

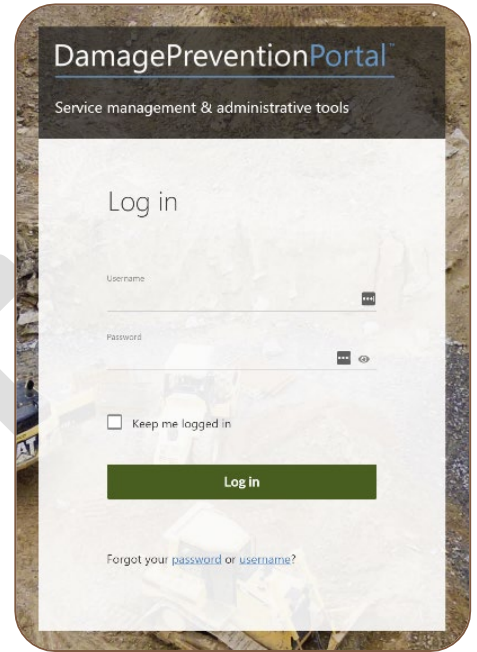
POSITIVE RESPONSE POSTING

Log into your Damage Prevention Portal (DPP) account.

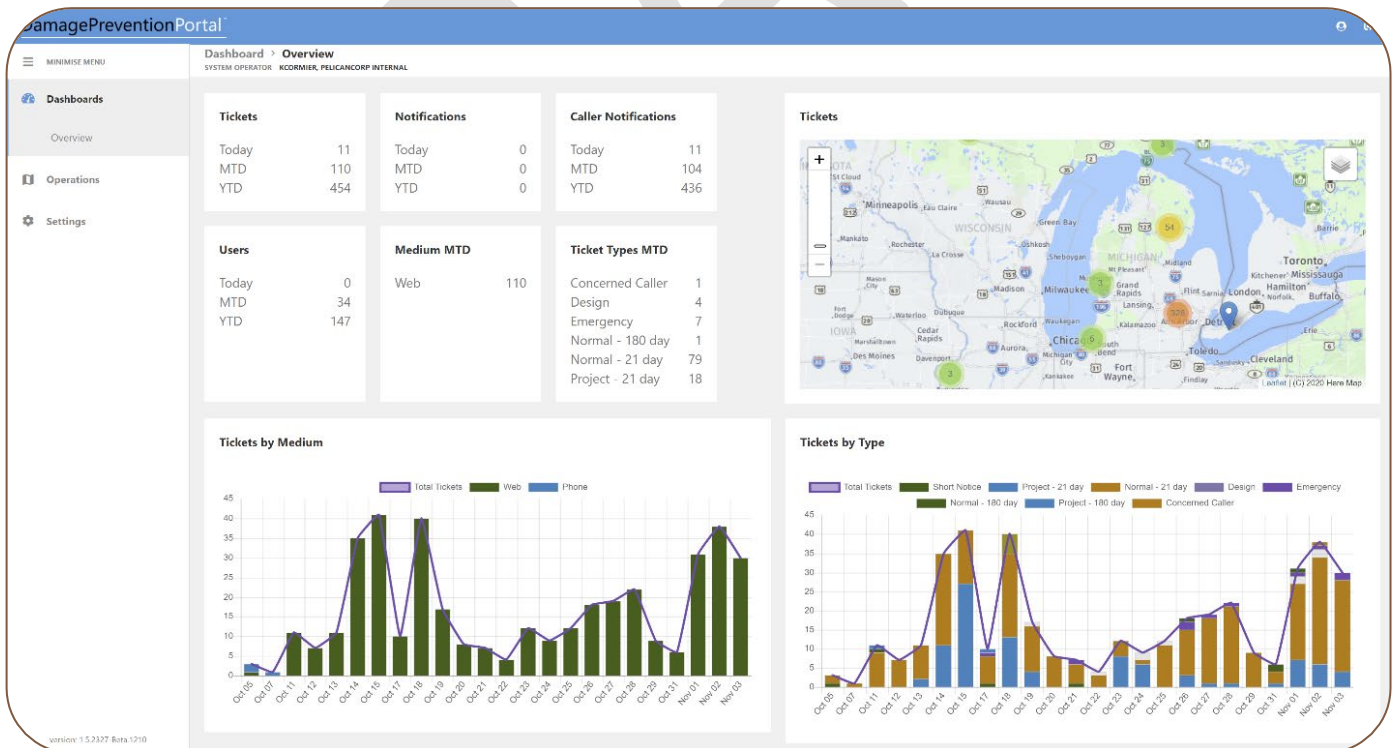
Enter your username and password.

