

Guiding Principles and Procedures (GPP) for Preliminary Utility Requests

The following steps shall be used when requesting a preliminary utility locate prior to the design of Public Works projects.

- 1) Contact Diggers Hotline of Nebraska (DHON) by calling 811 or go to www.ne-diggers.com to request a locate ticket.
- 2) Procedure for requesting by phone (811):
 - a. The DHON representative will walk you through the information needed to place the locate ticket, including project limits.
 - b. Indicate that the request is for a PRELIMINARY LOCATE so that utility companies don't respond by physically locating facilities in the area of question.
 - c. DHON can send you a copy of the ticket back via e-mail, upon request.
 - d. The DHON representative will ask for the account name and number.
 - e. Individuals from Engineering Services have been set up on an account titled CITY OF LINCOLN ENGINEERING SERVICES with their direct phone number tied to it. The Contractor number for this account is 20034.
- 3) Procedure for requesting by website (www.ne-diggers.com):
 - a. Click on the "For Contractors" link under the "Locate" section at the top of the page



- b. Fill in all required fields in the electronic form:
 - i. The Caller ID for this account is 20034.
 - ii. The Company Name for this account is CITY OF LINCOLN ENGINEERING SERVICES
 - iii. For "What type of work will you be doing?" enter DESIGN
 - iv. For "Who is it being done for?" enter PRELIMINARY LOCATE
 - v. For "How deep will you be digging?" enter 0 FT. 0 IN.
 - vi. For "Locate where on the property?" enter the corridor you wish to have utilities located in the following format:

"UTILITIES WITHIN CITY ROW ON "X" ST. FROM "Y" ST. TO "Z" ST."

(Note: Diggers Hotline requires separate tickets for each block or cross street location along the corridor. For example, if your project is along Adams St. from 70th St. to 74th St. you would need to submit separate tickets for Adams St. from 70th St. to 71st St.; Adams St. from 71st St. to 72nd St., etc.)

- c. An example of a correctly filled out Locate Ticket can be seen on the next page:
- 4) Contact Meagan Pratt or Lisa Adams, City of Lincoln (441-6855) or Lisa English, DHON (888-878-1145) should you have any questions.

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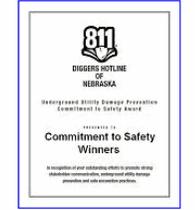

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LOCATE FOR CONTRACTORS

State law requires 48 hour advance notification prior to digging excluding weekends or any State or Federal Holidays. Please fill out all fields of your locate request to ensure proper processing. Incomplete requests will not be processed.

If you would like this form to save information then make sure your browser [allows cookies](#).

ALL EMERGENCY AND DAMAGE TICKETS MUST BE CALLED IN TO THE CENTER.

* Signifies a required field.

* Your Name: Alternate Name:

* Your Phone: Alternate Phone:

* Email Address:

* Caller ID:

* Company Name:

Please double check your email address.

* What type of work will you be doing?

* Who is it being done for?

* How deep will you be digging? ft in

* Will you be using explosives? Yes No

* Is this a corner lot? Yes No

* Is it in the front of the property? Yes No

* Is it in the rear of the property? Yes No

* Will you be tunneling or boring (horizontally)? Yes No

All tickets entered must be in the State of Nebraska.

* What county is it in?

* What city is it in or nearest to?

What is the address (include ST, AVE, DR, etc.)?

You are required to give either an address or driving directions.

driving directions from nearest city listed (if not in a city):

* Locate where on the property?

Please enter Township, Range, Section and Quarter Section if you know it:

Township Range *E or W Section 1/4 Section

 Township Range *E or W Section 1/4 Section

If any information on this request form is not accurate, we may attempt to e-mail it back to you requesting additional information or corrections. By submitting this information, Diggers Hotline will not be liable or responsible for lost, misdirected or unprocessed e-mail request.

Whether or not we are able to contact you may depend on the accuracy in which you enter you e-mail address.

