

(651) 454-0002 - OR - (800) 252-1166

Color Code for Marking Underground Utilities

WHITE	Area of Proposed Excavation
PINK	Temporary Survey Markings
RED	Electric
YELLOW	Gas, Oil, Steam, Propane
ORANGE	Communication, CATV, Fiber
BLUE	Water
PURPLE	Reclaimed Water, Irrigation
GREEN	Sewer



Know what's below.
Call before you dig.



GOPHER STATE ONE CALL 2026 Handbook



2026 Handbook

Connecting Minnesota for Safe Digging



www.gopherstateonecall.org

Gopher State One Call

Contact Information

1110 Centre Pointe Curve, Suite 100
Mendota Heights, MN 55120

FAST FACTS

Visit www.gopherstateonecall.org to:

- File a locate request
- Search for a ticket
- Positively respond to, cancel, or update a ticket
- View training and technical resources
- Order promotional items
- Read the latest news and view upcoming events

QUICK PHONE REFERENCE GUIDE

File a locate request by phone:

Emergency _____ (866) 640-3637
Twin Cities Metro _____ (651) 454-0002
Greater MN Area _____ (800) 252-1166
Nationally _____ 811

Contact Customer Support: _____ (800) 252-1166

Order promotional materials: www.gopherstateonecall.org

General billing information: _____ (651) 454-8388

For facility operator notification area mapping information:
_____ (877) 848-7472



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

Our Team

Kelly Connolly

Chief Operations Officer

(651) 681-7308

kelly.connolly@gopherstateonecall.org

Olivia Phillips

Senior Marketing and Public Awareness Specialist

(763) 232-4876

olivia.phillips@gopherstateonecall.org

ITIC Coordinators:

Jolena Ware and Lisa Freeman

(651) 681-5700

itic@gopherstateonecall.org

GIS Coordinators (IMAP):

Jill Hayes and Robert Devries

(877) 848-7472

imap@gopherstateonecall.org

Accounts Receivable

Jennie Jamison

(410) 712-0082

jenniejamison@gopherstateonecall.org

Hours of Operation

April - October _____ Monday - Friday, 6am - 6pm
November - March _____ Monday - Friday, 7am - 5pm

IMPORTANT: Emergency calls are exempt from business hours and are always accepted.

2026/2027 Holiday Schedule

January 1, 2026 _____ New Year's Day
January 19, 2026 _____ Martin Luther King, Jr. Day
February 16, 2026 _____ Presidents' Day
May 25, 2026 _____ Memorial Day
June 19, 2026 _____ Juneteenth
July 4, 2026 (observed July 3) _____ Independence Day
September 7, 2026 _____ Labor Day
November 11, 2026 _____ Veterans Day
November 26, 2026 _____ Thanksgiving Day
November 27, 2026 _____ Friday after Thanksgiving
December 24, 2026 _____ Christmas Eve
December 25, 2026 _____ Christmas Day
January 1, 2027 _____ New Year's Day
January 18, 2027 _____ Martin Luther King, Jr. Day
February 15, 2027 _____ Presidents' Day

Table of Contents

NEW IN 2026 _____ 01

WHAT IS GSOC?

What GSOC Does _____ 04
What GSOC Doesn't Do _____ 05
Purpose and Core Values _____ 06
How to Submit a Locate Request _____ 07
The Process for Safe Excavation _____ 05

PROCESS FOR SAFE EXCAVATION _____ 09

PRIVATE UNDERGROUND FACILITIES

What is NOT Marked _____ 10

EXCAVATORS _____ 13

FACILITY OPERATORS _____ 29

TICKETING

Types of Locate Requests _____ 33
To Reprocess Tickets _____ 43
Ticket Etiquette and Reminders _____ 46
Information Required for a Locate Ticket _____ 55

MARKING INSTRUCTIONS _____ 61

STATE LAW _____ 73

MN RULES _____ 97

OFFICE OF PIPELINE SAFETY _____ 119

NOTES _____ 120

COLOR CODE _____ Back Cover

New in 2026

This handbook includes new tools that will make the process of submitting and responding to locate requests easier and more efficient. In addition, several new One-Call Law requirements go into effect in 2026. Here is a quick summary and where to find more information in this handbook on these new tools and requirements.

AUTOMATED MARKING INSTRUCTIONS AND ELECTRONIC WHITE LINING

GSOC has introduced automated marking instructions with four key tools in ITIC: the Radius (circle) tool, the Property Excavation (parcel) tool, the Street (feature) tool, and the Route tool. If you use one these tools, ITIC will auto-generate marking instructions to identify the area of excavation. All excavators should carefully review these instructions prior to submission. If no changes are made to the auto-generated instructions, the ticket will be automatically released to facility operators. If changes are needed, the excavator may update the instructions: modified tickets will be reviewed by GSOC prior to release.

Starting in 2026, excavators may opt to provide electronic (digital) white markings, if they provide the same level of information as a physical mark. Automated marking instructions help to facilitate electronic white lining. Using one of the four tools that auto-generate marking instructions, in

many cases, will provide enough information for operators and locators.

Read more about electronic white lining and MNCGA suggested practices on page 61.

GEOSPATIAL LOCATION INFORMATION REQUIREMENTS

Starting in 2026, operators with 10,000 or more customers “must use geospatial location information or an equivalent technology to develop as-built drawings of newly installed or newly abandoned facilities if exposed in the excavation area.” For operators with fewer than 10,000 customers, implementation begins in 2027. Read more on page 33.

TICKET TALK: COMING THIS SPRING

GSOC’s two-way field communications platform is called Ticket Talk. Launching in the spring, this new feature will allow for in-ticket messaging between excavators, facility operators, and locators, time-stamped documentation on the locate ticket, available publicly by searching for the ticket on Search and Status.

Ticket Talk offers GSOC users a fast, organized, and reliable way to communicate around locate requests, enhancing both collaboration and accountability. By keeping a clear record of conversations and providing real-time updates, Ticket Talk ensures that excavators, locators, and operators can work together safely and efficiently. For more information on Ticket Talk, visit www.gopherstateonecall.org.

What is Gopher State One Call (GSOC)?

GSOC is Minnesota's one call notification system established to act as a communication link between underground facility operators, homeowners, and excavators in the state.



GSOC collects information from anyone planning to excavate and transmits it to facility operators who may have underground facilities near the excavation site. After receiving a notice from GSOC, facility operators mark the approximate location of an underground facility with paint or flags, respond to the ticket electronically, or determine the work area is clear. Facility operators may then provide a response through GSOC's Positive Response site for anyone to view the results.

GSOC is a 501 (c) (6) non-profit organization formed in 1987 in response to the legislature's

Disclaimer: This handbook contains GSOC's guidelines and views concerning best practices in use of the notification center and in maintaining safe excavation practices. Care has been taken to make this handbook useful to as many users as practical. If you notice an item believed to be inaccurate or you believe you have found a discrepancy, please contact GSOC promptly.

