



MEMBERS' MANUAL

New Mexico 811

May 16, 2019

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1. INTRODUCTION

Since 1990, New Mexico utility companies have joined together to operate a service known as New Mexico One Call, Inc. dba New Mexico 811 (NM811) for the purpose of providing a mechanism where construction contractors and other persons can determine the location of underground facilities prior to engaging in excavating operations. NM811 is intended to help prevent damage to underground facilities resulting from such operations and to prevent injuries to persons and property damage that may lead to interruptions in utility service. NM811 is also the designated three digit “811” one call center for New Mexico.

NM811 is structured as a 501-C4 nonprofit corporation, the regular members of which are the participating entities that own, operate or maintain underground facilities. New Mexico Law, Chapter 62, Article 14 NMSA 1978 requires all underground facility owners and certain pipeline owners and operators to belong to the One Call Center and also requires all excavators to notify the One Call Center of their intended excavation activities.

This manual sets forth the general operational procedures for NM811 and its members. The manual is subject to revision from time to time by the board of directors. Significant changes to content or changes in rates will be communicated to the members in advance, at least 30 days prior to any proposed board actions. All final board approved changes will be posted on the NM811 web site (www.nm811.org) and will list the latest revisions.

2. NM811’S MAJOR FUNCTIONS

2.1 Locate Requests

NM811 receives notifications from the public, contractors, utilities, and other parties of proposed excavation activity. These parties are required by state law to contact the One Call Center at least 48 hours in advance of any planned excavation. The notifications received for these purposes are referred to as locate requests.

2.2 Notify Facility Owners

NM811 transmits, via a communications network, information pertinent to the excavation location and the nature of the excavation to all NM811 members who may have underground facilities at or near the excavation location.

2.3 Damage Reporting

NM811 receives notifications of damages, which by law, must also be reported to affected facility owners and the State of New Mexico Public Regulation Commission Pipeline Safety Bureau.

2.4 Positive Response

NM811 provides a Positive Response Registration System as required by state law for underground facility owner/operators to document the status of locate requests and for excavators to inquire about the status of a locate request.

2.5 Promotion

NM811 promotes membership to all underground facility owners/operators.

2.6 Awareness

NM811 promotes awareness of safe excavation practices to the general public.

2.7 Education

NM811 provides education for excavators, facility owner/operators and the general public on how to use the one-call process in compliance with state law and industry best practices.

3. OBJECTIVES

3.1 NM811's objectives are to:

- A. Promote public safety;
- B. Eliminate costly damages;
- C. Reduce lost production time caused by damages;
- D. Promote utility coordination;
- E. Promote compliance with existing state regulations;
- F. Help protect the environment;
- G. Promote use of 811 by excavators and the public;
- H. Promote membership in NM811; and
- I. Provide a cost effective notification system to members.

4. MEMBERSHIP

4.1 Member Classifications

Participation in NM811 may be in one of the following classifications:

- A. Pipeline – Any member who owns or operates facilities in New Mexico consisting of a Gas Transmission, Liquids pipelines, or products or by- products pipelines, gathering systems, or producers.
- B. Electric – Any member who owns or operates underground electric distribution and transmission utility facilities within New Mexico.
- C. Government – Any member of a political subdivision or authority of government or quasi government agency or group including villages, towns, cities, counties, school districts, institutions of higher education, parks, authorities, or other government owned and/or operated underground facilities within New Mexico that are for the public use or good.
- D. Communications – Any member who owns or operates underground telephone, fiber, cable television, or other communication signal or alarm facilities within New Mexico.
- E. Water and Wastewater – Any member who owns or operates as a business a water system or wastewater system or is non-profit mutual domestic water or wastewater

system, a homeowner association, or other group providing water or wastewater services in New Mexico.

- F. Gas Distribution – Any member who owns or operates a gas distribution system providing gas services to the general public in New Mexico.
- G. Associate – Any individual, group, or business entity, including contractors, suppliers, or designated honorary members; who does not own or operate any underground plant in New Mexico, but desires to promote safe excavation and damage prevention by providing services and support to New Mexico One Call, Inc. (dba New Mexico 811).

