

GOPHER STATE ONE CALL

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2020 Centre Pointe Boulevard, Mendota Heights, MN 55120

REFER TO THE GOPHER STATE ONE CALL MANUAL FOR MORE INFORMATION.

PROFESSIONAL EXCAVATORS' MANUAL

OFFICE HOURS: 6:00 a.m. - 6:00 p.m.
(excluding weekends and holidays)

PHONE NUMBERS:

	<u>METRO AREA</u>	<u>TOLL FREE</u>
LOCATE PHONE NUMBERS	(651) 454-0002	(800) 252-1166
ADMINISTRATIVE PHONE NUMBERS	(651) 454-8388	(800) 422-1242
FAX PHONE NUMBER	(651) 454-0170	
TDD	(651) 454-2722	

Internet Ticket (I-TIC) ITIC@gopherstateonecall.com

To utilize I-TIC, the user must find a I-TIC training class near them by visiting www.gopherstateonecall.org

AN ACT

CHAPTER NO. 196

H. F. No. 1370

Relating to excavation notification; requiring notice of underground facilities in drawings for bid specifications; amending Minnesota Statutes 1996, section 216D.04, by adding a subdivision.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1996, section 216D.04 is amended by adding a subdivision to read:

Subd. 1a **Plans for excavation.** (a) Any person, prior to soliciting any bids or entering into a contract for excavation, shall provide a proposed notice to the notification center to obtain from the affected operators of underground facilities the type, size, and general location of underground facilities. Affected operators shall provide the information within 15 working days. An operator who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the person to provide appropriate confidentiality protection. The information obtained from affected operators must be submitted on the final drawing used for the bid or contract and must depict the utility quality level of that information. This information must be updated not more than 90 days before completion of the final drawing used for the bid or contract.

(b) This subdivision does not apply to bids and contracts for: (1) routine maintenance of underground facilities or installation, maintenance, or repair of service lines; (2) excavation for operators of underground facilities performed on a unit of work or similar basis; or (3) excavation for home construction and projects by homeowners.

(c) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preliminary design meetings during the design phase to communicate the project design and coordinate utility relocation. Affected facility operators shall attend these meetings or make other arrangements to provide information.

(d) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preconstruction meetings to communicate the project design and coordinate utility relocation. Affected facility operators and contractors shall attend these meetings or make other arrangements to provide information.

(e) This subdivision does not affect the obligation to provide notice of excavation as required under subdivision 1.

Minnesota Legislative language Effective August 1, 1999:

Minnesota Statute 216D.06 - Damage to facility

Subdivision 1. (NOTICE; REPAIR]

(a) If any damage occurs to an underground facility or its protective covering, the excavator shall notify the operator promptly. When the operator receives a damage notice, the operator shall promptly dispatch personnel to the damage area to investigate. If the damage results in the escape of any flammable, toxic or corrosive gas or liquid or endangers life, health or property, the excavator responsible shall immediately notify the operator and the 911 public safety answering point, as defined in section 403.02, subdivision 19, and take immediate action to protect the public and property. The excavator shall also attempt to minimize the hazard until arrival of the operator's personnel or until emergency responders have arrived and completed their assessment. The 911 public safety answering point shall maintain a response plan for notifications generated by this section.

(b) An excavator shall delay backfilling in the immediate area of the damaged underground facilities until the damage has been investigated by the operator, unless the operator authorizes otherwise. The repair of the damage must be performed by the operator or by qualified personnel authorized by the operator.

(c) An excavator who knowingly damages an underground facility, and who does not notify the operator as soon as reasonably possible or who backfills in violation of paragraph (b), is guilty of a misdemeanor.

GOPHER STATE ONE CALL

This section has been prepared for the professional excavator. It is intended to be a reference tool for interacting with the Gopher State One-Call notification center and it is also intended to fulfill the requirements of Minnesota State Statute 216D.02 subdivision 2. It is suggested that this handbook be kept on hand for future reference when questions or problems arise. It is recommended that this handbook be given to all individuals who regularly contact Gopher State One-Call. Familiarity with its contents will be very valuable.