Only the text of Minnesota Statutes, Chapter 216D, and Minnesota Rules, Chapter 7560, have the force of law. Users are encouraged to consult with their attorney concerning questions of interpretation or application of the law. Questions on the enforcement of Chapter 216D and the Minnesota Rules may also be directed to the Minnesota Office of Pipeline Safety.

www.gopherstateonecall.org

adoption of Minnesota Statutes, Chapter 216D. Chapter 216D requires anyone who engages in any type of excavation using machine-powered equipment of any kind, or explosives, to file a locate request at least **48 hours (excluding the day of notification, weekends and holidays)** before excavation can begin. The cost of GSOC services is paid by Minnesota's underground facility operators. GSOC services are provided to excavators free of charge.

This handbook is intended to provide information for excavators, operators, and locators on requirements outlined in MN Statutes, Chapter 216D, as well as information on how to use the notification system. This handbook also seeks to facilitate communication between all stakeholders, and suggests practices to improve underground damage prevention. Visit www.gopherstateonecall.org to review this information or for a PDF and/or hard copy of this handbook.

WHAT GSOC DOES

- Acts as the statewide notification center for the State of Minnesota.
- Educates facility operators, excavators and other stakeholders about GSOC and Minnesota Statutes, Chapter 216D.
- Develops and implements processes to allow

communication between excavators, GSOC, and facility operators.

- Maintains statewide maps and certain underground facility information.

WHAT GSOC DOESN'T DO

- Physically locate and mark any underground facilities. This is done by facility operators or their contract locators.
- Settle disputes and claims between excavators and facility operators or between parties and the regulator.
- Maintain a database of the exact location or type of underground facilities.
- Handle facility billing, connection, subscription, or other facility questions. These matters are handled by the utility company or other applicable facility operator.
- Maintain underground facilities in any way, such as repairing damaged facilities or tracking the depth of facilities. Please contact the relevant facility operator directly for any underground facility questions.

PURPOSE AND VALUES

GSOC is dedicated to connecting excavators, operators, and locators to promote safe digging in Minnesota. We are guided by the following values:

CORE VALUES

SAFETY DRIVEN

- Always put safety first
- Generate awareness of safe digging processes through education and outreach
- Assure process accuracy

INDUSTRY LEADER

- Lead the way with technology
- Create a superior user experience
- Responsiveness is our daily standard



PURPOSE

Connecting Minnesota for safe digging

- Provide consistent, quality service
- Maintain unbiased and ethical operations
- Be accountable and transparent to our stakeholders

- Listen to all points of view

- Assemble stakeholders to find solutions
- Leverage diverse input to make smart decisions

TRUSTWORTHY

COLLABORATIVE

How to Submit a Locate Request

Excavators and homeowners can file tickets in one of three ways: visiting www.gopherstateonecall.org, calling GSOC at the numbers listed below, or dialing 811.

FILE TICKETS ONLINE

Visit www.gopherstateonecall.org from your desktop or download the GSOC app to your device.

GSOC's internet ticketing system, ITIC, is a full-featured, web-based interface that allows users to map the entire worksite, as well as to enter and view tickets 24/7. When using ITIC, users are responsible for ensuring the precision and accuracy of any locate request they submit.



CALL GSOC TO FILE A TICKET

TWIN CITIES _____ (651) 454-0002

GREATER MINNESOTA _____ (800) 252-1166

EMERGENCY LOCATES

(24 hours a day) _____ (866) 640-3637

When can GSOC be contacted?

April - October _____ Monday - Friday, 6am - 6pm

November - March ____ Monday - Friday, 7am - 5pm

Contact GSOC to process excavation, meet, and non-excavation locate requests. Before contacting GSOC, make sure all ticket information is ready.

Emergency locate requests must be submitted by phone and may be submitted 24 hours a day.

DIAL 811

You can also file a ticket by calling 811. This is helpful if you are excavating outside of Minnesota as it will help you reach one call centers in neighboring states. To learn more, visit www.call811.com.



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

The Process for Safe Excavation

1) Excavator files a locate request with the notification center, choosing either a physical or electronic white mark.

(The 48-hour waiting period commences, beginning at 12:01 a.m. on the day after the locate request is submitted, but excluding weekends and holidays.)

2) GSOC processes and transmits locate requests to facility operators.



4) Excavator digs with care, avoiding damage.

3) Facility operators mark the excavation site, clear the area on site, or submit a positive response through GSOC's "Search and Status" system.

What is NOT Marked: Private Underground Facilities, Utilities and Distribution Networks

Private underground facilities, such as private utility lines and private distribution networks, do not get marked by facility operators. Property owners or tenants are responsible for locating private underground facilities or hiring someone to locate them.

For a visual explanation of private lines, see the back cover of this handbook.

Privately owned and operated underground facilities are found everywhere, including single family homes, farms, multi-family housing units, businesses, industrial areas, mobile home courts, shopping centers, and sometimes in the road right-of-way. GSOC encourages owners and operators of private underground facilities to include those facilities on the GSOC system. However, most private underground facilities are not listed with GSOC.

Unless the private facility owner participates in GSOC, private- or customer-owned facilities will not be notified and may not be marked. Therefore, it is imperative that special precautions be taken by excavators as part of every excavation project.

If private facilities are suspected, the excavator should:

- Physically inspect the jobsite prior to entering a locate request or even bidding on the job.
- Ask the property owner.
- See what equipment or power may serve buildings.
- Contact the original installer of the facilities for any records or maps of the lines.
- Visit www.gopherstateonecall.org and click on the “Private Facility Locators” button for information on private locating companies.
- Excavate with caution and be aware of any warning signs of underground facilities

Excavating should be delayed until all private facilities are identified and professionally marked. When a property owner or tenant has any type of private underground facility, those facilities should be located and marked.

Landowners, homeowners, and tenants should inform excavators about any private underground lines. If you are installing private facilities, consider doing the following:

- Prepare maps of any new facilities.
- Bury tracer wire with the new facilities.

- Use above-ground markers or signs to indicate the buried facilities.

PLEASE NOTE: Facilities that run under or across public road right of way or any other public right of way are not “private facilities.” These facilities are “underground facilities” within the meaning of Minnesota Statutes 216D and must be registered with GSOC. Please contact Customer Support at customersupport@gopherstateonecall.org if you need information about registering with GSOC as a facility owner.

For more information on types of private facilities and a visual explanation of private underground facilities, reference page 66.

Professional Excavators

Minnesota Statute 216D defines an excavator as “a person who conducts excavation in the state.”

WHAT IS AN EXCAVATION?

Minnesota Statute 216D defines excavation as whenever soil is disturbed by any mechanical or hydraulic means. Two narrow exceptions may apply in agricultural settings:

1. Plowing, cultivating, planting, harvesting, and similar operations in connection with growing crops, trees, and shrubs, unless any of these activities disturb the soil to a depth of 18 inches or more; and
2. The planting of windbreaks, shelterbelts, and tree plantations, unless any of these activities disturb the soil to a depth of 18 inches or more.

Excavators must also contact GSOC if explosives are used.

PLAN THE EXCAVATION

Below are some rules of the road for a safe and successful excavation.

Excavators are required to use white markings to

define the excavation area, without exception, and should encompass the entire excavation area.

Starting January 1, 2026, an excavator can provide “electronic” white markings instead of physical marks, but only if the electronic marks provide the same level of information as would be provided by physical markings. Facility operators may require physical marks at any time.