Note: Members with more than one underground facility type (*i.e.*, water, electric, gas, etc.) are required to identify each utility classification on their initial membership application or in response to NM811’s required annual membership information update request.

4.2 Membership Agreements

Upon execution of the appropriate membership agreement, all members of NM811 shall be governed by the Bylaws of the Corporation. Membership activation is contingent upon the submission and acceptance by NM811 of all registration and database information requirements

The Membership Agreement (see Appendix B) states those terms and conditions under which members may be accepted and permitted to participate in NM811 as a member.

4.3 Membership Dues

Each member will be assessed membership dues, in accordance with the allocation method adopted by the Board of Directors. Members will be notified at least thirty (30) days prior to any changes in their allocation if the budget on which the allocation is based is greater than 3.5% over the previous year’s budget. An overview of the current allocation methodology is provided in the Membership Dues and Fees Schedule (see Appendix B.)

4.4 Membership Types

The following Membership Type definitions are used to help describe the various member entities:

- A. Regular – Member type includes all underground facility owners, but not limited to large & small systems, non-profits, government systems, businesses & corporations, homeowner associations, pipelines, gathering systems and producers.
- B. Associate – Member type includes any individual, group, or business entity, including contractors, suppliers, professional groups, or designated honorary members who do not own or operate underground facilities.
- C. Privately Owned – Member type is used to identify farm, ranch, or privately owned systems utilizing services that are not for resale or profit and are used strictly within the ranch or farm or privately owned operation.

- D. Non-jurisdictional – Member type identifies larger facilities owned by developers, including strip centers, apartment complexes, and other master metered utilities, whose complex is served by the utility but owned and operated by the owner. Typically the rent or lease within the complex includes the utility service or it is sub-metered for allocation purposes. This also includes military reservations, Native American Indian reservations and state and national parks.
- E. Voluntary Non-jurisdictional Registry – Non-jurisdictional members who voluntarily register their facilities with NM811 in order to receive email notifications only. This only applies to entities that are exempt from state administration of the excavation law.

5. CENTER OPERATIONS

5.1 Executive Director

The Executive Director is responsible for overseeing the daily operations of NM811.

5.2 Board of Directors

The Board of Directors will meet periodically as determined by the board and, when necessary, will review and revise the operations of NM811 to ensure it continues to provide the most efficient service to all of its members.

5.3 Geographical Boundary

NM811 will accept notifications of excavation activities only when they are within the geographical boundaries of the State of New Mexico.

5.4 Employees

NM811 shall provide the personnel necessary to carry out its business and shall employ the appropriate management and staff to conduct the operations of NM811 in an effective manner to ensure the integrity of the service offered to all of the NM811 members.

5.5 Duties and Responsibilities

The duties and responsibilities of the personnel of NM811 are designated and outlined in the approved job descriptions for those positions operating within NM811. The duties and responsibilities of these positions are subject to change pending any changes in the temporary or permanent operational needs of NM811.

5.6 Hours

NM811 Operations Center is open to receive locate requests during the following business hours - 7:00 A.M. to 5:00 P.M. (Mountain Time Zone) Monday through Friday. The Center will also accept facsimiles and web requests 24 hours per day, 7 days a week, but will process such requests as defined in state regulations.

5.7 Holidays

NM811 will observe the following state holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- US Presidents Day (observed the Friday following Thanksgiving Day)
- Winter Holiday (observed Christmas Eve and Christmas Day)

5.8 Normal-Business Service

All locate request types may be obtained by phone during normal business hours or, in the alternative, by fax or web. Locate requests received by fax or web after normal business hours will be processed at the start of the next business day.

5.9 Emergency Service (24X7)

It is NM811's policy that every member must designate and return the 24X7 Afterhours Emergency Notification Agreement form (Appendix "D") indicating the member's desire to "participate in" or to "decline" after-hour emergency phone service notifications.

