

BECOMING A MISS DIG MEMBER

This document contains information on becoming a member of the MISS DIG System. Once completed and returned to MISS DIG along with the supporting documents, MISS DIG will be able to establish you as a member and you will begin receiving dig notices also known as tickets when excavators and homeowners are working near your underground lines. If while completing this document, you have any questions on your requirements to participate, billing or the agreement, please contact Laura Arnold at 248-370-6406 or by email at larnold@missdig.org. If you are unsure of how to complete the forms or any questions on services to MISS DIG members, such as afterhours call outs, receiving tickets by text message or providing maps of your facilities, please contact the MISS DIG Member Services Department at 800-482-7161 or by email at memberservicesupport@missdig.org.

Step 1

Do you own or operate underground facilities?

i.e. fiber, irrigation, drains, or pipelines

If no, you do not need to be a member of MISS DIG. Please consider Associate membership.

If yes, please continue to step 2.

Step 2

Which of the Below Best Describes You:

PUBLIC/PRIVATE FACILITY OWNER such as a pipeline, cable tv, fiber, factory, school district, or utility authority. Please print and sign an underground mileage membership agreement. How many miles of underground facilities do you own? _____

MUNICIPALITY such as a City Township, Village, County, Road or Drain Commission. Please print and sign a public agency agreement.

OTHER If you are unsure of which type of member you are, or don't believe that either of these two are applicable such as a contaminated land, gas or electric utility company, contact Laura Arnold at 248-370-6406 or complete the Member Request Form online.

The final page of the agreements contain the information on annual membership and maintenance fees.

What Does it Mean to be A Member?

By becoming a member of the MISS DIG System, MISS DIG will create a database for each facility type you own. Each database will have a unique identifying code, also referred to as a Member Code. The database will contain information on where to send you dig notices, also known as tickets, and a map of where your facilities are located so that you receive notices when excavation is occurring near your facilities. Once you are in receipt of a dig notice, your or your locating company must mark the approximate location of your facility in line with the standard marking guidelines and post to the Positive Response Server, within the time allowed under PA174. The time by which the ticket needs to be responded to is provided on each notice, as the start date and time. Information on positing to positive response and marking guidelines can be found on the MISS Webpage under the education tab or by going to <http://www.missdig.org/education/infographics.html>

Member Contact Information

This must be the contact information for the Member, not a third party Locator. If you are using a Locator, that information will be provided in the next section.

Member Name _____

Address _____ City _____ State _____ Zip _____

Contact person _____

Email _____ Phone _____

Are you using a third party locator?

Such as a for-profit locating company, neighboring municipality, or utility authority
If yes, who will be locating for you? _____. Please complete an agent letter which can be downloaded from the MISS DIG Webpage, and provide the locator's information in step 5.

If no, the information provided below will be used to determine where to send your dig notices. This may be the same as the member information above or perhaps your DPW Director or employee group who will be marking your lines.

Step 3

Step 4

Step 5

Ticket Delivery information

The information provided in this section will determine where MISS DIG sends your dig notices. A dig notice or ticket is the information provided by the homeowner or excavator. This information is transmitted via email. The email you provide should be exclusively for receipt of MISS DIG tickets. This will allow you to do an internal forward to multiple people within your organization, or to provide access to a backup person when you are out of the office. Please be aware of storage limits, as tickets cannot be emailed to a full mailbox. If you have any questions while filling out this section, please contact the MISS DIG member services department at 800-482-7161.

Step 5a

Ticket Delivery for Standard Dig Notices

This information will be used to determine where your standard dig notices will be sent.

Should an issue arise with the transmission of your tickets who would you like us to contact? _____

What is the best number to reach the contact at?

MISS DIG expects the email used for transmission of your tickets to be monitored during normal business hours. Some of our members utilize their email beyond normal business hours. When an emergency request is placed after the hours your tickets are manned, a MISS DIG representative will contact your designated after-hours contacts. During what hours will you be monitoring your email? _____

TICKET DELIVERY EMAIL: Please provide the email address you would like your dig notices sent to? Again please keep in mind that this should be an exclusively for receipt of MISS DIG tickets. _____

Are you using a ticket management software program to parse and manage your tickets? If so, which one? _____

As stated above when an emergency request is placed after hours, a MISS DIG representative will contact the affect facility owners via phone. Please provide two contacts and phone numbers.

