



SAFETY IS IN YOUR HANDS.  
EVERY DIG. EVERY TIME.

# EXCAVATOR MANUAL

THIS MANUAL BELONGS TO

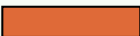
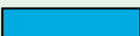
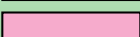
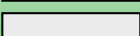
Excavator ID No. \_\_\_\_\_

# COLOR CODES FOR UNDERGROUND UTILITY LINES



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## COLOR CODE FOR UTILITY MARKINGS

|                                                                                     |                           |
|-------------------------------------------------------------------------------------|---------------------------|
|    | ELECTRIC                  |
|    | GAS-OIL-STEAM             |
|    | COMMUNICATIONS            |
|   | WATER                     |
|  | SEWER                     |
|  | RECLAIMED WATER           |
|  | TEMPORARY SURVEY MARKINGS |
|  | PROPOSED CONSTRUCTION     |

Visit [Indiana811.org](http://Indiana811.org) or call 811  
two full working days before you dig.



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## PREFACE

This booklet provides basic information on safe excavation practices in Indiana. It is intended as an educational resource only. Please be advised of the following:

- This booklet is not a legal reference. You should consult your attorney, if necessary, for advice on interpreting the law.
- It does not contain the complete text of Indiana Code IC 8-1-26. Access the Indiana 811 website ([Indiana811.org](https://www.Indiana811.org)) for the full-text version of this law.
- The information in this booklet is subject to change without notice.

**Indiana 811 does not locate underground facilities.** Locating is the responsibility of the facility owners.



SCAN TO  
LEARN MORE



## WHO IS INDIANA 811?

Indiana 811 is a private, nonprofit, statewide organization established by law (IC 8-1-26). Indiana 811 is responsible for managing the “contact before you dig” process for Indiana.

The Indiana 811 mission is to lead Indiana in promoting safety and preventing damage to underground facilities by providing excellent coordination and notification services at a reasonable cost.

### **WHY DO I NEED TO CONTACT INDIANA 811 BEFORE DIGGING?**

**It's the law!** Contacting Indiana 811 is required to ensure that underground utilities are properly marked to prevent damage and ensure safety.



# FIVE STEPS TO SAFE DIGGING

## STEP 1

### PLAN YOUR PROJECT

Plan your project, including knowing the exact dig location.

## STEP 2

### CONTACT INDIANA 811

Submit your locate request online at [Indiana811.org/submit-a-ticket](https://Indiana811.org/submit-a-ticket), or call 811. You will need to contact any non-members.

## STEP 3

### WAIT FOR THE MARKS

Wait two full working days or until your requested start date and time, whichever is later.

## STEP 4

### CHECK POSITIVE RESPONSE

Confirm the marks by checking electronic positive response on the Indiana 811 system.

## STEP 5

### DIG WITH CARE

Dig with care—use soft digging techniques when in the tolerance zone.

## BEFORE THE 811 TICKET

Plan before you contact:

- Determine the route of excavation on your site.
- Gather all information.
- White line the job site: premark the location with white paint, flags or both.

### The Process of Safe Digging

Once you have planned your project, contact Indiana 811 two full working days before you begin excavation. To submit a locate request for your project, go online at **Indiana811.org/submit-a-ticket**, or call **811 / 1-800-382-5544**.

When calling Indiana 811, please provide your Excavator ID. An Excavator ID is a unique identification number assigned to a single excavator and is given when you make your first call to Indiana 811.



**SUBMIT YOUR TICKET TODAY!**



# I'M READY TO CONTACT INDIANA 811

Be sure to have the following information ready for your locate ticket request:

- ☐ County
- ☐ Township
- ☐ Location of work—address or description, including the street name
- ☐ Intent to white line (required if unable to provide location of work)
- ☐ Intersecting street and roads
- ☐ Distance and direction from intersection
- ☐ Dig site description (front, rear, along the road, etc.)
- ☐ Start date and time of excavation
- ☐ Type of work
- ☐ Caller's name and phone number
- ☐ Excavator name and phone number
- ☐ Duration (1 day, 1 week, etc.)
- ☐ Explosives/blasting usage
- ☐ Deepest depth of excavation

## AFTER THE 811 TICKET

After you have given all the appropriate information to Indiana 811:

**CONFIRMATION:** A copy of your ticket will be emailed to you. You will have access to your ticket online via Exactix. Ensure the information on the ticket is correct, and contact 811 if any changes are needed. Your ticket will include when your locate ticket expires, and the members Indiana 811 has notified about your excavation.