If required, additional copies can be obtained from the Gopher State One-Call office. This handbook has been copyrighted by Gopher State One-Call. They have authorized and recommend its duplication.

SECTION 1: DETERMINING WHO AND WHEN TO CALL

Minnesota State Statute 216D requires anyone who engages in any type of excavation (see page 18 for definition of excavation) to provide advance notice of at least 48 hours, excluding weekends and holidays, to Gopher State One-Call.

Gopher State One-Call is intended to be the communication link between the excavator and the underground facility operators who have joined Gopher State One-Call. Gopher State One-Call does not locate any underground facility itself and only notifies those facility operators who have joined Gopher State One-Call. Gopher State One-Call encourages excavators to be careful since other underground facilities, privately-owned facilities, may be present.

Please be advised that calling Gopher State One-Call does not affect or impair local ordinances, charters, or other provisions of law requiring permits to be obtained before excavating.

The service provided by Gopher State One-Call to excavators is free of charge. The cost of Gopher State One-Call is paid in full by underground facility operators.

Gopher State One-Call should NOT be contacted for any of the following reasons:

- A. To report damage to any type of facility
- B. To report any type of service outage
- C. To resolve any type of utility billing problem
- D. To report any excavation outside the state of Minnesota
- E. To request any type of facility removal or relocation (including meter removals prior to demolition of a building)
- F. To request initiation of any type of utility service

To resolve these items, contact the facility owner directly.

Gopher State One-Call is not an enforcement agency and does not police the violators of State Statute 216D. The Minnesota Department of Public Safety, Office of Pipeline Safety should be contacted regarding matters of that nature: (651) 296-9636.

Gopher State One-Call is open 24 hours, seven days a week. Calls after 5:00 p.m., before 7:00 a.m., on weekends, and on holidays are accepted for emergencies only. Holidays include:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Friday after Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

Gopher State One-Call as adopted a "Holiday Substitution Policy" so that excavators and operators are better aware, in advance, of what days Gopher State One-Call will observe as holidays. If a holiday falls on a Saturday, Gopher State One-Call will observe the Friday before as the holiday.

TYPES OF LOCATE REQUESTS

1. Routine Locate

This is the most common type of request processed at GSOC. These tickets need to be requested by the excavator not less than two business days (excluding weekends and holidays) from the planned start of excavation. The ticket may be requested up to 14 calendar days prior to the time of proposed excavation. The ticket is valid for 14 calendar days from the start time stated on the notice, unless the locate markings become obscure or obliterated. The excavator can make arrangements with the operators affected to periodically verify or refresh the marks, in which case the ticket is valid for up to six months from the start time on the notice.

2. Emergency Request

An emergency request is defined by Minnesota Statute Chapter 216D.01, subdivision 3, as **“A condition that poses a clear and immediate danger to life or health or significant loss of property.”**

GSOC customer service representatives do not determine whether an emergency condition exists.

Examples of emergencies:

- An unforeseen excavation necessary in order to prevent a condition that poses clear and immediate danger to life or health.
- An excavation required to repair a service outage.
- An excavation required in order to prevent significant and immediate property damage.
- The repair of an existing unstable condition that may result in an emergency.

Please note that work-scheduling problems or customer demands are not considered an emergency!

GSOC reminds you to first call 911 whenever there is a release of flammable, toxic, or corrosive liquids or a dangerous situation has been created. Next, contact the facility operator involved in the emergency, then contact GSOC.

Emergency locates are given top priority by the facility operator and will be marked within the excavation area as soon as practical, given the nature and circumstances of the emergency.

There are two different type of emergency requests; Immediate and Scheduled.

Immediate Emergency: Is a condition that needs immediate attention by the underground facility owner / operator, i.e. blowing gas, large water line rupture. Upon receiving an immediate emergency notice the underground facility owner/operator will attempt to contact you within one hour at the telephone number provided and then locate and mark the underground facility within three hours of receiving the notice, unless:

- A) Otherwise agreed between the parties;
- B) The operator notifies the excavator that not locating does not present an immediate danger to life or health, or a significant loss of property; or
- C) There is an event or situation that cannot be reasonably anticipated or controlled by the operator.