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.*

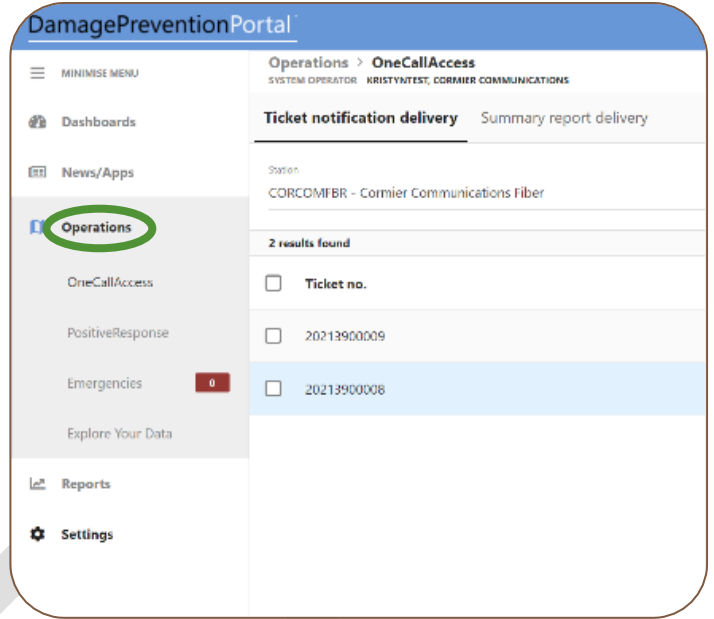
If the user has forgotten your username or password, click on the appropriate links at the bottom of the login box.



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.

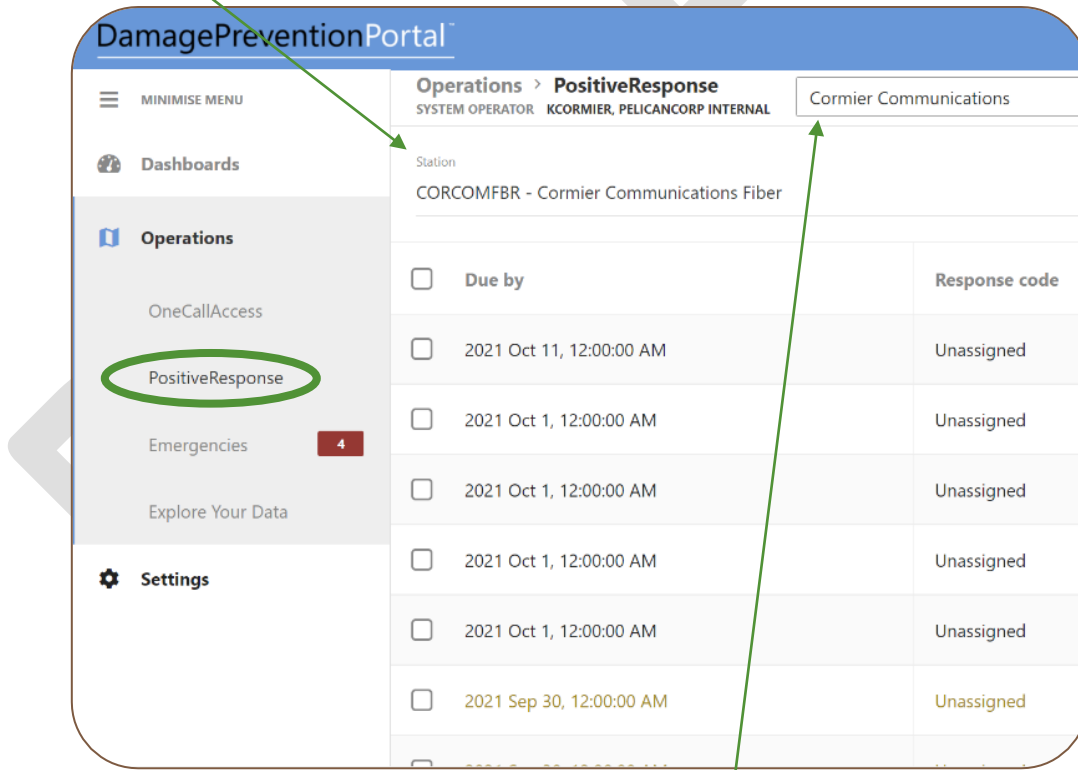


Select **Operations** from the sidebar menu to begin.