Here are some suggested practices for white marking the area of excavation:

- Use white markings at each excavation site and segment the work area to more clearly show the area of excavation.
- If the work happens in stages, stage tickets so that your marks will be fresh when entering the area (or utilize a meet ticket) and instruct the locators in stages as needed.
- Plan and prepare the information for your excavation site prior to submitting a ticket. See “Information Required for a Locate Ticket” in this handbook.
- If using electronic white marking, use ITIC tools, such as the Radius, Route, Street, and Property Excavation tools, that generate automated marking instructions.

NOTIFY GSOC

All Minnesota excavators, including homeowners and farmers, must submit a locate request to GSOC prior to starting a proposed excavation. This allows GSOC to notify facility operators with underground facilities near the excavation site of a pending excavation.

Anyone excavating in Minnesota should have their own one call ticket. Excavating subcontractors can protect themselves and their companies by obtaining a one call ticket.

Having a one call ticket reduces the chances of miscommunication between general contractor and subcontractor as to precise excavation start time, status of operator responses, and excavation location, as well as enabling the subcontractors to have a readily available copy of the excavation ticket in the field.

File a locate request with GSOC at least 48 hours (not including the day of submission, weekends, and holidays) before excavating. Excavators can contact GSOC up to 14 calendar days prior to beginning excavation to provide facility operators with additional time to mark the area of proposed excavation.

Upon submission, an excavator will receive an email with a ticket number. Keep this ticket number to track which facility operators have responded to your one call request.

CHECK THE STATUS BEFORE YOU EXCAVATE

Once GSOC emails you a copy of your ticket, carefully review all the information on the ticket. It is important that GSOC and facility operators receive and interpret the ticket information correctly. Pay particular attention to similar sounding street names, and whether you are physically located in a town or a township. If there are any necessary changes to the ticket, promptly contact GSOC. Depending on the nature of the change, it may need to be updated or cancelled. This ticket contains information on all underground facility operators that have requested to be notified of excavation in a particular geographic area. An underground facility operator can respond to a ticket in several ways:

- Mark the underground facilities in the field;
- Place a clear/no conflict flag(s) in the field; or
- Respond through GSOC's positive response system.

Review GSOC's positive response system prior to commencing any excavation in the field.

Go to www.gopherstateonecall.org and click on Search for a Ticket (Search & Status). Remember, an underground facility operator may also mark or clear in the field, so the responses in GSOC's system may be supplemented by information observed in the field.

If the facility operator cannot complete marking before the start time stated in the notice, the operator shall promptly contact the excavator or land surveyor.

The following ticket responses are used in GSOC positive responses:

Not Yet Responded - Facility operator has not yet responded to the ticket. The facility operator has not given clearance to excavate. Look for marks or clear flags in the field. If you see this on a ticket and do not find marks or clear flags in the field, contact the facility operator directly to determine if it is safe to excavate.

Clear/No Conflict - The underground facility operator has indicated that the area identified on the ticket (but not any other area) is clear of underground facilities. When the excavator marks the excavation area in white paint, then only the area identified in white paint is cleared and not the entire address identified on the ticket.

Marked - The area is marked in the field. Please confirm marks in the field and, if missing, do not excavate until the discrepancy is resolved.

Marking Will Be Delayed - This response is used by underground facility operators when an

unexpected situation has been experienced that will not allow the underground facility operator to mark prior to the legal start date. If this situation has not been resolved prior to the legal start date, do not start excavating. Contact the facility operator and determine why the facility has not been cleared or marked. Until the situation has been resolved with the underground facility operator, an unsafe condition may exist in the field.

GSOC cannot resolve an issue between an underground facility operator and an excavator regarding marking or positive response.

Not Complete/In Progress - The locator has not completed work and excavation should not begin. This response is used when the locator has begun the process of locating, but is not yet complete. It may be used on an interim basis to indicate that some markings are in place, but others will be added later.

Non-Excavation - This response is only available for Non-Excavation tickets.

Maps Provided - This response is only available for Non-Excavation tickets.

Marked, Critical Facilities in Area - The facility operator wants to make the excavator aware of

critical facilities.

No Access to Site - The locator cannot access the excavation area. This does not mean that the area is clear of any conflicts. Contact the operator to arrange access so the excavation area may be marked.

Marked per meet schedule - This response is used for Meet and Design/Pre-Con Meet tickets.

Agreed to marking schedule - This response is used for Meet and Design/Pre-Con Meet tickets.

Maps Provided - Abandoned Line. Maps of abandoned lines are provided.

Maps Provided Per Agreement - For Boundary Survey tickets, maps are provided per agreement between excavator and facility operator.

Prior to the legal start date of a ticket, the underground facility operator may, and frequently does, update or change the status of the positive response listed with GSOC. Furthermore, many facility operators have multiple responses for a single ticket and may list different departments or underground facilities operated by that same operator separately. **Make sure that each underground facility has been marked or cleared before you commence any excavation.**

Excavators should have access to a copy of

the ticket. They can access their tickets in the following ways:

- Via the GSOC-generated email ticket;
- Visiting www.gopherstateonecall.org or GSOC's app and logging into ITIC; or
- Clicking "Search for Ticket (Search & Status)."

Ensure all field personnel are familiar with the scope of work for which the ticket was issued, the type of work it covers, and the response status for each facility operator.

CONDUCTING AN EXCAVATION

When conducting an excavation, always check for private facilities.

If the excavation will move beyond the original area described in your ticket, a new ticket must be submitted for the expanded area.

During an excavation, it is the excavator's responsibility to inspect and support all facilities that have been exposed. If equipment comes in physical contact with an underground facility, even if there is no noticeable damage, you must stop the excavation and contact the facility's owner.

If damage occurs, it is the excavator's responsibility to immediately notify the facility

owner directly. This damage could include the pulling or kinking of the facility or damage to the protective coating, covering, or tracer wire.

The excavator is responsible for reasonably protecting and preserving locate markings until no longer required for proper and safe excavation near the underground facilities. If the excavator has reason to believe locate markings are obliterated, obscured, missing, or incorrect, the excavator must notify the facility operator to refresh or remark the locate area. The excavator can also contact GSOC to update a valid ticket. It is important that all facilities be marked or cleared prior to excavating.

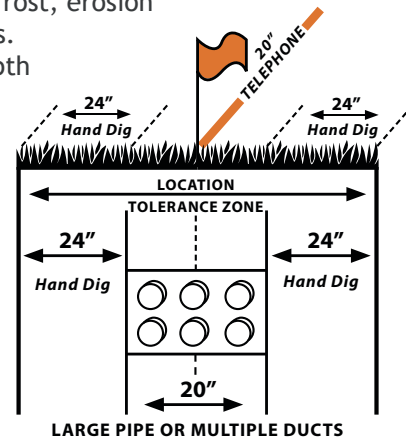
EXCAVATING WITHIN A TOLERANCE ZONE

Excavators are required to maintain a minimum horizontal (side to side) clearance of 2 feet (24") between an unexposed facility and the cutting edge or point of any power operated excavating or earthmoving equipment.

For example: if the markings indicate a 20" pipe is buried, the hand dig zone is 68" wide (24" + 20" + 24"). If excavation is required within the hand dig zone, the excavation must be performed very carefully.

