



# Contract Locator Associate Membership

## About

This document contains information on becoming an associate member of MISS DIG 811. Contract Locator Associate Membership is appropriate for third parties who provide services to our facility owner/operator members or wish to perform private locates. Once completed and returned to MISS DIG 811, along with the supporting documents, we will be able to establish your organization as an associate member of MISS DIG 811. If you are interested in performing private locates, you will receive dig notices placed by parties interested in being contacted for private locate services.

If while completing this document, you have any questions, please contact the MISS DIG 811 Member Services Department at [membersupport@missdig811.org](mailto:membersupport@missdig811.org) or (800) 482-7161. A copy of the associated fees you have been provided can be found on *Membership Fees* document located on the Resources webpage.

When you become an associate member of the MISS DIG 811 System, we will establish your company in the DamagePreventionPortal. User accounts can then be set up for each of your employees requiring access. Once created, we will delegate authority from the facility owner/operator stations to your organization, which can then be assigned to employee user accounts. Subscriptions can be established from the facility owner/operator membership to your organization. Once a ticket is received, as the locating company, you must mark the approximate location of the facility in accordance with the standard marking guidelines and post to the Positive Response server within the time allotted under PA 174. The time by which the ticket needs to be responded to is provided on each notice as the *Work Legal Start Date*. Information on positing to Positive Response and marking guidelines can be found on the MISS DIG 811 webpage under the Education tab or by going to [resources.missdig811.org](http://resources.missdig811.org).

If you are a private locator, you can coordinate service times and costs directly with the excavator.

## Services You Perform

\_\_\_\_\_ Third-party locator for one or more member facility owner/operators (*Agent Letter(s)* required)

\_\_\_\_\_ Private locator interested in receiving tickets for private locate interest ONLY

\_\_\_\_\_ Third-party locator also interested in private locates (*Agent Letter(s)* required)

## Member Information

This must be information for the contract locator associate member.

Member Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_



# Contract Locator Associate Membership

## Member Contact

This information will appear on the ticket for excavator use.

Full Name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

## Informing MISS DIG 811 of Your Customers

We require an *Agent Letter* from each of your customers (our facility owner/operator members) in order to delegate authority to your organization. An *Agent Letter* can be downloaded from the MISS DIG 811 webpage at [resources.missdig811.org](https://resources.missdig811.org). If you are only interested in receiving private locates, no *Agent Letter* is required.

## Ticket Delivery information

The information provided in this section will determine if MISS DIG 811 will be sending tickets for your customers directly to your organization and where the tickets should be sent. The information pertaining to when and where tickets are sent are referred to as subscriptions. Subscriptions are associated with the facility owner; therefore, if tickets are being sent directly to you a subscription will be placed for each of your customers. This form accommodates two subscriptions. If more than two are needed, please reach out to Member Support.

## Ticket Notification Settings

Every ticket intersecting with this station’s AOI will be sent in the selected format(s).

- PDF (electing PDF will eliminate the ticket data in the body of the email)
- GML
- XML
- GIF

## Summary Reports

Summary Reports are end-of-day audits. More than one email can be provided.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Subscription 1

Are you using a ticket management system? If so, which one?

\_\_\_\_\_

To which member(s) and station(s) does this subscription apply?

\_\_\_\_\_

## Delivery Type and Destination

Email \_\_\_\_\_



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Webhook HTTPS URL

\_\_\_\_\_

Secret Key for Webhook

\_\_\_\_\_

\_\_\_\_\_

Days of week applied to subscription \_\_\_\_\_

Timeframe applied to subscription \_\_\_\_\_

Ticket types applied to this subscription:

- Normal 21-day ticket
- Normal 180-day ticket
- Project 180-day ticket
- Concerned Caller
- Damage
- Design
- Emergency
- Short Notice

## Subscription 2

Are you using a ticket management system? If so, which one?

\_\_\_\_\_

To which member(s) and station(s) does this subscription apply?

\_\_\_\_\_

## ***Delivery Type and Destination***

Email \_\_\_\_\_

Webhook HHTPS URL

\_\_\_\_\_

Secret Key for Webhook

\_\_\_\_\_

\_\_\_\_\_

Days of week applied to subscription \_\_\_\_\_

Timeframe applied to subscription \_\_\_\_\_

Ticket types applied to this subscription:

- Normal 21-day ticket
- Normal 180-day ticket
- Project 180-day ticket
- Concerned Caller
- Damage
- Design
- Emergency
- Short Notice



# Contract Locator Associate Membership

## OPTIONAL: Private Locate Service

This section only needs to be completed if you are interested in receiving dig notices for private locates.

To reduce over-notification of private locate requests, MISS DIG 811 can limit the private locates sent to you using a provided area of interest (AOI). The AOI can be submitted after your station is created for receipt of private locates.

## Ticket Notification Settings

Every ticket intersecting with this station’s AOI will be sent in the selected format(s).

