



## MINNESOTA EXCAVATOR AND OPERATOR/LOCATE PERIOD

EXTENSION AGREEMENT (Eff. 8/01/2024)

Available on website at: [www.dps.mn.gov](http://www.dps.mn.gov) and [www.gopherstateonecall.org](http://www.gopherstateonecall.org)

The Excavator and the Facility Operator must submit documentation of the mutually agreed to time to Gopher State One Call. This agreement may be used only for normal and update excavation notices.

**GSOC Ticket #:**

**Date:**

New Locate Period Ending Date and Time for Facility Operator(s) listed below:

Facility Operator/Locator Company Name:

### LOCATOR

Name:

Phone:

Signature:

Date:

### EXCAVATOR

Company Name:

Representative Name:

Phone:

Signature:

Date:

### LOCATE PERIOD: MS 216D.04 Subd. 7b (effective August 1, 2024)

Subd. 7b. Locate period. "Locate period" means:

(1) the period among the following that ends farthest from now:

- (i) the 48-hour period beginning at 12:01 a.m. on the day after a locate request is submitted to the notification center, excluding any Saturday, Sunday, or holiday; or
- (ii) the period between the date of submission of a locate request to the notification center and the identified date and time of excavation; or

(2) if applicable, and notwithstanding clause (1), a period of time that is mutually agreed to between the excavator and operator, as specified in written documentation provided to the notification center.

## **HOW TO SUBMIT DOCUMENTATION OF EACH LOCATE PERIOD EXTENSION AGREEMENT TO GSOC**

The excavator and facility operator must submit documentation of a Locate Agreement to GSOC. Submit documentation to the specific ticket record in the GSOC system.

### **Upload Locate Agreement to Released Ticket (with an iSite log in)**

1. Log in to iSite at <https://mn.itic.occinc.com/> and enter your username and password.
2. Go to My Tickets, use the date range (released between), ticket number search or other search functions to find the ticket you are looking to attach the Locate period extension documentation to.
3. The ticket number will appear; verify you have the correct ticket and then click on the ticket number noted in blue.
4. This will pull up a full copy of the ticket with the reprocess options at the top of the screen including Add Attachment.
5. Click the Add attachment option and a pop-up box will appear.
6. To attach the document, click the Browse option to search your computer and select the document you want to attach.
7. If you want to add a description, please do so in the box provided.
8. Once you see the file you want to attach, click on the file, then click the orange Upload button.
9. Now your document is attached to the ticket. You will be able to see the document listed under the map and facility operators notified under the Attachment section.

### **Upload Locate Period Extension Agreement to Released Ticket (without iSite log in)**

1. Open your email copy of the ticket that you received.
2. Click on any of the blue HERE links within the top of the email.
3. This will pull up a full copy of the ticket with the reprocess options at the top of the screen including Add Attachment.
4. Click the Add attachment option and a pop-up box will appear.
5. To attach the document, click the Browse option to search your computer and select the document you want to attach.
6. If you want to add a description, please do so in the box provided.
7. Once you see the file you want to attach listed, click on the file, then click the orange Upload button.
8. Now your document is attached to the ticket. You will be able to see the document listed under the map and facility operators notified under the Attachment section.

### **Upload Locate Period Extension Agreement to Released Ticket (via Search and Status)**

1. Go to <https://www.searchandstatus.com/>.
2. Enter your ticket number and select MN as the state.
3. Click Search.
4. This will bring up a full view and copy of your ticket with the option under Ticket Actions to Add Public Attachment.
5. Click the Add Public Attachment option to open screen to upload the document.
6. To attach the document, click the Browse option to search your computer and select the document you want to attach.
7. If you want to add a description, please do so in the box provided.
8. Once you see the file you want to attach listed, click on the file, then click the Upload button.
9. Now your document is attached to the ticket. There will be a View Attachment option listed on the ticket.