

# POSITIVE RESPONSE POSTING

Whether logging into the DamagePreventionPortal to post or via the API the tips below will make sure your posting is successful:

- You must post for each station code.
- You cannot post a response to a ticket that is past due.
  - You must wait for the retransmit.
  - You must most to the most recent version of the ticket.
- You must include a comment/remark for each Positive Response posted.

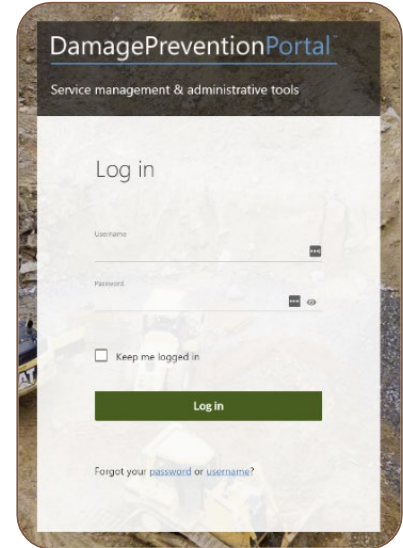
## Posting Via the Portal

Log into your DamagePreventionPortal (DPP) account:  
[dpp.missdig811.org](http://dpp.missdig811.org)

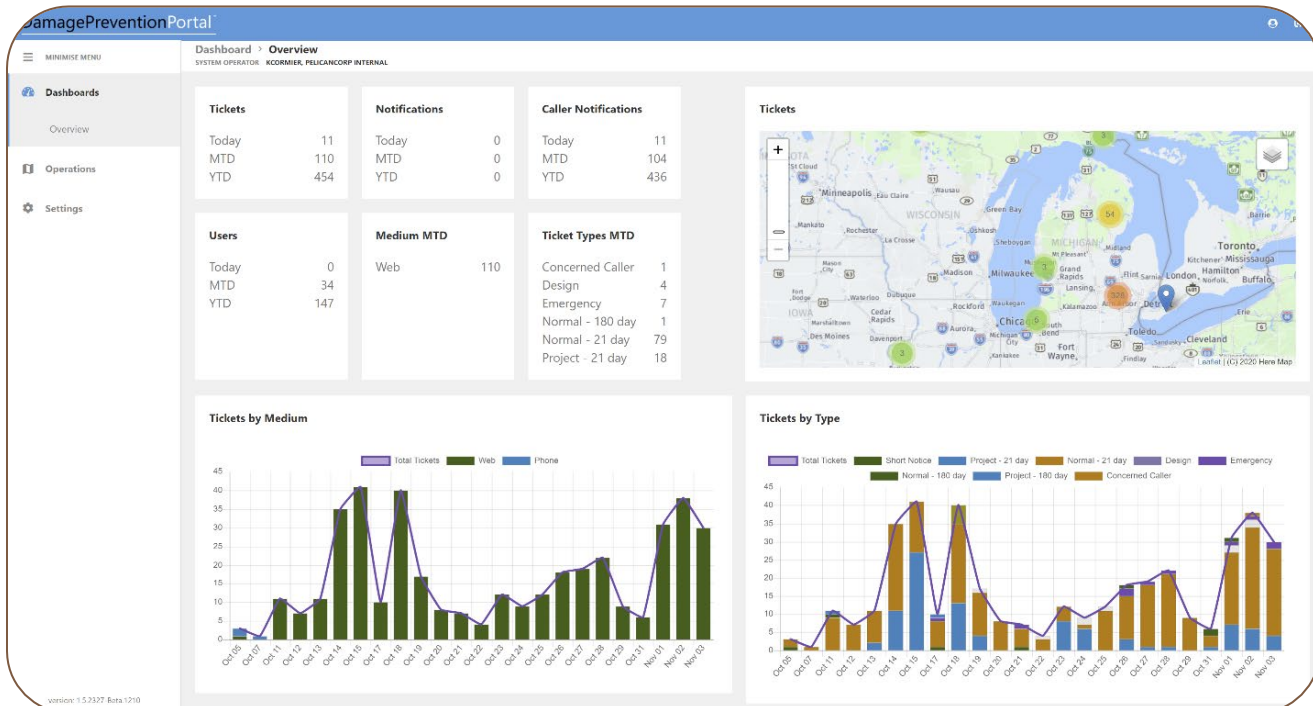
Enter your username and password.