Members utilizing the "Afterhours Emergency Notification Service" will, as normal, receive a ticket through their appropriately designated ticket destination(s) and will be notified by telephone of any specific tickets details. The call center operator will make up to four phone attempts to reach the designated afterhours emergency contact over a two-hour period. If the operator is unable to reach the designated emergency contact using the phone number(s) provided, the call will then be recorded as a "no answer" attempt.

Excavators utilizing the after-hour emergency service are deemed to have made a reasonable effort to contact the facility owners when they call NM811 for after hour emergencies.

5.10 After-Hours Damage Reporting (24X7)

NM811's offers 24X7 operator services for reporting damages and will provide a copy of the damage report to all affected member contacts designated for after-hours emergencies. Member companies are required to respond to the emergency as soon as practical and to either mark the lines or clear the ticket.

6. DATABASE PROCEDURES

6.1 Notification Area

Each member company shall be responsible for providing the location of all underground facilities within the State requiring notifications from NM811. Member

companies are also responsible for notifying NM811 in writing of any changes in its coverage area thirty (30) days in advance of the installation of new facilities affecting their service area. Each member agrees to review and verify notification information at least once a year, or as often as their coverage area changes.

6.2 New Members

New members are required to provide the following:

- A. Company Representative and contact information.
- B. For each ticket destination, the contact person and related information and ticket destination type.
- C. After hour emergency contact information by ticket destination.
- D. Business Office billing contact and required information.
- E. Map data of all underground facilities or TRSQ grid database information for their service area.
- F. A signed Afterhours Emergency Notification Agreement (Appendix “D”) indicating the members desire to “participate in” or to “decline” the service and required emergency contact information.

A member is not considered active and will not receive notifications until their database information has been provided, accepted and entered into NM811’s computer system database. Official activation and billing will begin once a new member has received a “test” notification and confirms receipt of the ticket.

Test notifications will be sent to each designated company ticket destination contact and it is the member’s responsibility to review and ensure that the database confirmation accurately represents the information provided to NM811.

Any damages or liabilities resulting from errors or omissions in the database information provided are the sole responsibility of the member until the member has provided NM811 confirmation the database information as entered is accurate and correct.

6.3 Database Updates

Once the initial member database information is input, NM811 will make changes to it on an as requested basis by the member. Members are required to provide valid and updated member contact information on an annual basis or seven (7) days prior to any change of name, contact person, or access information, pursuant to section 18.60.5.9(A) **NMAC**.

7. COMMUNICATIONS

7.1 Locate Requests

NM811 will provide adequate incoming telephone lines as the volume of calls dictate. NM811 also provides “facsimile” and “web-based” accessibility for locate requests twenty-four hours per day, seven days per week. For the purposes of determining the

legal excavation start time, “facsimile” and “web-based” locate requests entered after 4:00 pm weekdays and after normal business hours will be processed within three hours of the next business day’s opening at 7:00 am.

7.2 Voice Recordings

NM811, as required by law, records all daily incoming Call Center requests to locate underground facilities. These records shall be kept in retention for a period of five (5) years. Should a notification become involved in litigation, a recording of that notification shall, upon request, be made available to the NM811 member for legal purposes. A nominal charge may apply for cost associated with the retrieval of any copies of written or voice records from our archived records.

7.3 Member Ticket Notification

NM811 shall maintain sufficient Call Center capacity and internet bandwidth to ensure the expedient and efficient transmittal of notifications, requests or messages to all its members. Members are responsible for maintaining a communications device capable of receiving NM811 transmissions.

All members are required to use e-mail, if available, as their primary means of receiving notifications, which helps to reduce per ticket costs to all members.

Members are required to notify NM811 of any additions, relocations or disconnections of ticket destination units prior to such action to ensure that our database information is properly updated.

Members are required to furnish NM811 with the appropriate contact information for member personnel (*i.e.*, email, phone, etc.) responsible for verification of location requests and emergency and/or after-hours notifications.

Members are responsible for ensuring that all receiving equipment is operating properly adequately maintained. NM811 will, however, promptly notify the designated member’s contact personnel at each ticket destination receiving location if it is determined that their receiving equipment is not functioning properly. NM811 will also assist members by providing test messages if required, to any ticket destination receiving location upon their request.

