



## Scope of Work Guidelines

*Scope of Work is a MISS DIG 811 procedure regarding the extent of work on a single ticket. This procedure exists to create reasonable requests that can be responded to within a three business-day time frame. The following applies:*

### **ADDRESSES & LOTS**

1. Ten individual addresses / lots on a single street per ticket. The total distance between addresses is not to exceed one mile
2. Apartment/condo complexes: five buildings maximum per ticket

### **ROAD WORK & CROSS COUNTRY**

***ONLY ONE STREET PER TICKET*** & only one name per street or x-street field (see 'work at intersections' exception on next page)

1. **Work along a road or cross country route\* with named intersections** may include up to one mile per ticket. This also applies to cross country work.
  - a. Your work may extend into more than one city, village, township, or county.
  - b. You may also request a radius of intersections along the stretch of road you are working on (up to a 200ft radius). However, the intersecting street names must be noted in the Locate Info field (e.g. Include entire intersections with - A St, B St, & C St).
2. **Work along a continuous road or cross country route\* with no named intersections** may include up to two miles per ticket.

*Roads are also considered continuous if they have limited access and include entrance and exit ramps (e.g. freeways, highways, interstates).*

- a. When working along an expressway, or interstate, with limited access and on & off ramps, each ticket should include only one side of the expressway with traffic bound in a single direction (e.g. north bound,



south bound sides on separate tickets). If entrance or exit ramps are part of the work site, list streets for all entrance and exit ramps.

- b. In addition, along a highway, mile markers can only be used to identify a beginning and ending point if the very closest cross streets are also included. You must indicate the distance and direction from the cross street(s) listed or the cross streets the mile markers are between.
- c. Service drives run parallel to highways, interstates, etc. and are therefore separate streets. Each service drive, located on either side of the highway with its own traffic direction, must be placed on a separate ticket.
- d. When working in the median, type: Locate entire median from [point (A) to point (B)].

*\*Note: Cross country routes are established routes such as along transmission and power line r-o-w's, railroads, snowmobile trails, bike paths, etc. Under stated guidelines, work may extend into more than one city, village, township, or county.*

3. **Divided Roads:** Only one side of the road, with traffic bound in a single direction is allowed per ticket. (e.g. northbound and southbound sides are on separate tickets)
4. **Work at intersections:** The largest radius of an intersection that can be requested on a single ticket is 200 feet. (one street in Street field, the other in the first Cross Street field)

When working at multiple intersections but not along the road R-O-W that connects them, only one intersection may be included per ticket.

5. **Work on Unnamed streets in subdivisions** – options:
  - a. Subdivisions must be called in by individual streets. If street names are not posted, then the contractor should post street names at the worksite and identify a street name in the Locate Info field.  
Ex: Street A.
  - b. Call MISS DIG 811 to schedule a joint meet; the worksite must at least be described using distance and direction from established streets and cross streets.



## UTILITY POLES

*The worksite description should include the radius of the pole locations to be marked. Prior to submitting a dig notice, poles can be marked with white paint or red bands, or they may be numbered to help with visual identification.*

1. When measuring off footage between pole locations with no given addresses (e.g. Loc 1: 50 ft N of inter), the scope of work is three pole locations per ticket (with a maximum of four) along a single street. The total distance for the three locations cannot exceed one mile.
2. If pole location is within the boundaries of a single address or in the road r-o-w directly in front of or directly across the street from the single address, you can include up to ten addresses per street on a ticket. This does not apply when multiple lots have a single address nor if the total distance between addresses exceeds one mile.
3. If pole locations are along a continuous road r-o-w or cross country route\* with named intersections, from point A to point B on C Street, then the total distance covered must not exceed one mile. This distance may include more than one city, township, village, or county.
4. If pole locations are along a continuous road r-o-w or cross country route\* with no named intersections from point A to point B on C Street, then the total distance covered must not exceed two miles, although the distance may include two or more cities, townships, villages, or counties.

*(If every pole along a single route does not need to be located, identify which poles are needed and include the requested radius of the poles).*

*\*Note: Cross country routes are established routes such as along transmission and power line r-o-w's, railroads, snowmobile trails, bike paths, etc.*



## **SIGNAGE**

The following information must be included.

- A description of each location. This may be a wooden stake, existing sign, paint, or other identifiable mark.
- The number of locations (not approximate number) on each side of the road is required.
- The approximate distance of each sign location from the nearest intersection roads, address, or from a previously noted location AND which side of the road it is located on.
- Up to a 20ft radius may be requested around each location

## **ACCEPTABLE**

LOCATE 10FT RADIUS OF 3 WOODEN STKS LOC 1) APX 500FT N OF MAIN ST ON E SD OF PARK AVE LOC 2) APX 700FT N OF MAIN ST ON W SD OF PARK AVE LOC 3) 500FT N OF LOC 2

LOCATE 10FT RADIUS OF 5 WOOD STKS LOC ON E SD OF RD FIRST STK IS LOC APX 550FT S OF MAIN ST. REMAINING 4 STKS CONTINUE SOUTH APX EVERY 550FT

## **NOT ACCEPTABLE**

LOCATE 10FT RADIUS OF WOOD STK LOC BET 500FT & 600FT S OF MAIN ST ON E SD OF PARK AVE (*MISSING PRECISE LOCATION OF WOOD STK*)

LOCATE 10FT RADIUS OF STAKES, SIGNPOSTS AND PAVEMENT PAINTED WHITE ON BTH SDS OF PARK AVE BET MAIN ST & ELM ST (*MISSING PRECISE LOCATION OF EACH STK, SIGNPOST OR PAINT MARKING AND SIDE OF ROAD*)

LOCATE BTH SDS OF PARK AVE BET MAIN ST & ELM ST (*MISSING PRECISE LOCATION(S)*)



## **SIGNAGE CONT'**

Sign locations must be marked prior to submitting a locate request. Signs may be identified with white or brown paint, an existing sign or stake with ribbon, or other identifiable marking. Do not use utility or survey colors.

Whenever possible, provide maps. Maps may be attached to the ticket or made available upon request. This should be noted in the LOCATE INFO field.