If the user would like to remain logged in at all times, check the box labeled “Keep me logged in”. *This is not advisable for security reasons.*

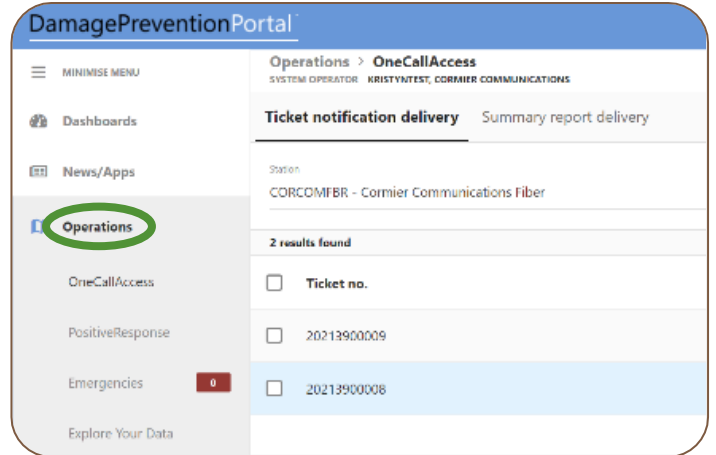
If the user has forgotten your username or password, click on the appropriate links at the bottom of the login box.



Upon successful login, the user will see the **Dashboards** menu and the **Overview** screen. This screen provides an overview of tickets received for the membership the account is associated with.

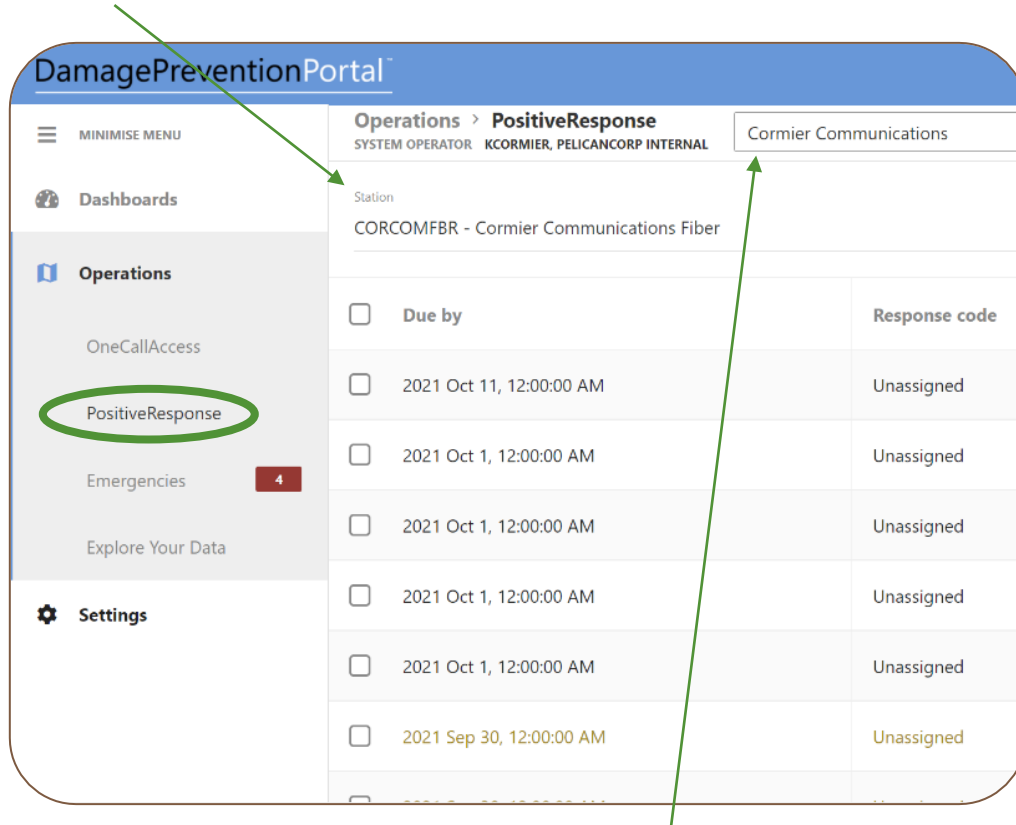


Select **Operations** from the sidebar menu to begin.



Then select **PositiveResponse** below.

Tickets appear based on the station code selection in the **Station** field. You must post for each of your station codes on the ticket. By clicking in this field, users can select different station codes (if available).



If you are third party posting on behalf of multiple members, be sure that the appropriate member name has been entered at the top.

**Tickets will always be visible, regardless of expiration date, based on station code, and can be filtered further. To view open or past-due tickets, user can filter by “unassigned” from the Response Code dropdown menu. Emergency tickets are shown in red text.**

Select the checkbox of the ticket(s) you would like to post a response to.



Users can post the same response code to more than one ticket for a station code at one time by selecting multiple tickets. In this instance, ticket details will not be shown.

Operations > Positive Response  
SYSTEM OPERATOR: KCORMIER, PELICANCORP INTERNAL | Cormier Communications

Stations: CORCOMFBR - Cormier Communications Fiber

Response code: Unassigned | Search by: Due by date | Start date: Select a date | End date: Select a date

**Assign response code**

<input type="checkbox"/>	Due by	Response code	Ticket type	Ticket no.	Work location
<input checked="" type="checkbox"/>	2021 Nov 9, 12:00:00 AM	Unassigned	Project - 21 day	2021110400023-000	3285 W Lapeer Rd Auburn Hills
<input checked="" type="checkbox"/>	2021 Nov 9, 12:00:00 AM	Unassigned	Normal - 21 day	2021110400024-000	
<input type="checkbox"/>	2021 Nov 9, 12:00:00 AM	Unassigned	Normal - 21 day	2021110400025-000	
<input checked="" type="checkbox"/>	2021 Oct 18, 12:00:00 AM	Unassigned	Normal - 21 day	20214200020	
<input checked="" type="checkbox"/>	2021 Oct 1, 12:00:00 AM	Unassigned	Normal - 21 day	20214000003	

**Assign response code**

Tickets selected: 2  
These tickets will all be assigned the response code selected below.