1. Primary contact and phone number _____

2. Secondary contact and phone number _____

Step 5b

Ticket Delivery for Design Tickets

Under Section 6(a) of PA 174 Facility Owners and Operators will receive Design notices. Design tickets are placed primarily by engineering firms, utility companies, and large contactors. Design notices do not need be located; they are notices of large future projects in the planning stages. When you receive a design ticket you will be able to respond via email to the notice and provide information on the location of your lines so that future excavation can be planned. If you are unable to provide sufficient information, you may go out and locate the lines. The information below should be for the receipt of design tickets. This is likely your engineering department or the same person who locates your lines.

Should an issue arise with the transmission of your design tickets who would you like us to contact?

What is the best number to reach the contact at?

Please provide the email address you would like your design notices sent to?

Are you using a ticket management software program to parse and manage your tickets? If so, which one? _____

Establishing Databases/Member Codes

MISS DIG will establish a database for each facility type you own as well as one exclusively for receipt of design tickets. The information provided below will be used to determine the number of and Member Code for these databases. MISS DIG charges a set-up fee for all new databases/ member codes. The fee is \$369.00; however, we understand that many of our new members they will need multiple codes. Therefore MISS DIG has a discounted rate for additional codes. There are two types of member codes or databases: one we refer to as a facility code or positive response code, these are databases and codes that receive the standard staking requests; the second code type is for design tickets. When a member sets up multiple of the same type of account at the same time we are able to duplicate the database prior to mapping facilities or establishing the unique code for the account. This saves time and the savings is past on

to our members. Additional databases of the same type are billed at a rate of \$153.00 For instance, if MISS DIG System owned water, sewer and fiber lines, we would have 4 databases. One for water, one for sewer, one for fiber, and one for receipt of Design tickets. The unique identifier would be something like MSDIGWTR, MSDIGSWR MSDIGFBR and DSGMSDIG. And our fees for set up would be \$369 for the MSDIGWTR, \$153 for the MSDIGSWR, \$153 for the MSDIGFBR and \$369 for the DSGMSDIG. Each database would contain a map/ shape files of where each of the different types of facilities lines are located. Once the databases are established, you will be able to provide your shape files. Additional information on mapping can be found on the MISS DIG Website under by selecting members on the home page or by going to <http://www.missdig.org/members/mapping.html>. Please select the types of facilities you need to receive for? (own / operate)

Step 6

Facility Types

<i>DESCRIPTION</i>	✓	<i>DESCRIPTION</i>	✓
BRINE		TELEPHONE	
CHILLED WATER		CABLE TV	
IRRIGATION		FIBER OPTIC	
POTABLE WATER		GAS	
SEWER Select this if you own a combined sanitary/ storm system		PIPELINE	
STORM SEWER		STEAM	
SANITARY SEWER		PROPANE	
ELECTRIC		OTHER	
TRAFFIC			

County Database Documents

Step 7

To be able to map you database, MISS DIG will need to upload the maps for the places you need to receive for. In order to do this, you will need to provide MISS DIG with the incorporated Cities, Townships and Villages in which you own underground. On the MISS DIG Website under supporting agreement documents, you will find a County Database Notification Document. This document is broken up into sections by county. Please complete and print the county sections in which you have lines. You do not need to print or return the entire document, just the counties that affect you. Once the places are added to your database, you will be able to complete the required mapping (grid and polygon) of your database.

Step 8

Check List

Please use the following checklist to make sure all of your information is complete and then return your information to MISS DIG by Fax (248-370-6410), Email (larnold@missdig.org) or Mail (3285 Lapeer Road West, Auburn Hills, Michigan 48326):

1. This document steps one through seven complete.
2. One signed agreement with facility owners contact information STEP 2
3. One agent letter if you are using a third party locator (Hint: if you answered no to STEP 4, you will not have this)
4. At least one County Database Document. STEP 7



Thank you for submitting your Membership agreement and the necessary paperwork to establish your databases and unique member codes on the MISS DIG System. Our Member Services Department will create you databases based on the information you provided. Once complete, they will send you an email with information on our Remote Member Access Accounts, these are web based accounts that allow you to map your database, update contact information, run reports, locate old tickets, and post to Positive Response. They will also send you a test ticket from both of the MISS DIG servers to ensure that you are able to receive the requests. Once sent, you will have to verify receipt before your accounts are made active. The team will contact you if they have any questions. However, if you would like to get a hold of them, they can be reached at 800-482-7161.