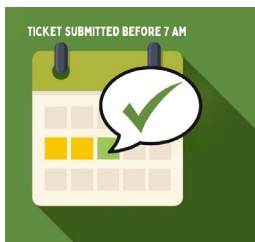
**CONTACT NON-MEMBER UTILITIES:** It is your responsibility to contact any non-member utilities. There may be underground lines in the proposed excavation area that belong to entities that are not members of Indiana 811.

**LOCATING AND MARKING:** **Indiana 811 does not locate underground facilities.** The member utilities or their contract locators have at least two full working days or until the requested start date and time, whichever is later, to provide a response and if applicable, mark their facilities. The area to be located must be accessible to our members. There may be several companies that respond to your locate request.



## WAIT THE REQUIRED AMOUNT OF TIME

- The affected member utilities have two full working days to respond to your locate request or by the requested start date and time; whichever is later.
- Marks may be paint, flags or both. There may also be marks that designate an “all clear,” meaning no buried facilities are present in the dig area for that particular utility.
- **WORKING DAY:** Working day is defined as every day except Saturday, Sunday, state and national legal holidays. If tickets are submitted after 7 a.m. ET on a working day, that day will not be counted.



**DELAYING A LOCATE TICKET:** If a member determines they are unable to locate within the time required by law, the member shall notify the excavator and shall provide additional information. Approval from the excavator is not required.

# YOU MUST CHECK POSITIVE RESPONSE BEFORE DIGGING



The person responsible for excavation or design must acknowledge receipt of positive response to their ticket before commencing work.

The excavator's view will be logged in the back end of the system once they view positive response.

## WHAT IS POSITIVE RESPONSE?

Indiana 811's positive response system provides communication of the status of a locate request, provided by the member utility, or contract locator, after they determine if their underground facilities are within the proposed excavation site. This is communicated through the One Call System, meaning the status is communicated to Indiana 811 instead of directly to the excavator.



## POSITIVE RESPONSE CONT.

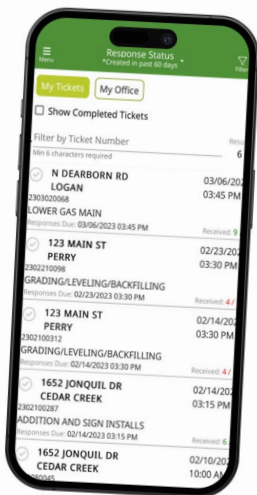
- All member utilities are required to use Indiana 811's positive response system
- Contact Indiana 811 at **811** or **800.382.5544** after viewing positive response for an additional notice if:
  - There is no response listed by the requested start date and time
  - The response indicates the markings are not complete by the requested start date and time
- Contact Indiana 811 after viewing positive response if:
  - The response states to contact Indiana 811
  - You have questions concerning the provided response



**VIEW INDIANA 811'S  
POSITIVE RESPONSE  
CODES**

## TICKET EXPIRATION

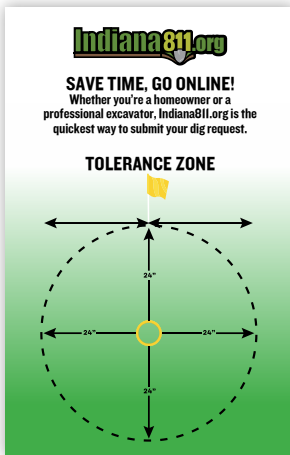
Ticket requests shall remain valid as long as markings remain, until 11:59 p.m. on the 20th day after the request was submitted.



# WHEN IS IT SAFE TO DIG?



- YOU have planned.
- YOU have contacted non-members.
- YOU have received your locate marks/flags.
- YOU have checked positive response.
- YOU are now ready to dig.



## WORKING WITHIN THE TOLERANCE ZONE

The law requires a two-foot tolerance zone, which means all outer limits of the underground facility, including above, below, and in a full radius surrounding the underground facility. The size of the tolerance zone will depend on the size of the underground facility, which is sometimes noted by the utility locating technicians.

## IF DAMAGE OCCURS

Take reasonable appropriate actions needed to protect persons or property until agencies, departments and the utility arrive at the scene.

As soon as any damage is discovered, including gouges, dents or breaks to coating, cable sheaths, and cathodic protection anodes or wiring, report the type and location of the damage to the utility and Indiana 811.

