on the MISS DIG 811 mapping system. Once you open the map by using either **Find Street** or **Intersection**, you will notice that there are mapping tools available. To understand better what each tool's function is, click ? or the question mark tab. There are tools available to zoom in and out, measure distances, to expand the blue polygon that denotes your work location, and to change the map view from a road map to a satellite map. Again, it is important to note mapping your e-Locate is NOT required.
7. **Latitude & Longitude:** Optional tools designed to help you better describe your work location. If you know the latitude & longitude of the address you are working at, enter it into the appropriate fields, and then click the **Go to Lat/Long** tab. If you do not know your GPS coordinates, you can use the **Get GPS** tab. However, use caution when working with this tab, as it will only bring up the coordinates of where you are at the moment you are placing your e-Locate, or even the cell tower that is being used to send your info.
It is very important to note that you CANNOT use latitude & longitude as the sole way to describe a work location. With the e-Locate, we must have the actual address for where the work is being done. If there is no actual address that goes with the work location, you cannot use the e-Locate, and will need to call the Notification Center, or place the ticket with an RTE account (for professional excavators only).
8. **DIG SITE MAPPING** – As mentioned earlier, Dig Site Mapping is not required when using the e-Locate, but is a great way to confirm you entering your street name & address correctly to match up with how it appears on the MISS DIG 811 Mapping System. The map is activated when you click either the **Find Street** or **Intersection** tabs.

EXCAVATION DETAILS (Required Fields*)

1. **Location of Work Area*** – This field has a drop-down menu that you are required to choose from to tell locators where you are working at an address, so they can (if needed) mark that area. If you do not see the option that exactly describes where you are working, pick the option that is most appropriate, and then add further locate instructions in the **Comments** field.
2. **Type of Work*** – This field also has a drop-down menu with a wide variety of work types that you are required to choose from. If you don't see the type of work you're doing listed, or if you're doing multiple types of work, choose one of the drop-down choices, and then note the specific work type (s) that will take place at the address in the **Comments** field.
3. **Overhead Electric Clearance Info Box** – MISS DIG 811 operators used to ask each caller if they could maintain a minimum of 10-foot clearance from any overhead electric lines. Since MIOSHA standards have changed, we no longer ask that question. However, if you are concerned about overhead electric lines at your address or work location, please click the link that says MISS DIG 811 to view the latest MIOSHA standards about working near overhead electrical facilities. If you

feel the lines may need to be temporarily sleeved, de-energized or re-located, please place an e-OHA (or e-Overhead), which, like the e-Locate, is part of the MISS DIG 811 e-Suite.

4. **Will you be doing any directional boring?*** – Directional boring, commonly called Horizontal Directional Drilling or HDD, is a steerable, trenchless method of installing underground pipe, conduit, or cables in a shallow arc along a prescribed bore path by using a surface-launched drilling rig, with minimal impact on the surrounding area. In other words, will you be boring underneath a road, driveway, sidewalk etc? Answer yes or no to this question.
5. **Will you be working within 200 ft of railroad tracks?*** If your work will take you within 200 feet of railroad tracks, answer yes to this question. It is a common area for underground communication facilities to be located.
6. **Additional Comments** – Enter any special instructions for the Locate Technician in this field, such as clarifications on your Location of Work Area, your Work Type, directions or distances from x-streets (approximately ¼ mile north of Smith St), or notes describing the work path or work location (location marked with white paint). If the work will be taking place further out than 3 business days, you may also note when the work will be done. The e-Locate is for single addresses only or the road right-of-way in front of or (if it is a corner lot) along the address. Any additional addresses or locations will not be processed. White is the preferred paint color to use when marking the proposed excavation limits or route. If the property is so new that it isn't yet on any map, it's very helpful to the operator doing the mapping to note the approximate distance from an established, or major north/south x-street and from an established, or major east/west x-street.

Once you have entered all the information for your e-Locate, please review the content. If you are satisfied that everything has been entered correctly, press the **Submit** tab. Once you have submitted your e-Locate, a MISS DIG 811 Notification System Representative (NSR) will review and map your ticket. If they see any issues with the ticket, or if the ticket exceeds what it allowed on an e-Locate, you will be contacted. If there are no issues with the ticket, the NSR will map & submit your ticket, and you will receive a confirmation e-mail from MISS DIG 811 with a ticket number.

It is important to note that your e-Locate is not valid until you receive an email confirmation from MISS DIG 811, with a start date & time.