

## Design Conference, Bid Conference and Wide Area Conference Ticket FAQs and Procedures

### How do I respond to a conference ticket?

A conference ticket is a notice of the date and time for the event that you are required to attend.

During the locate window, the only thing a Utility needs to do is check their schedule. If for some reason you are unable to be at the conference on the scheduled day and time, you have up to five working days after the day of the conference to meet with the contractor.

You should reach out to them during your locate window, agree to an alternate date and time, and place that new date and time in the positive response, under the response type “**Conference Rescheduled**”.

If you are able to attend the dates and time as given on the ticket, you should first attend the conference, review and sign off on the work plan, leave with a copy of the locate schedule and work plan and, after all of these steps are complete, register a positive response of “**conference attended**”

The contractor will contact 811 after the conference is over and request a warning ticket be issued to anyone who failed to attend and didn't arrange an alternate meeting date. Any other response will result in a Warning being issued if the contractor states you were not in attendance.

View the full Excavation Handbook on  
[www.nm811.org](http://www.nm811.org)

### But I am clear for the area...

Utility companies can't know if they are clear until they review the detailed work plan at the conference. All utilities are required to attend in person and sign off on the work plan, even if they are clear.

Below is the procedure noted in the Excavation Handbook (the *pertinent* information is bolded).

#### 18.60.5.11 Wide Area Locate Requests:

An excavator who expects a project to take more than fifteen (15) working days to complete shall either request separate locates which meet the requirements of Subsection B of 18.60.5.10 NMAC or follow the conference procedure set forth in this section.

A. If an excavator expects that an excavation will take more than fifteen (15) working days to complete, the excavator shall contact the one-call notification system to request a wide area conference a minimum of two (2) working days prior to the wide area conference and provide the proposed date, time, and location for the conference. The one-call notification system shall process the request as provided in Subsection K of 18.60.5.8 NMAC.

**B. A UFO shall contact an excavator who requests a wide area conference within two (2) working days of the issuance of the conference ticket and confirm proposed conference schedule. A UFO shall be physically represented at a scheduled wide area conference. If a UFO cannot attend the scheduled wide area conference, it shall make arrangements to meet with the excavator who requested the wide area conference not to exceed five (5) working days of the scheduled wide area conference.**

C. At the conference, the excavator shall develop a written work plan [that includes the minimum information required under Subsection C of 18.60.5.10 NMAC] in consensus with each UFO, which shall be signed by all parties. Updates or revisions to the work plan shall also be in writing and signed by all parties.

## WARNING AND TICKET FAQs AND PROCEDURES



[NM811.org](http://NM811.org)

# Warnings FAQ's and Procedures for Standard Locates, Design Locates and Bid Locates

## Why did I get a warning?

Warnings are issued when a utility has not registered a positive response indicating the locate request has been marked or cleared prior to the work to begin date on the ticket, and the contractor has called 811 to have a warning ticket issued.

Below is the procedure noted in the Excavation Handbook.

### 18.60.5.15 Excavation Procedures:

A (2) If one or more underground facilities have not been marked and positive response has not been provided, an excavator shall, prior to commencing excavation, call the one-call notification system for verification that advance notice was transmitted to the UFO and to provide notice that the underground facilities have not been located or cleared via a warning locate request. UFO's shall promptly respond to warning locate requests ideally within 2-hours.

## But I put a response in the system...

If your response was not "Site Marked" or "Site Cleared" you have not entered a valid response pursuant to the law. While other responses may be available on different ticket types, you may still get a warning ticket issued when using them. They are intended to aid in communication and documentation during the locate window, but by the work to begin date a valid response should be entered. It is highly recommended that you document your attempts to communicate additionally with the contractor, by leaving notes in the positive response.



## But I put this ticket on project...

"Project" is not an option in the New Mexico Excavation Law. Locates must be completed by the work to begin date.

## I spoke to the contractor and canceled the work, he is going to call in a new one later...

Neither a utility or locator have the ability to cancel a ticket, or tell the contractor that they must recall a ticket to meet your requirements when it is a valid locate ticket. Only the contractor or the Pipeline Safety Bureau can cancel a ticket. You may only use the "Cancel" option for positive response if you have received a cancellation of the ticket from NM811. All other uses will be seen as locate avoidance and will receive a warning, if the NM811 review confirms that it is a valid locate ticket.

## I let the contractor know I was clear...

Positive response is required in the form and format as required by the PRC, and that currently means providing it to the NM811 either by call, portal, or ticket management system.

View the full  
Excavation Handbook on  
[www.nm811.org](http://www.nm811.org)



Know what's **below**.  
**Call** before you dig.