### IMPORTANT STEPS TO TAKE:

- Stop digging immediately
- Protect life, health and property
- If you have struck a petroleum or gas pipeline, leave the area and call 911 from a safe location
- Notify utility owner
- Contact Indiana 811 to report the damaged utility
- Always keep an updated list of emergency contact numbers for each excavation site where you are working

# EMERGENCY REPAIRS

## EMERGENCY REPAIRS

**C 8-1-26-19 Sec. 19.** (a) A person responsible for emergency excavation or demolition to ameliorate an imminent danger to life, health, property, or loss of service is not required to comply with the notice requirements of section 16 of this chapter. However, that person shall:

- (1) as soon as practicable, give notice, in the manner prescribed by the association, of the emergency excavation or demolition to the association; and
- (2) request emergency assistance from each operator identified by the association as having underground facilities located in the area of the emergency excavation or demolition in locating and providing immediate protection to the operator's underground facilities.

(b) This section applies to an operator making an emergency repair to its own underground facility.

## FALSE EMERGENCIES

**IC 8-1-26-19(C):** A person that knowingly provides false notice of an emergency excavation or demolition to the association under subsection (a) may be subject to a civil penalty in an amount recommended by the advisory committee and approved by the commission, not to exceed \$1,000.

## NEED TO KNOW

During your excavation, it is important to keep these best practices in mind for a safe dig, every time.

- Keep a reasonable clearance between any underground facility and the cutting edge or point of powered equipment.
- Protect and preserve the color-coded markings until those markings are no longer needed for proper and safe excavation.
- Be sure someone other than the equipment operator, i.e., the spotter, is there to look for any sign of the underground facility.
- Conduct the excavation near the underground facility carefully. Use soft digging, if necessary, to be able to tell the exact location of the line and to prevent damage.
- Protect and support exposed facilities during construction, and then take care while backfilling to maintain support to prevent damage. Be sure that backfill materials are free of any material that could damage the facility.



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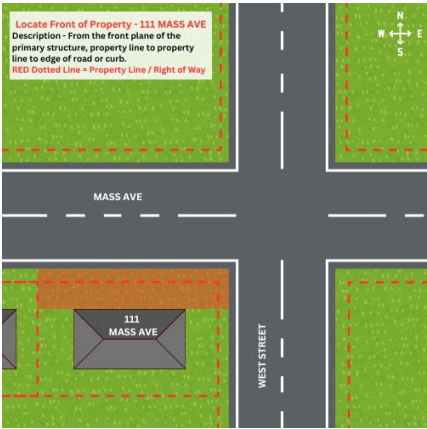


## NEED TO KNOW

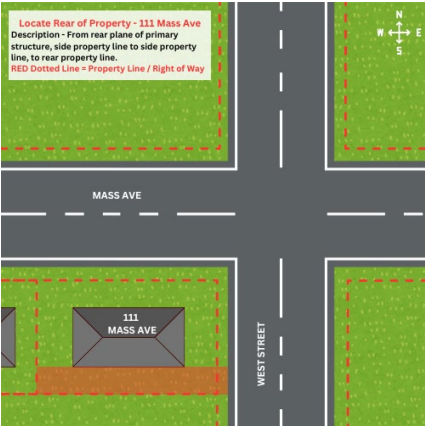
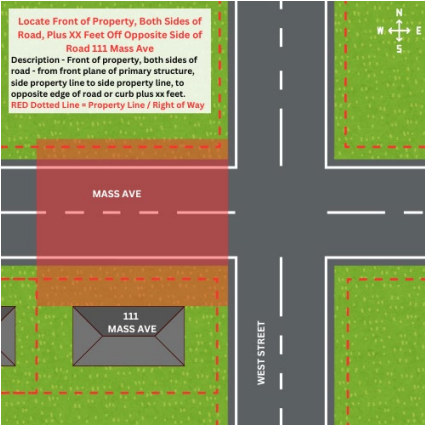
- Request markings in segments as excavation progresses on projects that cover a larger area and progress from one area to the next over a period of time in order to coordinate markings with actual excavation.
- When your excavation is complete, mark the ticket(s) as complete to help manage your projects.