Consider the use of vacuum excavation or hand tools. The excavator is also responsible for excavating without damage to the facility or undermining the lateral support. Excavators are reminded that the depth of an underground facility may vary due to installation practices, changes in grade, frost, erosion and other variables.

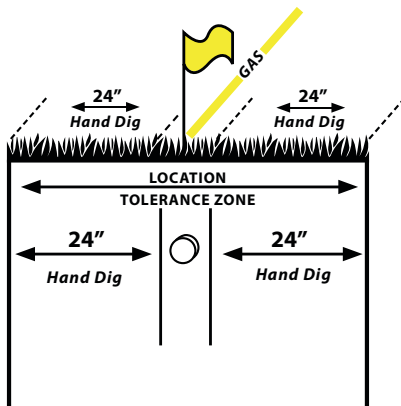
Therefore, any depth readings given by a locator, if given at all, are only an estimation of the depth of the facility and the excavator is still responsible for safely exposing the facility without damage.



HAND DIG WITH CARE

Minnesota Law requires the use of hand tools (or vacuum excavation) when excavation takes place within the Tolerance Zone. Use care when excavating within this “Hand-Dig Tolerance Zone.” Respect the marks to protect yourself and the integrity of underground facilities.

GSOC accepts all locate requests from excavators who plan on using only hand tools. Although “hand



SMALL PIPE OR CABLE

digging” is exempt from the requirement to contact GSOC before you dig, it is highly recommended for you to have underground facilities marked even when using hand tools. The use of hand tools

may pose a threat to you, others, and underground facilities.

Damage has also occurred to underground facilities when working with metal objects that are pounded or screwed into the ground, even by hand. For example, tent stakes, anchor bolts, form pins, metal probes, survey stakes, hand augers, political signs, and many other objects use sharp metal ends capable of damaging underground facilities. A one call ticket should be submitted for any of these installations.

AGRICULTURAL EXCAVATION

Farm excavations, or excavations in other agricultural settings, should include extra precautions. In an agricultural setting, GSOC

must be contacted for the following types of work:

- Fencing
- Well drilling
- Burying a wire, pipe or anything else
- Digging a foundation
- Setting a pole
- Cultivating, plowing or any field activity to a depth greater than 18”
- Installing drain tile
- Installing or extending a farm tap
- Any contouring, grading or changing of the land
- Installing soil monitoring probes to a depth greater than 18”

Underground facilities may be present on a farm or agricultural property that are not located by underground facility operators. These private facilities must be located by either the owner of the property or the party conducting the excavation.

WHEN DAMAGE OCCURS

Minnesota law requires that if damage occurs to an underground facility or its protective coating, the excavator shall promptly notify the operator. **Damage is defined as any impact with the underground facility.** An excavator cannot make

an independent determination of whether damage has in fact occurred; that must be done only by the facility operator.

In addition to notifying the underground facility operator if damage occurs, excavators shall:

- Immediately notify 911 if the damage results in the escape of any flammable, toxic, or corrosive gas or liquid.
- Immediately notify 911 if the damage results in a situation that endangers life, health or property.

In either of these situations, the excavator must also attempt to minimize the hazard until emergency responders arrive and complete their assessment of the situation. That may require the excavator to secure the scene or evacuate people from the hazard.

As soon as practical, notify the underground facility operator. Many underground facility operators list phone numbers on their permanent markers. Telephone numbers for underground facility operators are also listed on your GSOC ticket.

Take pictures of the site if safe to do, so that documentation is created for future reference.

GSOC recommends operators have emergency

training procedures in place for their field personnel regarding how to assess and respond to emergency situations in the field.

In all other situations, the excavator must determine whether the damage has resulted in any risk to the public and take necessary action until representative from the underground facility operator take control of the situation. The law requires any repair may only be performed by qualified personnel authorized by the underground facility operator. The excavator can never backfill or bury a damaged underground facility.

Emergency Excavations

An “emergency” is defined by Minnesota State Statute 216D.01 subdivision 3 as “a condition that poses a clear and immediate danger to life, health or significant loss of property.” Please note that work-scheduling problems or customer demands are not considered an emergency.

Call 911 whenever there is a release of flammable, toxic or corrosive gas or liquid, or if a dangerous situation has been created.

Examples of emergencies:

- A. An unforeseen excavation necessary to

prevent a condition that poses a clear and immediate danger to life or health.

- B. An excavation required to repair a service outage.
- C. An excavation required to prevent significant and immediate property damage.
- D. The repair of an existing unstable condition which may result in an emergency.

An excavator must maintain a continuously staffed telephone number throughout the emergency.

Emergency locate requests should be given top priority by utilities. Upon receiving an immediate emergency notice, the facility operator must attempt to contact the excavator within one (1) hour at the telephone number provided and is required to visit the job site, locate, and mark within three hours of receiving the notice, unless the circumstance dictates otherwise.

ABANDONED FACILITIES

Facility owners are required to maintain maps, drawings, diagrams, or other records of any abandoned or out-of-service underground facilities



and to give the excavator any known information about the location of the abandoned facilities.

If the facility owner notifies the excavator at the job site that abandoned facilities exist, the above symbol should be used, either painted on the ground or on a locate flag. The capital A inside a circle represents abandoned facilities. The symbol should be painted or put on a flag in the same APWA color as is required for marking the underground facilities. For example, if this symbol were found on a yellow flag it would represent an abandoned gas, oil, or steam line.

Even though the facility may be abandoned, it remains the property of the underground facility operator. An excavator may not remove that abandoned facility from the ground without prior permission from the facility operator.

When notified of abandoned facilities in your proposed work site, gather as much information as you can about the abandoned facility (i.e. type, size, color, material, location and possible depth).

Facility Operators

RESPONDING TO A LOCATE TICKET

After receiving a normal locate ticket, the facility operator must locate underground facilities prior to the legal excavation start date and time on the ticket, unless it is otherwise agreed with the excavator, and with appropriate documentation submitted to the notification center.

- Physically locate and mark the horizontal location of underground facilities within the excavation site according to the American Public Works Association (APWA) color codes; or contact the excavator if the underground facilities at the excavation site cannot be located prior to the legal start date.
- For an emergency excavation ticket, which is a top priority, facility operators must attempt to contact the excavator within one hour via the telephone, and if underground facilities need to be marked, be there within three hours.

GSOC will issue the start date and time requested by the excavator on a normal ticket if the time requested provides for a start time of 12:01 a.m. and allows the facility operator at least 48 hours

(excluding the day of submission, weekends, and holidays) to respond to the request.

Positive Response

Locator Tickets

[View Incident Emergency](#)
[Add Emergency](#) [Open Emergency](#) [Unassigned](#) [Print List](#)

Assigned On: From: To: All Tickets in Production [More Search](#)

What To:

Case #	Header	Orig Call	Begin	Street	City	Emergency	Case
C210480006	EMERGENCY	2015-02-17 02:35 AM	2015-02-17 02:45 AM	2950 CO ST	MINNETONKA	HEMM	HEMM
C210480005	EMERGENCY	2015-02-17 04:49 AM	2015-02-17 05:02 AM	2010 3RD ST	SAGIN	DAVID	DAVID
C210480026	BOUNDARY SURVEY	2015-02-18 03:33 AM	2015-02-18 03:45 AM	POND FARM	SOUTH HARBOR	DAVID	DAVID
C210480065	BOUNDARY SURVEY	2015-02-18 03:37 AM	2015-02-18 03:45 AM	POND FARM	CHAMPA	MILL	MILL
C210480146	UPDATE						

Guidelines for Marking Underground Facilities



Abandoned Facilities



POSITIVE RESPONSE

Underground facility operators must respond to every ticket, even if there are no underground facilities in the excavation area.