7.4 Daily Audit Reports

Each NM811 member shall be furnished a “daily audit report” each morning. The member will receive a “good night report” for each ticket destination subscription which provides a list of previous-day notifications for each specific ticket destination. Members are responsible for reviewing the report and notifying NM811 immediately of any missing or inaccurate transmission data to be corrected and retransmitted.

Good Night Reports provide Members an audit trail of the previous days transmission activity, however, members may request an option to disable good night reports and cease daily notifications.

7.5 Positive Response Registration System

NM811 shall maintain a “Positive Response Registration System”, as required by State law, whereby all NM811 members shall document the status of every locate notification received. There is no charge for registering positive responses in the system.

8. LOCATE REQUESTS AND COMMUNICATIONS

8.1 The Locate Ticket

PRC rules and regulations require that everyone making a locate request must provide the following nine (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:

- A. Name & contact information of excavator – “boots on the ground”
- B. Alternate name & contact information
- C. Description and purpose of type of work to be done.
- D. The name for whom the work is being done.
- E. Pre-marked in white?
- F. Accurate physical description of the location and size of excavation site
- G. Driving directions, especially in a rural area
- H. Spotting instructions
- I. Access issues or hazards
- J. GPS coordinates or white lining in all rural areas

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 numbers 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 that 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 15 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

8.2 Members Notified

The NM811 operators will inform the caller of NM811 members that are being notified.

8.3 Member Response

Each member is responsible for promptly responding to all notifications that they receive. Member that are notified of planned excavation activities shall mark those facilities that may be in the proposed area of excavation and shall provide a response, via the “Positive Response Registration System,” regarding the status of each locate request as required by law. In the event of system downtime, members are still responsible for ensuring positive response is provided in the digital system once access is available.

9. BILLING AND EXPENSE RECORDS

9.1 Member Billing

NM811 will bill its members, in accordance with the allocation method established by the Board of Directors, as follows:

- A. An invoice and statement will be sent to each member according to their billing cycle (*i.e.*, monthly, quarterly or annually) and using the delivery method that they have chosen (mail, email or FAX).
- B. The statement will indicate the current billing amount and any previous outstanding balances, late fees and credit amounts applied.
- C. Payments are due and payable within 30 days of date of invoice. Checks should be made payable to NM811 or New Mexico One Call, Inc. Payment methods include credit card (on our website), ACH direct deposit and check.
- D. The member's account will be credited when payment is received and processed.
- E. Payments received by NM811 after 60 days are considered delinquent and subject to a monthly late payment fee equal to the greater of \$9 or 1½% on any unpaid balance.
- F. Members with unpaid balances greater than 180 days shall receive a certified notification letter informing them of their delinquent status and referral to a collection agency. The Public Regulation Commission Pipeline Safety Bureau will also be notified of any members in delinquent status.
- G. Any member who fails to pay their account in full within 30 days of any delinquent notification letter shall be referred to the Board of Directors for membership termination and any formal action shall be reported to the Public

Regulation Commission Pipeline Safety Bureau. Removal of any member terminates all membership rights and privileges accompanying said membership immediately upon termination.

9.2 Billing Transmissions

Billing is based upon total member transmissions and fees as indicated in the approved Membership Dues and Fees Schedule (see Appendix B). Total transmissions billed, and the associated cost, are controlled and determined, in part, by a member's cumulative total of all ticket notifications requested for each ticket destination(s). The more notification mediums a member uses (*i.e.*, fax, email, FTP, or phone) to request multiple transmission notifications, the more your transmission count increases.

Daily audit reports provide members a summary of all transmissions (notifications or tickets) to be included in the upcoming billing period. There is no charge for daily audit reports, free forms, cancelations, and resends.

9.3 Billing Disputes

Any member wishing to dispute their bill should immediately contact NM811 and provide the nature of the dispute. No actions regarding a billing dispute will be permitted for a period greater than six months.

10. MEMBER TERMINATION AND TRANSFERS

10.1 Membership Terminations

Termination of membership due to the sale of all existing member assets must be requested in writing, 30 days prior to intended termination date.