# DIG SITE DESCRIPTIONS

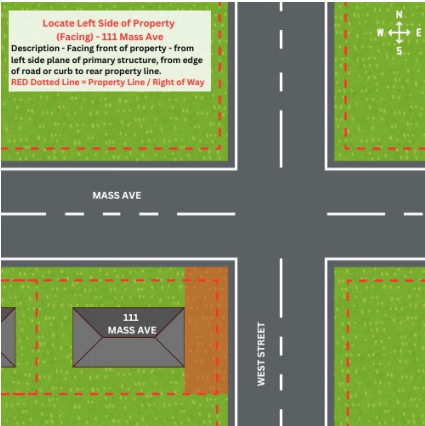
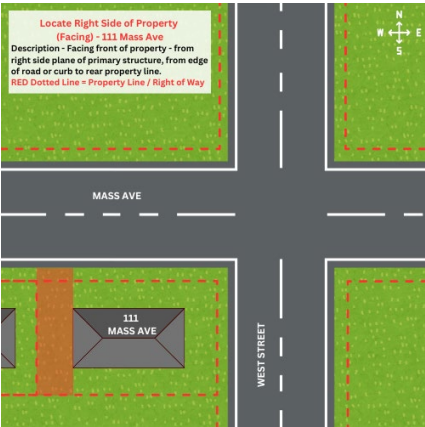
The excavator is responsible for providing detailed and precise locate instructions for any excavation activities. It is important to note that members may not mark the areas described solely based on these descriptions.