A facility operator may respond by marking in the field, clearing on-site or through GSOC's positive response system. Facility operators using the Search and Status system can log in to ITIC (or visit www.gopherstateonecall.org and click on "Search for a Ticket") to insert the ticket number in the required field.

GUIDELINES FOR MARKING UNDERGROUND FACILITIES

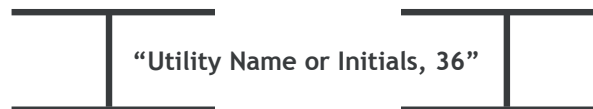
Underground facility operators should use the recommended guidelines for uniform temporary markings of underground facilities as approved by the Common Ground Alliance when marking the horizontal route of an underground facility. Read more at www.commongroundalliance.com/Publications-Media/Best-Practices-Guide.

The operator of an underground facility should be indicated by initials or by name along with the marks indicating the horizontal location of the underground facility. Facility operators must provide a combination of flags, stakes, or whiskers to complement paint markings. The name of the facility operator must be provided on each flag, stake, or whisker.

When known, the total number of lines within the ground should be indicated. The number of lines indicated should be based on the actual number

of physical lines. Multiple cables twisted together to form a single facility, as in the case of electric lines, would be considered one cable for purposes of a locate. If separated in the soil, the lines should be considered separate facilities.

If a facility is in a duct bank or a duct structure, a corridor marker may be used. The corridor marker should indicate the approximate width of the facility.



A marking resembling the capital letter "H" lying on its side will indicate the corridor marker. Other times the word "Duct" or "Conduit" is used.

When there is a strong likelihood that the marks may be destroyed, the excavator may want to request offset markings. Offsets are indicated on a permanent surface or stakes and are placed parallel to the facility. The offset should indicate the distance from the offset to the facility and should identify the facility owner and if necessary, the size of the facility.

The width of the facility must be indicated if it is greater than 8 inches wide.

ABANDONED FACILITIES

Facility owners are required to maintain maps, drawings, diagrams, or other records of an underground facility that is abandoned or out of service. It is the facility owner's responsibility to give the excavator any known information about the abandoned facilities' location.

2026 Update: Starting January 1, 2026 (or January 1, 2027, for operators with fewer than 10,000 customers in 2025), facility operators are required to collect geospatial location information or use another equivalent technology to develop "as-built" drawings of newly built and abandoned facilities if exposed in the excavation area.

Types of Locate Requests

EXCAVATION TICKET TYPES

- Normal Locate
- Emergency Locate
- Meet Ticket

NON-EXCAVATION TICKET TYPES

- Owner Inquiry
- Planning

- Design/Pre-Con Meet Ticket
- Boundary Survey

TO REPROCESS TICKETS

- Correction
- Cancellation
- Update

Excavation Ticket Types

NORMAL LOCATE

A Normal locate request is used for standard excavation projects.

This is the most common type of request processed at GSOC. Once requested, operators and locators have **48 hours**, starting at 12:01 a.m. the day after the ticket is filed, and **excluding weekends and holidays**, to locate any underground facilities in the excavation area.

The ticket is valid for **14 calendar days** from the start date and time stated on the ticket, unless the locate markings become obscured or obliterated.

The excavator and operators can also make separate arrangements to periodically verify or refresh the marks, in which case the ticket may be valid for up to **six months** from the start time stated on the notice.

If additional time is needed, an excavator

and utility operator may agree on a mutually acceptable period for locates to be completed and for the work on the site to begin. This agreement must be documented with GSOC at www.gopherstateonecall.org.

For large or long-term projects, GSOC encourages you to file a Meet ticket.

EMERGENCY LOCATE

Emergency locates are used for “a condition that poses a clear and immediate danger of life or health, or significant loss of property.”

Note: GSOC does not determine whether an emergency condition exists. If a ticket is submitted to GSOC as an emergency, we have no choice but to process it as such.

When receiving an emergency notice, facility operators must mark the facility unless otherwise agreed between the parties, or if the operators contact the excavator at the continuously staffed telephone number provided on the emergency notice and confirm no underground facility exists within the area of proposed excavation.

There are two types of emergency locate requests:

- Immediate Emergency
- Scheduled Emergency

Examples of Immediate Emergencies include:

- An unforeseen excavation necessary in order to prevent a condition that poses clear and immediate danger to life or health.
- An excavation required to prevent significant and immediate property damage.
- The repair of an existing unstable condition that may result in an emergency.

Call 911 whenever there is a release of flammable, toxic or corrosive gas or liquid, or a dangerous situation is created.

After calling 911, contact the facility operator involved in the emergency, and then GSOC.

Examples of Scheduled Emergencies:

- A leaking water main, which will be fixed the next morning.
- A power pole being replaced the next day.
- A water well repair.

MEET TICKETS

A Meet Ticket is required for any excavation of one (1) mile or more in length, or any combination of notices provided for adjacent geographic sections that, when combined, meet or exceed one mile in length. This meeting should take place on site to

discuss the proposed excavation, schedule utility locates, and to share other necessary information about the project.

You may also file a Meet Ticket when it is difficult to precisely define the location of the excavation site in a routine request, or when the progression of the work will be in phases that are more capable of being described in person.

A Meet Ticket requires operators and excavators to attend an on-site Meet, which must take place at least **48 hours** after contacting GSOC, excluding weekends, and holidays. The excavation start time must be at least **48 hours** after the proposed Meet date and time (**excluding weekends and holidays**).

For example, if you contact GSOC at 11:00 a.m. Thursday (and the subsequent Monday is not a holiday), the soonest the meeting can occur is 11:00 a.m. the following Monday, and excavation cannot begin before 11:00 a.m. Wednesday.

An affected operator must attend the on-site meeting at the proposed date and time or contact the excavator beforehand and either reschedule for a mutually agreed date and time, or reach an agreement with the excavator that a meeting is not required. Any such agreement must be documented with GSOC.

A Meet Ticket is valid for **14 calendar days**

from the excavation start time. The excavator and operators are required to create an agreed schedule of future on site meets or communications as part of the Meet process, in which case the ticket may be valid for up to **six months** from the start time specified in the notice.

The Meet Ticket must include the entire geographic area of the proposed excavation and the specific location of the meeting. During the meeting, or through a documented agreement, the excavator must provide a precise geographic area of the proposed excavation.

GSOC schedules the Meet during the ticket submission, but all Meets are tentative and subject to change. In addition, GSOC will only schedule a tentative Meet location within the area for which excavation is proposed. If the parties desire to physically meet at a location outside the boundaries of the proposed excavation, they are required to coordinate that alternative location among themselves. All parties are reminded to be at the Meet.