Response code  
-- Select one --

translations.labels.notes

**Assign response code** Cancel

Once the appropriate ticket selection(s) has been made and comments have been entered, click the green **Assign Response Code** button.

**Assign response code**

When a single ticket is selected for posting, the user will see the ticket details and then select the applicable code from the **Response Code** dropdown menu.

2021122900779-000

**Contractor details**

Company: GEOTECH, INC.  
Contractor name: JOHN ZELEZNOCK  
Email: johnz@geotech-inc.com  
Primary phone number: 6169493340 | Mobile number: 6169493340

**Worksite details**

Ticket number: 2021122900779-000 | Submitted on: Dec 29, 2021, 10:58:31 AM  
Ticket type: Design | Due by: Feb 1, 2022, 08:00:00 AM  
Revision date: Dec 29, 2021, 10:58:31 AM | Revision details: New  
Address: Desoto Ct Novi  
Type of work: Data/Fiber  
On-Site activity: Service Install

**Response code status**

000-RESPONSE PENDING

Response code: -- Select one --

Notes

**Assign response code**

**History**

Dec 29, 2021, 10:59:53 AM | | 000 - Do NOT dig: Legal start date and time has not started. This is a system-generated response. | POSR Job Registration Process | MIS...  
Utility is yet to provide a suitable response code for this revision.



Once a selection has been made, users are required to input comments into the **Notes** field. The Pelican system requires use of comments with every Positive Response code.

For all response codes other than “003 – Not Complete”, users can input “No comment” or reiterate the Positive Response code meaning (*i.e., For “001 – No Conflict” a user could input “No Comment” or “Clear”*).

An example response for code “003 – Not Complete” would be:

*Contacted John Miller at ABC Electric on Monday, 5/3, at 10:00am [Mary Smith at Smith Locating Company]; need additional assistance from Consumers Energy.*

Once the code has been selected and comments entered, click the green **Assign Response Code** button.





## Response Codes Based on Ticket Type & Status

<b>Normal 21-Day, Project 21-Day, Normal 180-Day, Project 180-Day, Short Notice, Emergency, Unmarked Facilities, Additional Assistance, and Destroyed Markings</b>	
001 – NO CONFLICT	Dig with caution following PA 174 requirements: Facility is outside of stated area/scope of excavation.
002 – MARKED	Dig with caution following PA 174 requirements: Facilities have been marked.
003 – NOT COMPLETE	Do not dig: Locating was not completed because more time is needed, coordination or assistance required to complete the locating of the facility.
004 – MARKED, UTILITY REQUIRED ON-SITE DURING EXCAVATION	Dig with caution following PA 174 requirements: Facility owner/operator required to be on-site when excavating within noted scope of work for this specific facility.
999 – HAS NOT RESPONDED	Do not dig: Facility owner/operator did not provide a response by the response due date and time. Retransmit ticket for unmarked facilities. This is a system-generated response.

<b>Design</b> <i>(Positive Response by member not required)</i>	
201 – NO FACILITIES IN MAPPED POLYGON	No facilities in mapped polygon
202 – TASK COMPLETED	Facility owner/operator sent record drawings to design
203 – MARKING REQUIRED	As designed in PA 174 Section 6a paragraph (3)



## Auto-Response Codes

Auto-Responses (System-Generated): Normal 21-Day, Project 21-Day, Normal 180-Day, Project 180-Day, Short Notice, Emergency, Unmarked Facilities, Additional Assistance, and Destroyed Markings	
000 – RESPONSE PENDING	Do not dig: Legal start date and time has not started. This is a system-generated response.
010 – EXEMPT FROM MARKING	Dig with caution following PA 174 requirements: As defined in PA 174 Section 460.727 Sec. 7 (9). This is a system-generated response.
011 – THERE ARE NO MEMBERS IN THE SUPPLIED WORK AREA	Dig with caution following PA 174 requirements: There are no member facility owner/operators that request to be notified in the area of excavation. Your request has been forwarded to MISS DIG 811 managements for review. This is a system-generated response.
012 – POSSIBLE ABANDONED FACILITY	Dig with caution following PA 174 requirements: There may be an abandoned facility in the proposed excavation area. This is a system-generated response.
013 – CANCELED TICKET	Do not dig: The dig notice was canceled. This is a system-generated response.

Private Locator Responses	
301 – CONTACTED REQUESTOR	No locate performed
302 – CONTACTED REQUESTOR	Locate performed