- PDF (electing PDF will eliminate the ticket data in the body of the email)
- GML
- XML
- GIF

## Summary Reports

Summary Reports are end-of-day audits. More than one email can be provided.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Contacts

Member Contact (information will appear on the ticket for excavator use)

Full Name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Member IT Contact (internal use only; does not need to be an IT employee)

Full Name \_\_\_\_\_ Email \_\_\_\_\_



# Contract Locator Associate Membership

## Subscription

A subscription will need to be provided for the receipt of the private locate requests. If you recall, subscriptions trigger when and where tickets should be delivered. This form accommodates one subscription. If more than one is needed, please reach out to Member Support.

Are you using a ticket management system? If so, which one?

\_\_\_\_\_

## ***Delivery Type and Destination***

Email \_\_\_\_\_

Webhook HTTPS URL

\_\_\_\_\_

Secret Key for Webhook

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Days of week applied to subscription \_\_\_\_\_

Timeframe applied to subscription \_\_\_\_\_

Ticket types applied to this subscription:

- Normal 21-day ticket
- Normal 180-day ticket
- Project 180-day ticket
- Concerned Caller
- Damage
- Design
- Emergency
- Short Notice



# Contract Locator Associate Membership

## Check List

Please use the following checklist to make sure all your information is complete before returning it to MISS DIG 811 by email ([membersupport@missdig811.org](mailto:membersupport@missdig811.org)) or mail (3212 Sjoquist Dr. Gladstone, Michigan 49837).

1. *Contract Locator Associate Membership* (this form)
2. Carefully read *Membership Agreement with Confidentiality Provisions, Master Rules and Procedures*, and the *Manning Sheet*.
3. *Agent Letter(s)* from each of your facility owner/operator customers
4. If you are a private locating company, complete the [MISS DIG 811 County-Place Area of Interest Data form](#) to show in which Michigan counties and cities, townships, and/or villages you would like to receive requests for private locates.

Thank you for submitting the necessary paperwork to establish your organization on the MISS DIG 811 System. Our Member Services Department will send you an email with information on DamagePreventionPortal user accounts, which are web-based and allow users to post to Positive Response, search tickets, view/edit station and subscription information, and view/upload AOI files.

The team will contact you with any questions. If you would like to reach out, please contact by email at [membersupport@missdig811.org](mailto:membersupport@missdig811.org) or phone at (800) 482-7161.

## Legal Statement Regarding Membership

MISS DIG System, Inc. ("MISS DIG") IS WILLING TO ADMIT YOU AS A MEMBER OF THE MISS DIG SYSTEM (REFERENCED BELOW AS "YOU" OR "YOUR") ONLY ON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS OF THE MISS DIG MEMBERSHIP AGREEMENT ("MEMBERSHIP AGREEMENT") AS WELL AS ANY AMENDMENTS, REVISIONS OR REPLACEMENT MEMBERSHIP AGREEMENT. READ THE TERMS AND CONDITIONS OF THE MEMBERSHIP AGREEMENT FOUND AT <https://www.missdig.org/members/resources.html> CAREFULLY BEFORE ESTABLISHING YOUR MEMBERSHIP. RETURN OF THE MEMBERSHIP SET UP FORM CONSTITUTES ACCEPTANCE OF AND AGREEMENT TO THE TERMS OF THE MEMBERSHIP AGREEMENT, AS CURRENTLY STATED AND AS AMENDED, REVISED OR REPLACED IN THE FUTURE BY THE MISS DIG SYSTEM INC. BOARD OF DIRECTORS, AND IS A LEGAL AND ENFORCEABLE CONTRACT BETWEEN YOU AND MISS DIG. BY SUBMITTING THE SET UP FORM OR OTHERWISE ACCEPTING NOTICES FROM MISS DIG, YOU AGREE TO THE TERMS AND CONDITIONS OF THE MISS DIG MEMBERSHIP AGREEMENT. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, DO NOT RETURN MEMBERSHIP SETUP FORM. THE TERMS AND CONDITIONS OF THE MEMBERSHIP AGREEMENT, AS CURRENTLY STATED AND AS AMENDED, REVISED OR REPLACED IN THE FUTURE BY THE MISS DIG SYSTEM INC. BOARD OF DIRECTORS, ARE SPECIFICALLY INCORPORATED BY THIS REFERENCE INTO UNLESS SPECIFICALLY AMENDED BY A MUTUALLY EXECUTED Special Membership Agreement or other Writing signed by YOU AND MISS DIG. UNLESS OTHERWISE DEFINED HEREIN, CAPITALIZED TERMS WILL HAVE THE MEANING GIVEN IN THE MEMBERSHIP AGREEMENT AND SUCH CAPITALIZED TERMS MAY BE USED IN THE SINGULAR OR IN THE PLURAL, AS THE CONTEXT REQUIRES.