The excavator and the operators must submit documentation of each on-site Meet to the notification center. The documentation must include:

- The date and time of the Meet;

- The names, company affiliations, and contact information of the attendees of each Meet;
- A diagram, sketch, or description of the precise excavation locations, dates, and times; and
- The agreed schedule of any future on-site meetings or communications.

To document the Meet, visit the “Resource Center” tab on our website, www.gopherstateonecall.org, and click on the Meet Documentation button. This form must be filled out by both parties and submitted to GSOC to complement the existing ticket.

Excavators should prepare prior to the Meet. At the Meet, the excavator shall inform the facility operators and locators of the precise geographic location of the work, which must be within the area described on the ticket, the timetable, scope of work, and any other information needed for the facility operator or locator to protect the underground facilities. Excavators need to anticipate changes in the job site, weather, or other conditions that may change the direction or nature of the work and communicate those changes so that the facility operators and locators can adjust their protection efforts.

Start this documentation prior to the Meet itself,

so that the written diagrams or sketches and timetable can be handed out by the excavator at the start of the Meet.

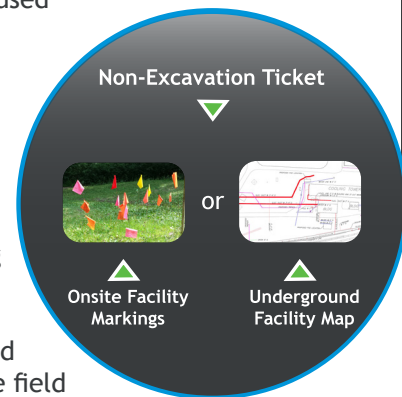
Engineering drawings and other detailed information are encouraged so that all parties clearly understand the work site. Pictures taken at the time of the Meet, or markings made after the meeting, may be helpful as part of the documentation process.

Non-Excavation Ticket Types

OWNER INQUIRY (INFORMATION) REQUEST

This request is used to obtain a list of facility operators in an area when you do not intend to excavate. No ticket is issued.

Owner inquiries are used to provide a list of underground facility owners and contact phone numbers to engineers, architects, surveyors, planners, or a person soliciting bids or entering into a contract for future excavation and who does not require field



marks or a meeting at the proposed job site. GSOC will provide contact information and any special handling notes supplied by the underground facility owners. These owner inquiries are not released to facility operators. No excavation can be conducted on Owner Inquiry Information Requests.

PLANNING TICKET

Use this type of ticket to request facility markings onsite or a map of underground facilities during the design phase. Note: The facility operator may decide to provide markings in the field or to provide maps.

Minnesota law often requires parties to contact GSOC prior to submission of contract bid proposals. The law refers to these as “Plans for Excavation.” This ticket type is a way for engineers, architects, surveyors, planners or any person soliciting bids or entering into a contract for excavation to obtain the type, size, and general location of the facilities. No excavation whatsoever can be conducted on this type of ticket.

Once the facility operator receives the Planning Ticket, they must provide the requested information within **15 working days**. Notification can be provided by either performing:

- An actual field locate at the job site, and/or

- Providing maps or diagrams of the facilities.

The information obtained from the affected operators must be submitted with the final drawing used for the bid or contract and must state the utility quality level of that information.

DESIGN/PRE-CON MEET TICKET

Use this type of ticket to meet with facility operators during all design and preconstruction phases of a project.

Design/Pre-Con Meet Tickets are used when a person is legally **required to hold** a design meeting at a proposed future excavation site with potentially affected facility operators in the area.

Preliminary design meetings held during the design phase of a project must include a project scope and timeline. Project owners are required to provide project start dates, duration information, and a scope of work.

Excavators and affected facility operators must attend these meetings.

These same requirements apply to pre-construction meetings, which affected facility operators and contractors must attend.

A minimum of **15 working days** must be allowed by callers requesting a Design/Pre-Con Meeting. No excavation whatsoever can be conducted on this type of ticket.

BOUNDARY SURVEY

Licensed land surveyors use this type of ticket to request facility markings. No other users may submit boundary survey tickets.

A boundary survey locate request may only be ordered by a licensed Minnesota Land Surveyor in connection with preparation of a Boundary Survey. Underground facility operators must respond to a Boundary Survey request within **96 hours**. **Each facility operator must perform an actual field locate unless both parties agree otherwise. No excavation whatsoever can be conducted on this type of ticket.**

To Reprocess Tickets

CORRECTION

Request a correction to an existing ticket if you need to correct minor information such as field contact name or phone number. Correction cannot be used for changes to the street address of the worksite and/or marking instructions. The ticket number will not be changed. These minor corrections must be made the same day as the

original ticket was processed.

CANCELLATION

Submit a cancellation request for an existing ticket if you no longer plan on performing the excavation or need the ticket. If you have provided your email address, you will receive a copy of the cancelled ticket. The cancelled ticket will have the same ticket number as the original ticket and will be labeled “Cancellation”.

UPDATE

Submit an Update to an existing ticket if you want to:

1. **Make changes to an existing ticket** that include changes to the street address of the worksite and/or marking instructions.
2. **Extend the life of a ticket past 14 days.** You must notify GSOC at least 48 hours (excluding weekends and holidays) before the expiration date and time on the current ticket. You may request new markings or state that no new markings are needed. This updated ticket will be labeled “Update.”
3. **Request to refresh the marks in the field.** If the markings are not visible, or you have reason to believe the markings are incorrect, you must notify GSOC at least 48 hours (excluding weekends and holidays) before the expiration date and time on the current ticket. This updated ticket will be labeled “Update.”

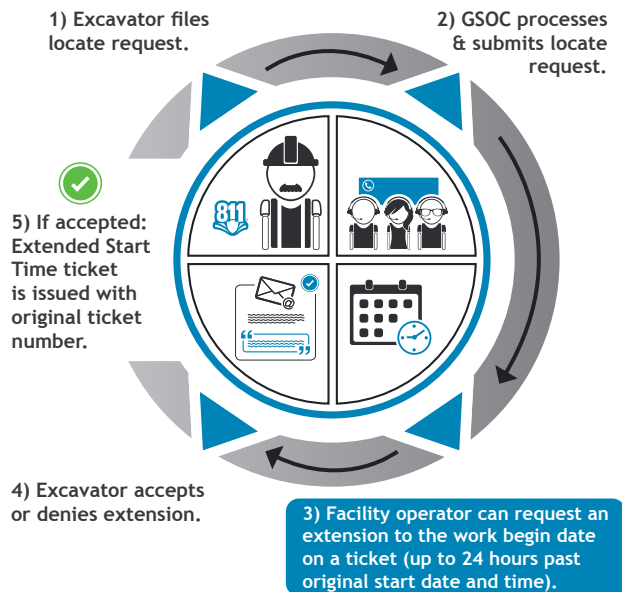
All Update tickets will have a new GSOC ticket number, and the original ticket number will be included on the ticket for reference. All Update tickets must have a start date and time at least 48 hours (excluding the day of notification, weekends, and holidays) after the Update ticket is processed. Only one (1) remark/extend life of ticket is allowed per ticket. For subsequent actions on an extended life ticket, an update/correct request is required where marking instructions will need to be entered.