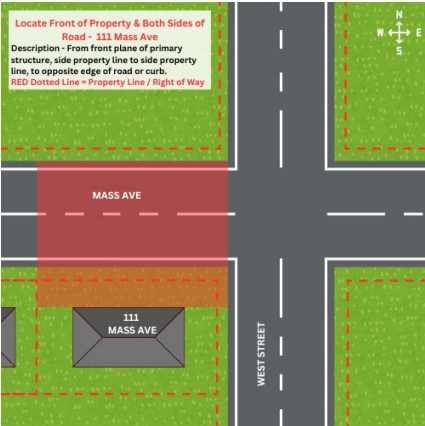
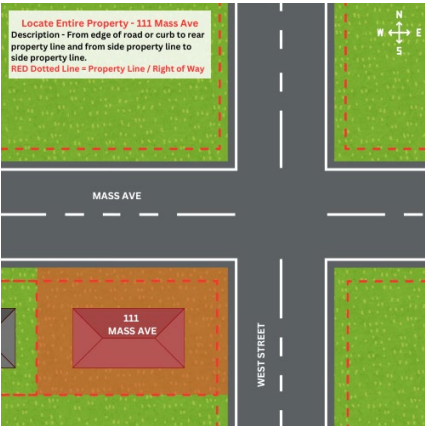
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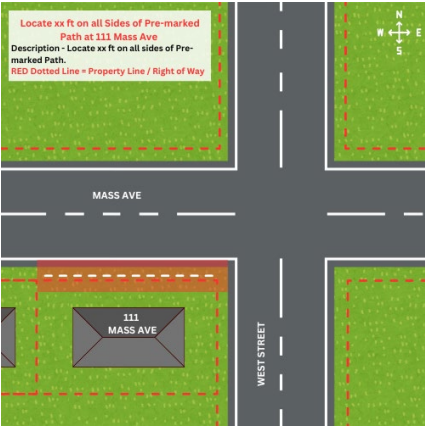
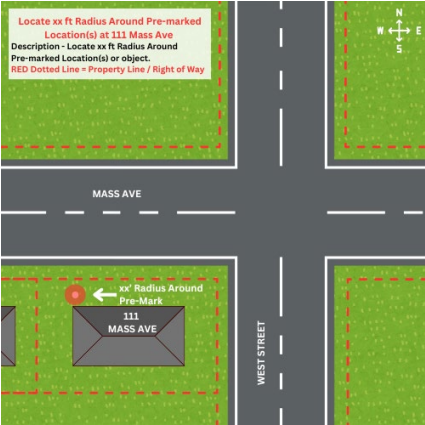
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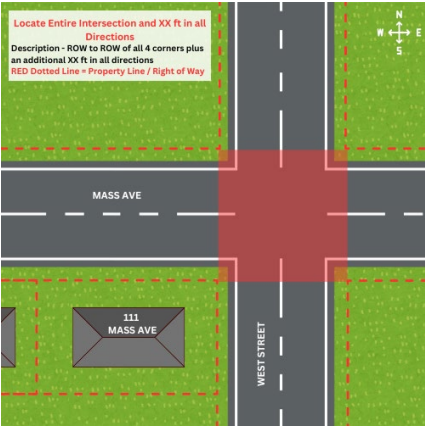
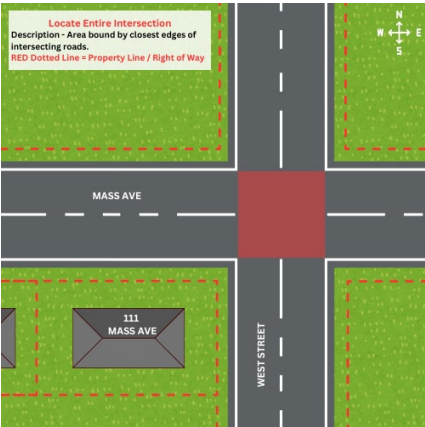
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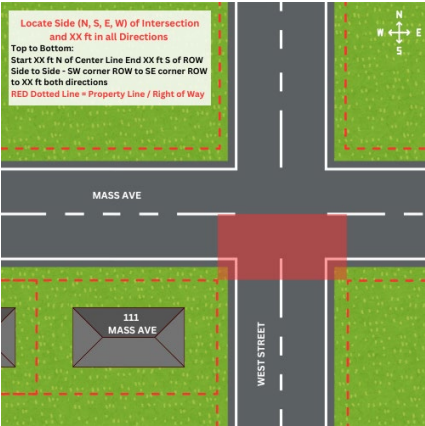
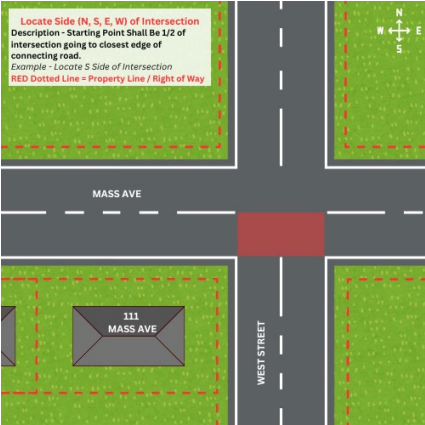
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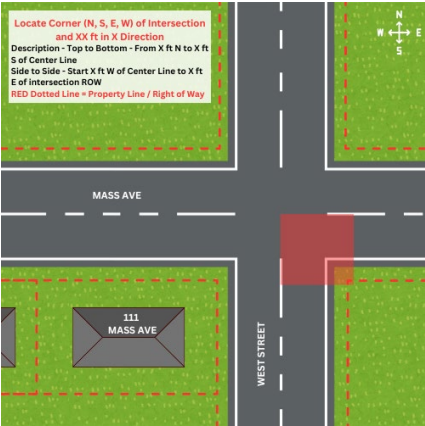
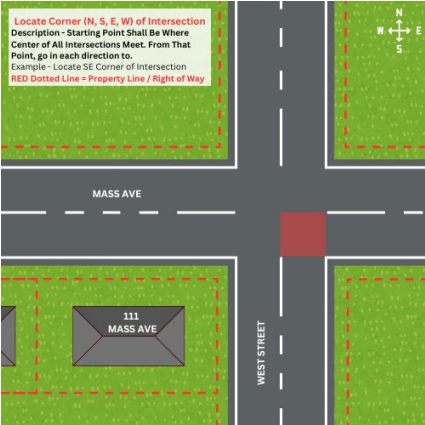
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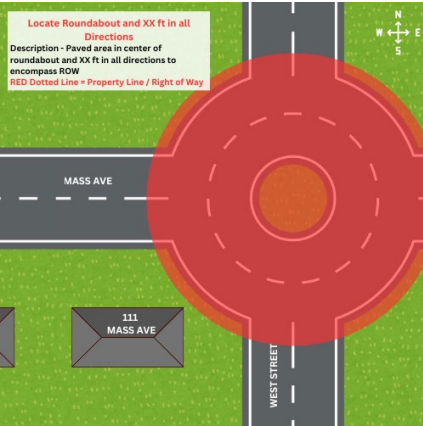
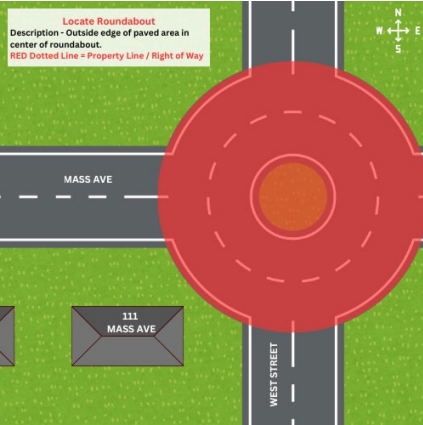
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# NOTES

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# NOTES

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**INDIANA811.ORG | 811 or 1.800.382.5544**