



LOCATE REQUEST FORM

TWIN CITIES
454-0002

GREATER MINNESOTA
1-800-252-1166

TICKET NUMBER: _____

WORK TO BEGIN DATE: _____

EXPLOSIVES (Y/N): R.O.W. (Y/N); DURATION OF JOB: _____

TYPE OF WORK: _____

WORK BEING DONE FOR: _____

COUNTY: _____ CITY/PLACE: _____

ADDRESS: _____ STREET: _____

NEAREST CROSS STREET: _____

LOCATION OF WORK: _____

REMARKS: _____

TOWNSHIP: _____ RANGE: _____ SECTION/QUARTER: _____

UTILITIES NOTIFIED: _____

PLEASE BE AWARE THAT:

IT IS IMPERATIVE THAT YOU HAVE THE TOWNSHIP, RANGE, SECTION AND QUARTER SECTION NUMBERS WHEN YOU CALL. If you do not have this information, be prepared to hold from 3 to 5 minutes while the answering attendant searches for this information. The answering attendants at Gopher State One-Call need to process information in this format. Having complete and accurate information before you call will significantly reduce the amount of time you spend on the phone.

PLEASE MAKE COPIES OF THIS FORM FOR ADDITIONAL REQUESTS

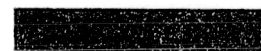
**COLOR CODE
FOR MARKING
UNDERGROUND UTILITY LINES**

 **ELECTRIC**

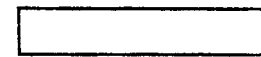
 **GAS-OIL**

 **COMMUNICATION
CATV**

 **WATER**

 **SEWER**

 **TEMPORARY SURVEY
MARKINGS**

 **PROPOSED
EXCAVATION**



TWIN CITY
AREA

454-0002

MN TOLL
FREE

1-800-252-1166



A Homeowner's Guide

	METRO AREA	TOLL FREE
LOCATE PHONE NUMBERS	(612) 454-0002	(800) 252-1166
ADMINISTRATIVE PHONE NUMBERS	(612) 454-8388	(800) 422-1242
TDD	(612) 454-2722	

What is Gopher State One Call (GSOC)?

GSOC is the state-wide notification center for excavation in Minnesota.

What Does this Service Cost?

There is no cost to callers for the service that GSOC provides. GSOC is a non-profit organization and is supported by all the underground utility operators in Minnesota.

When Should A Call Be Made?

A call to GSOC should be made at least 48 hours (excluding weekends, holidays, and emergencies) prior to the start of the digging. The GSOC office hours are Monday through Friday, 7am-5pm.

How Does GSOC Work?

GSOC takes information from callers who are digging, processes it in a computer, and notifies underground utility operators that may have utilities in the area. The underground utility operators will send out personnel to mark the location of their utilities.

After the utilities are notified, they will determine the need to locate and mark their facilities near the proposed site. By law, underground utility operators must mark their utilities within 48 hours. You cannot dig until the 48 hour time frame has elapsed.

The utility owners are required to mark only their buried facilities. If any private utilities are buried in the area, you must locate them or hire a private contractor to perform this service. Many electricians perform this service for a fee, otherwise, your local utility company may recommend someone to do this for you.

The underground utility owners will mark the location of the underground service with flags or paint. The color codes used by the utility companies are listed on the back panel of this guide.

Who Should Call?

Anyone digging in Minnesota must call before digging if using power equipment. Even when hand-digging, you are encouraged to call if unfamiliar with the location of underground utilities.

The person who is doing the work is responsible for calling GSOC. If the homeowner does the excavation work, the homeowner is responsible for calling GSOC. If the homeowner contracts with a professional excavator to do the excavation (tree planting, backhoe excavation, power augering of post holes, etc.) then the professional excavator is responsible for calling GSOC.

What Should Be Done Before The Call?

In addition to looking up the legal description, marking the excavation site in white is very helpful. Wooden, white stakes or white paint should be used to outline the proposed excavation area. If there are no white markings indicating the proposed work site, the utility operators may mark the entire lot.

What Types of Questions Will Be Asked?

GSOC answering attendants will ask information about the work site. Some of the questions include: what type of work are you doing, where is the work site located, how long will the work take, what are the township, range, section and quarter section coordinates (the legal description) of the work site.

The last piece of information - the legal description of the property - is very important. This information may be obtained from property tax statements. If the legal information is not provided, GSOC answering attendants must delay you while they consult maps and research the area.

Once the call is complete, a ticket number will be issued. This ticket number is very important and should be kept until the work is completed in case any questions arise. It also serves as proof that the one-call center was notified.

What Happens After The Call?

Once the underground utilities are notified, it is their job to determine whether they need to locate their underground utilities near the proposed dig site. Remember, they may not mark any private utilities (i.e. power to garage, gas grill or LP lines, etc.).

Utility operators will mark the location of underground

utilities on the lot. The various color codes are on the back of this pamphlet.

If the dig site has been marked with white stakes, the utilities will mark out that area. If white stakes are not used, they may mark the entire lot.

What Should Be Done After The Area Is Marked?

After the underground utilities have been marked, and the 48 hour time frame has elapsed, the excavation work may commence.

Once the digging has begun, a minimum clearance of two feet between a marked and unexposed underground utility, and the cutting edge or point of any power-operated equipment must be kept. If excavation is required within two feet of any marking, the excavation should be performed very carefully with hand tools.

If there has been any damage to an underground utility, or if there is a suspicion of damage, it is your responsibility to immediately notify the underground utility directly.

Why Should You Call GSOC?

GSOC is a crucial damage prevention service. You may have underground utilities buried nearby and not know about them. To hit a utility could be extremely dangerous or fatal, and to repair a buried utility could be very costly.

In Case of Emergency...

In the event that you smell natural gas, damage an underground facility or witness a damaged underground facility, encounter a downed power line or come across any situation that you feel may cause imminent danger, please call 911 or contact the utility company directly.

For more information pertaining to Minnesota State Statute 216D, Gopher State One Call, or the responsibilities of excavators, call the GSOC office at 612-454-8388 or 800-422-1242.

To file a locate request, and have the underground utilities marked, call:

800-252-1166 Statewide
612-454-0002 Metropolitan Area