Then select **PositiveResponse** below.

Tickets appear based on the station code selection in the **Station** field.



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 at one time by selecting multiple tickets.

Due by	Response code	Ticket type	Ticket no.	Work location
<input checked="" type="checkbox"/>	Unassigned	Project - 21 day	2021110400023-000	3285 W Lapeer Rd Auburn Hills
<input checked="" type="checkbox"/>	Unassigned	Normal - 21 day	2021110400024-000	3285, 3295 W Lapeer Rd Auburn Hills
<input type="checkbox"/>	Unassigned	Normal - 21 day	2021110400025-000	3671 Waldon Rd Orion Charter Township
<input checked="" type="checkbox"/>	Unassigned	Normal - 21 day	20214200020	3285 W Lapeer Rd Auburn Hills
<input checked="" type="checkbox"/>	Unassigned	Normal - 21 day	20214000003	3285 W Lapeer Rd Auburn Hills Michigan

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



The user will then have to select the applicable code from the **Response Code** dropdown menu.

This area will always show the user how many tickets were selected for the response.

Assign response code

Tickets selected: 4

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

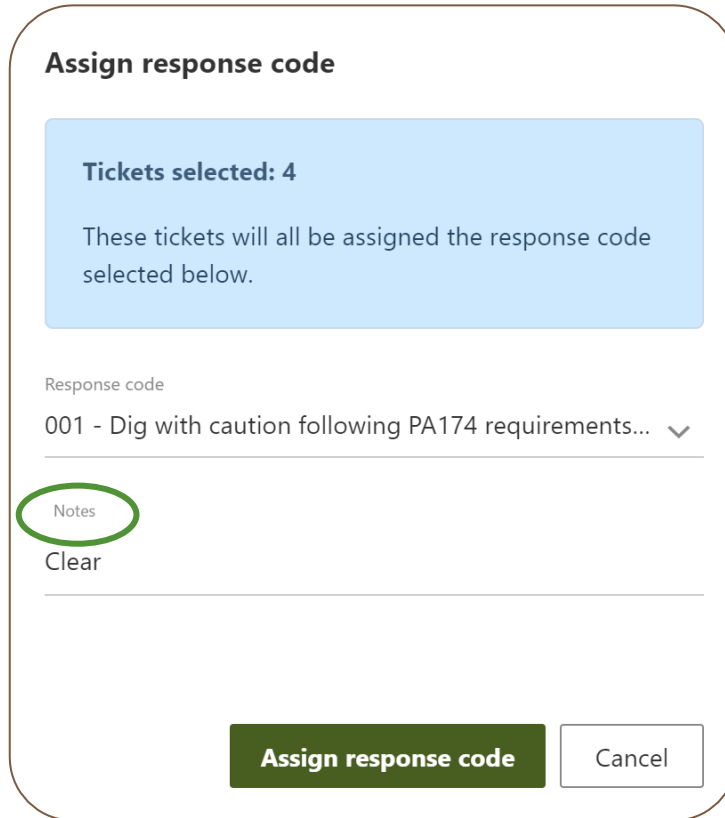
Response code

001 - Dig with caution following PA174 requirements... ▾

Notes

Assign response code Cancel

Once a selection has been made, users 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

Normal 21-Day, Project 21-Day, Normal 180-Day, Project 180-Day, Short Notice, Emergency, Unmarked Facilities, Additional Assistance, and Destroyed Markings	
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.

Design <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 (retransmi), Additional Assistance (retransmit), 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.
020 – WORKING NEAR AN MDOT RIGHT-OF-WAY	Dig with caution following PA 174 requirements: Please review the right-of-way maps at https://mdotjboss.state.mi.us/BITMIX/rowMapFilesHome.htm . If the project encroaches onto MDOT property, please contact the appropriate Transportation Service Center (TSC) for information regarding MDOT infrastructure. A map and list of TSC contacts is located at https://www.michigan.gov/documents/mdot/Permit_Contacts_by_Office_66187_1_7.pdf .

Auto-Responses (System-Generated): Design	
204 – DESIGNING NEAR AN MDOT RIGHT-OF-WAY	<p>Please review the right-of-way maps at https://mdotjboss.state.mi.us/BITMIX/rowMapFilesHome.htm. If the project encroaches onto MDOT property, please contact the appropriate Transportation Service Center (TSC) for information regarding MDOT infrastructure. A map and list of TSC contacts is located at https://www.michigan.gov/documents/mdot/Permit_Contacts_by_Office_661871_7.pdf.</p>

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

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