10.2 Transfer and Removal of Existing Member Assets

Transfer of membership assets must be requested at least 30 days prior to the intended date of transfer, and include both contact information for the buyer and seller of said assets.

10.3 Removal of Member Assets and Base Mapping Data

Removal of portions of membership assets and related base mapping data must be requested at least 30 days prior to the intended date of removal.

APPENDIX A
MEMBERSHIP DUES AND FEES SCHEDULE



MEMBERSHIP DUES AND FEES SCHEDULE

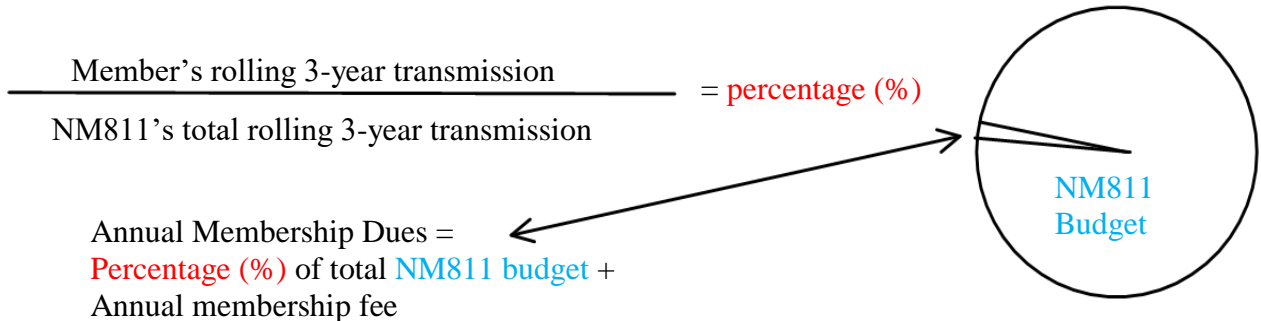
The following is a description of the dues and fees and algorithms approved by the Board of Directors of New Mexico One Call, Inc. dba New Mexico 811.

MEMBERSHIP	TYPE	RATE	ANNUAL MEMBER FEE	TRANSMISSION CHARGE*
	Regular (includes large & small systems, non-profits, government systems, businesses & corporations, homeowner associations, pipelines, gathering systems and producers)	REG	\$90	Allocation Calculation (% of yearly budget) Or During first 3 years of membership, call for current transmission charge.
	Privately Owned	PRIV	\$74	NO CHARGE
	Non-jurisdictional	NON	\$150	NO CHARGE
	Voluntary Non-jurisdictional Registry	VREG	\$0	NO CHARGE

ASSOCIATE MEMBERSHIP	TYPE	Yearly Fee	Includes	Additional Persons
	Individuals	\$150	n/a	n/a
	Associations Groups	\$350	Three persons	\$125 per added person/year
	Contractor And Excavator Companies	\$225	One person	\$125 per added person/year
	Vendors	\$300	One person	\$125 per added person/year

REGULAR MEMBERSHIP DUES

Allocation Calculation: For Members with 3 or more years of transmission history



Note: Members must have a 3-year (36 months) rolling average as of November 30th to be eligible for calculation of a rolling average for the upcoming new year's annual billing allocation.

Less than 3 years of Transmission History

Annual Membership Dues = \$Member fee + transmission fee * # of transmissions

Billing

Members may choose from one of the following ways to receive their bill:

- Bill sent via email..... No Charge
- Bill sent via fax..... \$35 annual charge
- Bill sent via USPS..... \$25 annual

Additional Charges

The following additional charges will apply, if applicable:

- Annual Charge per Ticket Destination – where the primary transmission method is via fax; (back-up transmissions – no additional charge for fax)
- \$35 Annual Charge – to manually calculate a bill

Terms

Terms of payment are NET 30 Days. Late fees will be charged according to our policy as stated in the Members Manual. A copy of the manual is available on our web site at www.nm811.org or by calling 505-254-7300.