TO EXTEND THE START TIME OF NORMAL OR UPDATE TICKETS

The Extend Start Time request is made by facility operators/locators to ask the excavator for additional time to mark the utilities. The maximum start time extension is **24 hours**. If an extended start time is agreed to by the excavator, the life of the ticket will be extended by the amount of extended time agreed to. If the excavator does not agree or does not reply to an extended start time request, the ticket retains the original start time.

In addition, an excavator may agree to an extended locate period for one or more particular facility operators, by written agreement. If the parties agree to an extend timeline, their agreement must be set forth in written documentation provided to GSOC. Visit the

“Resource Center” tab on our website, www.gopherstateonecall.org, for a Locate Period Extension Agreement.



TICKET ETIQUETTE AND REMINDERS

All stakeholders should use the notification system in a responsible manner. Good ticket etiquette fosters efficient use of industry resources and supports timely, quality locates of underground facilities.

Please consider the following examples of good ticket etiquette:

COMMUNICATION

Develop strong relationships with those who provide support and/or services for safe excavation. Be proactive in communicating with the appropriate party when something appears to be unclear, incomplete, or unsafe.

EXCAVATION TICKETS

Excavation Tickets Require a True Intent to Excavate. Excavators should only enter tickets where a true intent to excavate exists within the stated time. Under state law, activities must take place in the proposed area of excavation or boundary survey prior to the expiration date and time on the notification. Excavators should file tickets that reflect the concise area of excavation within the 14-day life of the ticket. Filing tickets in areas where there is no intent to excavate within 14 days is discouraged. This consumes valuable locator resources and further stresses the notification system.

GSOC's ticket submission software allows excavators with complex requirements to prepare excavation notices in advance and selectively release them to create actual excavation tickets as needed. Additional training is available by visiting www.gopherstateonecall.org.

Use the Right Tool When Mapping a Web Submitted Excavation Ticket.

- Radius Excavation - for a single location or at an intersection or multiple locations within one parcel/property.
- Route Excavation - when work is being done in a right of way or for a service line, following a white flagged route.
- Property Excavation - when work is being done at an address.
- Other - use only when no other tool is applicable.

Selection of the proper mapping tool will help locators and facility operators respond with locates, maps or other required information more accurately and as soon as practical without consuming unnecessary resources.

Excavators possessing sophisticated Shape files describing their excavations may load them into GSOC's ticket submission system. To do so, contact GSOC for further information.

PLANNING TICKETS

Prepare Efficient Pre-design Ticket Requests for Facility Operators Responding to Requests.

Reminder for engineers and designers: Different considerations are in play for determining an appropriate size for a planning ticket. It is generally

beneficial for the facility operator to see the overall scope of the project in a single or fewer number of tickets so the plans or other general information may be more easily provided. As a result, engineers and other designers can generally make a single non-excavation ticket request for their entire project.

The GSOC ticket software will automatically divide the ticket if required by the notification center's rules for requests submitted online. The customer service representative will assist with any required division if the request is made by phone. Where tickets are divided, please consider referencing the related ticket in the remarks section of the ticket to alert the facility operator there is a single, integrated project.

Preliminary design meetings held during the design phase of a project must include a project scope and timeline. Project owners are required to provide project start dates, duration information, and a scope of work. Additionally, affected facility operators and contractors must attend these meetings. The same requirements apply to pre-construction meetings.

Facility operators should consider honoring locate requests on a Design/Pre-Con ticket, even if not mandated, if it is the most effective and efficient way to convey the location of utilities at the

project design site. Providing a locate of the utilities may be less time consuming for everyone in certain circumstances if designer and facility operator are both in agreement.

BOUNDARY SURVEY TICKETS

Boundary Survey Tickets May Only be Requested by a Land Surveyor. Only a Minnesota licensed land surveyor may order a boundary survey ticket only in connection with performance of a boundary survey. Project designers should use Planning Tickets.

Surveyors should also remember that Minnesota State Statute Chapter 216D does not currently require a Meet for survey tickets. A surveyor who desires a Meet due to the complexity or size and configuration of the survey being performed should consider utilizing a Design ticket, which affords more time to schedule a Meet, or the surveyor should contact a facility operator individually to determine a mutually acceptable time. This will allow operator and locator resources to be more efficiently deployed and will promote timely location of excavation notices which have stricter timing requirements.

MEET TICKETS

When is a "Meet" Appropriate? An excavator must file a Meet ticket if the excavation is one (1)

mile or more in length, or if any combination of notices provided for adjacent geographic sections, when combined, meet or exceed the 1 mile length.

Excavators may also file a Meet Ticket for a large or complex project.

Meets can be particularly useful when:

- The project will be performed in phases that are expected to last beyond the 14-calendar day validity of a normal excavation notice;
- There is a complicated layout, a lengthy route, or the excavation work is complex;
- Multiple subcontractors will be excavating in addition to the general contractor; or
- There are valuable underground facilities to be avoided or relocated.



EXCAVATION TICKETS: MEET VS. NORMAL TICKET - WHEN TO USE.

Normal Ticket: When you expect to complete the work and go on to the next job.

- Single address.
- The project is less than one (1) mile in length, or the any combination of notices provided for adjacent geographic sections, when combined, do not meet or exceed the minimum excavation length under clause.
- There is little or no need to communicate with locators.
- Excavator intends to excavate or conduct work within 14 days.

Meet Ticket: Required if the project is more than one (1) mile in length, or any combination of notices provided for adjacent geographic sections that, when combined, meet or exceed the 1-mile limit.

This includes projects:

- Requiring frequent communication with locators is required; or
- There are secure sites with special access requirements.

ALL TICKETS

Help smooth out peaks in locate requests.

Excavators must provide notice of a normal excavation at least 48 hours in advance (excluding the day of notification, weekends and holidays) prior to the start of excavation work.

Excavators can also furnish the notice up to 14 days in advance of the excavation start time and date. Peak ticket submission days are typically on Monday and Tuesday of each week and immediately following a spring or summer holiday.

Excavators submitting notices on these days are encouraged to insert an excavation start time and date providing for additional time for operators to perform locates if the excavator knows work will not begin promptly after 48 hours (excluding the day of notification, weekends, and holidays). This advance notice is particularly helpful when the excavator is filing a large number of locate requests. Providing additional time on those busy ticket days will allow locate work to be more dispersed throughout the week and will be helpful to locators.

Abandoned Lines. Facility operators are required to locate and mark or otherwise provide the approximate horizontal location of underground facilities and provide the excavator with readily available information regarding the operator's

abandoned and out of service underground facilities. Operators are required to maintain records that are abandoned or removed from service after December 31, 1998. While the facility operator may communicate this information by means of a locate, providing maps or verbally, facility operators should consider supplementing any verbal communication with one of the other methods to make sure the information on abandoned lines is clearly communicated to the excavator.



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

Information Required for a Locate Ticket

Below is the information required when processing a locate ticket.

All identified information is also made available to facility operators, excavators, other stakeholders, and government agencies. This is not private information and no expectation of confidentiality or privacy shall be assumed.

1. Telephone Number
2. Your Name and Company - Do not submit a ticket under someone else's name.
3. Mailing Address
4. Email
5. Alternate (Field) Contact Name and Phone Number - Provide the cell number of the person to be contacted during the excavation project.
6. Type of Work - The specific reason for the work compared to the work method. For example, "installation of a sanitary sewer lateral" is more descriptive than "digging a sewer line."

