

## The Locate Ticket

PRC rules and regulations requires that everyone making a locate request must provide the following 9 items of information as prescribed by law so as to permit the locator to specifically identify the proposed area of excavation and work area requirements:

- Name & Contact information of excavator – “boots on the ground”
- Alternate name & contact information
- Description and purpose of type of work to be done.
- The name of whom the work is being done for
- Pre-marked in white?
- Accurate physical description of the location and size of excavation site
- Driving directions especially in a rural area
- Spotting instructions
- Access issues or Hazards

For each locate ticket NM811 is required to provide the requestor with a unique ticket number, the ticket start and expiration date and a list of all the utility companies that will receive the ticket. Excavators are required to have their ticket number with them on site in the event it is requested by a New Mexico Pipeline Safety Bureau representative. It is the excavator’s responsibility to provide and verify the ticket information is correct, either on the call, or via the web ticket response.

The following is a list of locate tickets most commonly utilized in the One Call Center ticketing process:

### Requested by Excavator/UFO

- Standard 10 day
- Road Maintenance
- Relocate
- Wide Area
- Damage Report
- Emergency

### Requested by Person Preparing Plans

- Design Conference or Locate
- Bid Conference or Locate

### Reserved for NM811

- Warnings

Priorities