New Applicants

Transmission Charge is defined as every notification sent by NM811 (excluding free-forms, cancellations, corrections, resends & daily audit reports) including multiple subscription notices (*i.e.*, email, phone, FTP, or fax) for the same ticket/transmission number.

Note: Annual membership fee of \$90 is required with the submission of a new application, prior to official online setup.

APPENDIX B
MEMBERSHIP AGREEMENT



MEMBERSHIP AGREEMENT (Required Form)

Upon approval of this completed application, the undersigned agrees to be bound by and to comply with NM811's bylaws and general operating procedures as periodically amended, adopted and approved by our Board of Directors. The party executing this agreement affirms that they have the authority to do so on behalf of the applicant.

LEGAL NAME OF COMPANY: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Website: _____

CLASSIFICATION (choose all that apply)	CLASSIFICATION (choose all that apply)
<input type="checkbox"/> Associate Member (non-utility, individual)	<input type="checkbox"/> Government (Local, State, Federal, Tribal, etc.)
<input type="checkbox"/> Communications (phone, coax, fiber)	<input type="checkbox"/> Pipeline (Liquids, Gas, Gathering, Producer)
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water or Waste Water
<input type="checkbox"/> Gas Distribution	

Primary Company Representative: This is the person who is responsible for maintaining your membership with New Mexico 811. This person has the authority to answer questions and resolve problems. This contact will also be used for communications from the Board of Directors, and whom we will contact in the event of an outage or planned maintenance at NM811.

Name: _____ Title: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Ext: _____ Fax: _____ Email: _____

Billing Contact Information: Requires a company representative overseeing financial or accounts payable functions or personnel responsible for approving the processing of your membership invoices.

Name: _____ Title: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Ext: _____ Fax: _____ Email: _____
 Billing Options: **Email** (free) **Fax** (\$35 annual handling fee) **USPS** (\$25 annual handling fee)

GIS (Mapping) Contact Information:

Name: _____ Title: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Ext: _____ Fax: _____ Email: _____

Please return this application to:
 New Mexico 811
 1021 Eubank Blvd., NE
 Albuquerque, NM 87112
 membership@nm811.org

If you have any questions, please call 505-254-7300.

APPENDIX C
DAILY AUDIT REPORT



DAILY AUDIT REPORTS AGREEMENT
(Optional Form)

It is understood and agreed between _____
(hereinafter known as Member) and New Mexico One Call, Inc. (hereinafter known as New Mexico 811)
that New Mexico 811 will not be responsible for the transmission of daily audit reports to Member.

The Member further agrees to release, indemnify and hold harmless New Mexico 811, its officers and
employees, from any and all claims, causes of action, damages and judgments arising out of the
Member's failure to receive a locate ticket that was transmitted by New Mexico 811.

It is further agreed that it is the Member's sole responsibility to ensure that their receiving equipment for
locate tickets is properly functioning at all times and that Member will abide by all applicable state laws
and regulations.

Executive Director, NM811

Date

Member Authorized Signature

Date

Please Print Name

Phone: _____

Email: _____

Ticket Destination(s):

APPENDIX D
AFTERHOURS EMERGENCY NOTIFICATION AGREEMENT



AFTERHOURS EMERGENCY NOTIFICATION AGREEMENT
(Required Form - Attach individual copy for each destination)

LEGAL NAME OF COMPANY: _____

AFTERHOURS EMERGENCY CONTACT NAME: _____

AFTERHOURS EMERGENCY PHONE NUMBER: _____

Option 1: I accept 24 X 7 afterhours emergency notification service.

I, _____, hereby authorize NM811 to notify the above named contact person by telephone anytime during holidays or weekends of all after hour emergency notifications. I further acknowledge and agree that NM811 will make up to four (4) phone-up attempts at 15-30 minute intervals, over a two-hour (2) period, as a result of an afterhours emergency in addition to providing a written copy of any afterhours emergency notification to my normal business hours ticket destination for documentation purposes. I also agree that the failure of the above named contact person to answer or respond to the phone up notification will be deemed to be a non-response by the member company noted above. The member company also agrees to hold NM811, its officers, agents and contractors harmless from and to indemnify NM811 for any cost, loss, or expense which NM811 incurs because of the member company's negligence. This indemnification provision applies to reasonable attorney fees and costs incurred by NM811 to defend against any claim which results from the member company's negligence.