Scheduled Emergency: Is a condition that does not require an immediate response, but can't wait the required 48 hours as in a Routine locate. You can tell the One Call Center representative when you plan on being at the job site to commence your work and the GSOC representative will schedule the emergency to be located at that time or prior to the time stated as the begin date and time. The utility owner/operator shall;

- A) Locate and mark the underground facility, unless otherwise agreed between the parties; or
- B) Notify the excavator at the telephone number provided in subpart1, item C, that there is an not an underground facility within the area of proposed excavation.

The Minnesota Office of Pipeline Safety has requested Gopher State One Call to remind excavators that anyone inappropriately claiming an emergency may be considered in violation of Minnesota Statute Chapter 216D and subject to the penalties of 216D.08.

3. Meets

A meet should only be requested when it is difficult to precisely define the location of the excavation site in a routine locate request. At times, using white paint and flags can very easily substitute for a meet.

When processing a meet ticket, the excavator must provide a general description of the area of excavation on that ticket. Once at the meet, the excavator must make every effort to clearly define the extent of the project and specific details about the project. The use of white paint, white flags, or combination of the two will assist the facility operator in complicated projects. Also handing out maps, sketches,

diagrams, and the schedule of excavation, if done in multiple steps, will also assist in getting a quality locate. Be prepared at the meet to exchange contact information and schedule for remarks. Then document this information for future use. It is the responsibility of the excavator requesting the meet to provide all relevant information to the facility operator, so that the facility operator can properly mark the underground facilities. The facility operator has an additional 24 hours after the proposed meet date and time specified on the notice, excluding weekends and holidays, to locate facilities within the proposed excavation site.

The scheduling of the meet request does not mean that the work site will be marked at the time of your meet. Meets are for conveying information; Gopher State One Call does NOT recommend you plan to begin excavation at or immediately after the meet in case delays occur. It is important that the excavators and facility owners/locators work together and cooperate with each other to guarantee a successful finish to the project.

Gopher State One Call customer service representatives cannot make binding appointments on behalf of the facility operators. Excavators are reminded that all meets are tentative and are subject to change. Since these appointments are tentative, the customer service representatives can only schedule a Meet Request between the hours of 9 am and 3 pm at least two business days from the time of the locate request.

If the facility operator cannot make the Meet request, it is important that the facility operator contact the excavator to make other arrangements that work best for each party.

The excavator, who scheduled the meet, and all affected facility operators, should make reasonable efforts to be there on time.

4. Design Locates

Design tickets are a way for engineers, architects, surveyors, planners, or any person soliciting bids or entering into a contract for excavation to obtain the type, size and general location of the facilities.

Once the facility operators receives the Design Locate they must provide the excavator the information within 15 working days. Notification can be provided by either performing:

1. An actual field locate at the job site, and or
2. Providing maps or diagrams of the facilities.

The information obtained from the affected operators must be submitted with the final drawing used for the bid or contract. This bid or contract must also depict the “utility quality level”, as defined in 216.D.01 subdivision 12. This information must be obtained not more than 90 days before completion of the final drawing used for the bid or contract. A person required to obtain this information is also required to hold one or more preliminary design meetings and comply with Minnesota Statutes 216D.04 subdivision 1 (C) and (D). This sub division does not apply to bids and contracts for:

1. Routine maintenance of underground facilities or installation, maintenance or repair of service lines.
2. Excavation for home construction and projects by homeowners.
3. Excavation for operators of underground facilities performed on a unit of work or similar basis.

NOTE: An operator who provides information to a person who is not a unit of government may indicate any portions of the information that are proprietary and may require the person to provide appropriate confidentiality protection.

5. Boundary Survey

A boundary survey is a non-excavation ticket processed by Gopher State One Call.

By law, underground facility operators must respond to a Boundary Survey request within 96 hours. This response may take place in one of the following ways:

1. An actual field locate; and or
2. Providing maps or diagrams of their facilities.

6. Marking Excavation Area

The Contractor **is responsible** for marking the proposed excavation area by utilizing white markings. The white markings must delineate the **actual excavation area** where the locating of underground facilities is required.