Member Authorized Signature

Date

OR

Option 2: I decline 24 X 7 afterhours emergency notification service.

The member company noted above hereby declines the 24 X 7 afterhours emergency notification service offered by NM811. The member company assumes responsibility for responding to any afterhours notifications to the above named ticket destination in an appropriate manner. The member company also agrees to hold NM811, its officers, agents and contractors harmless from and indemnify NM811 for any cost, loss, or expense which NM811 incurs because of the member company's negligence in responding to notifications. This indemnification provision applies to reasonable attorney fees and costs incurred by NM811 to defend against any claim which results from the member company's negligence.

Member Authorized Signature

Date

APPENDIX E
TICKET DESTINATION CONTACT INFORMATION



TICKET DESTINATION INFORMATION
 (Required From - Attach one copy for each destination)

LEGAL NAME OF COMPANY: _____

REQUIREMENTS: The destination that will receive the excavation notices (tickets) must be manned during normal business hours. A contact person should be designated and available to NM811 to resolve any issues with the ticket transmission(s) that may occur, including adding paper to a FAX, resetting modems, adding toner, checking spam folder, etc. The preferred method of delivering tickets is via email. If email is unavailable, you may indicate another method of receiving tickets. A backup destination and/or communication method is also desirable so that if problems with the primary communications method occur, NM811 can manually switch to the backup communications method. You may also receive ticket transmissions via FTP. Please contact the number or email address below to arrange for this method.

Note: If a company desires more than one ticket delivery destination, please fill out an individual form for each desired destination.

PRIMARY COMMUNICATION METHOD	Email Address	OR	FAX Phone Number (\$25 annual fee)
BACK UP COMMUNICATION METHOD	Email Address	OR	FAX Phone Number

CONTACT PERSON: This is your primary ticket/locating contact or supervisor. This contact would also facilitate customer service issues reported to the One Call regarding locates.

Name: _____ Cell Phone: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Ext: _____ Fax: _____ Email: _____

BACKUP CONTACT PERSON

Name: _____ Cell Phone: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Ext: _____ Fax: _____ Email: _____

APPENDIX F
GIS DATABASE INFORMATION FORM



GIS DATABASE INFORMATION FORM

LEGAL NAME OF COMPANY: _____

DATABASE REQUIREMENTS An individual membership, in some cases, may have more than one membership code, each associated with different geographical areas. Each code requires specific geography in NM811's system database to send a ticket to that appropriate code. The database needs to reflect the actual service area covered by each representative code and should be updated each time there is a change in covered assets (i.e., additions/removals, sales/acquisitions). Actual facility locations are mapped within our system database utilizing the data provided by the member.

The most efficient method of defining a coverage area utilizes electronic GIS data files (*i.e.*, ESRI SHP files, MapInfo TAB files, GoogleEarth KML/KMZ files). These data files define the member's actual facility locations (centerlines) and a mutually agreed upon buffer area which is placed around the centerlines when creating a notification area polygon. GPS points, in Decimal Degree format, can also be used to create a member map layer based on the assumption that the facilities run in a straight line between these points.

GPS data points can be supplied to NM811 in an Excel spreadsheet or other tabular formats which can also be used to identify wells, wind turbines or other singular locations with each point possessing its own buffer. In the alternative, if neither GIS data or GPS points are readily available, members may provide, in an electronic format acceptable to NM811, a grid system utilizing Township, Range, Section, and Quarter Section (TRSQ) in which case the member notification area will consist of the actual quarter section(s) where the member facilities are located. In this case, a quarter section would be defined as a ½ mile x ½ mile geographic area.

SITE NAME: _____

TICKET DESTINATION PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____

Please select one of the following:

- Electronic copy of mapped facilities.
- Mapped facility data.
- Mapped data not available, use TRSQ data.