7. Work Being Done For - Your name, the customer's name or the general contractor's name.

The screenshot shows a web form titled "Job description" with a minus icon in the top right corner. The form contains the following fields:

- Job profile:** A dropdown menu with the text "Select job profile" and a blue link "Create/edit profiles" to its right.
- Start date:** A text field containing "05/25/2020" with a calendar icon to its right.
- Start time:** A text field containing "8:00 AM" with a clock icon to its right.
- Duration:** A text field containing "3" followed by a dropdown menu with the text "Hours".
- Field contact name:** A text field containing "JAKE CHAMBERS".
- Field contact cell phone:** A text field containing "555-555-5555".
- Type of work:** A text field containing "TREE REMOVAL".

8. Duration - An estimate of the duration of work. A locate ticket is valid for 14 calendar days. If the duration of work will extend beyond 14 calendar days, an update ticket must be requested at least 48 hours, excluding the day of notification, weekends and holidays, prior to the expiration of the 14 day period (unless an agreement is reached between excavators and operators on a schedule for remarking, verifying or refreshing the marks, in which case the notice is valid for 6 months from the start time stated the notice). If the project will exceed 6 months, a new ticket must be sought prior to the expiration of the 6-month period.

9. **Explosives** - Under state law, excavators must advise if using any explosives.
10. **Tunneling & Boring** - Excavators must advise if using any means of tunneling horizontally without disturbing the ground above, also known as trenchless construction.
11. **Right of Way (ROW)** - The ROW is the area on, below, or above a public roadway, highway, street, cartway, bicycle lane, and public sidewalk in which the government unit has an interest, including other dedicated rights-of-way for travel purposes and utility easements of government units. Excavators should familiarize themselves with the ROW in the vicinity of the excavation area. Please note that the ROW is not the same as an easement.
12. **Physical or Electronic Mark** - Excavators identify the manner of marking the area of excavation, choosing either a physical mark, an electronic mark, or an electronic mark with a map attachment.
13. **Street Address of Work Site** - Be careful to accurately describe the following.
 - County name
 - City/Township name
 - Street address of the work site.

Excavators must provide the physical address

of the excavation site, not a mailing address. Subcontractors are encouraged to process a ticket and not rely on a “blanket ticket” for the project. This reduces the risk of miscommunication of important information between and subcontractors. In addition, homeowners should not obtain a ticket for an excavator doing work on the homeowners’ behalf. Excavators should obtain their own tickets. If a general contractor and multiple subcontractors are excavating at the same site, consider filing a Meet Ticket.

14. **Nearest Intersecting Street** - The nearest intersecting street to the excavation site. Provide the closest intersecting street, even if it is not a major crossing.
15. **Marking Instructions** - If an excavator is using the “other,” or manually drawn polygon, to mark the area of excavation, excavators must identify the specific portion of the excavation site that needs to be marked. Here are some examples of how to effectively use marking instructions:
 - Work keeping within (###) (feet, meters, yards, miles) of (pre-marking: flag, paint, lath, etc.).
 - Work area is located (describe property orientation—front, back, side(s), inside/outside fence, etc.).

- Please note: (dog onsite, gates locked, guard/restricted access, hazards, etc.).
- Additional information: (TRSQ, GPS coordinates, landmarks, etc.). Avoid default to “mark entire lot” unless the nature of the work requires this designation.
- **Please note:** This does not relieve the excavator from using white markings to define the excavation site.

16. Driving Directions (if needed) - If an excavator is using the “other” or manually drawn polygon to mark the area of excavation, excavators must describe clearly how to get to the work site from a known intersection. Examples include:

- *From (Cross Road) travel (N-S-E-W) for (###) (feet, meters, yards, miles) on (Dig Street) to the (location, flag, lath, etc.) on the (N-S-E-W) side of the road.*
- *From (Dig Street) travel (N-S-E-W) for (###) (feet, meters, yards, miles) on (driveway, service/gravel/farm road) into the property to (pre-marking).*

17. GPS Coordinates (optional) - Provide GPS

points of the excavation site. Please identify if the GPS coordinates, if available, represent the center or four corners of location and confirm your GPS coordinates match those reflected on the call center map if submitting a ticket online. Any discrepancies should be reported to GSOC.

18. Township, Range, Section and Quarter Section (optional) - Provide the TRSQ numbers of the excavation site if available. This information can be found on most property tax statements from your county. To provide TRSQ information, indicate the township, range, and section by their numeric designations and quarter sections by their directional qualifier (NE, NW, SE and SW). Please confirm your information matches that shown on the call center map if you are submitting a ticket online. Report any inconsistencies to GSOC.

An example TRSQ: Township: 108N Range: 28W Section: 12-NE

Preparing Marking Instructions

AUTOMATED MARKING INSTRUCTIONS; DIRECT RELEASE

If an excavator files a ticket through ITIC, marking instructions will be automatically generated if using one of the four primary tools - Radius (circle), Property (Parcel), Street (Feature), or Route. Once generated, excavators should review the instructions for accuracy and edit them if necessary. If the automatically generated marking instructions are not altered, the ticket will be directly released to facility operators. If changes are made, the ticket will be sent to GSOC for review prior to release.

Excavators have the option to mark the area of excavation electronically (rather than physically), as long as the electronic marks provide the same information as a physical mark. In many cases, using the Radius (circle), Property (Parcel), Street (Feature), or Route tool with automatically generated instructions will provide enough information for operators and locators.

MANUAL POLYGON TOOL

Excavators using the Other (manually drawn

polygon) tool must manually enter marking instructions. These tickets will continue to be reviewed by GSOC after submission. While excavators can still choose to electronically mark the area of excavation with this tool, the Minnesota Common Ground Alliance has provided suggested practices that outline what additional information may be needed, including a detailed map with field references and a closed boundary that reflects the area that is mapped on the ticket. To ensure the appropriate operators receive notifications, however, the polygon must cover the entire excavation area. GSOC will not review uploaded map attachments. Excavators are responsible to verify that the areas described in the attachment are wholly within the area mapped by the excavator on the ticket in order to assure all affected facility operators are notified. Read more about the suggested practices at www.mncga.org.

EXCAVATION SITE DESCRIPTION

If using the Other (manually-drawn polygon) tool, excavators will be required to identify the portion of the excavation site that is to be marked. The marking instructions section of the ticket allows you to convey important information to the facility operator so that they understand your job site. Think ahead about how best to describe any

specific needs or situations that a facility operator or locator may need to know. In identifying this area, the following guidelines should be considered:

1. Use North, South, East, and West rather than left or right.
2. If the excavation is in the roadway, marking instructions could include: mark from centerline of road to the (North, South, East, West) (lot line, curb or right of way) and designate footage to the ending point.
3. Avoid using “mark entire lot” unless that is in fact what you need done.
4. Examples include:
 - Mark 30’ radius of white stake at job site.
 - Mark in the rear of the property along the alley.
 - Mark from pedestal going east along white painted route for 120-ft. by 5-ft. wide path. Ending at stake with white ribbon.

Note: When a number represented by text or numerals and the corresponding description is highlighted in bold and underlined, it is for convenience of the user and ease of reading only and is not in the original Statute or Rule.

Appendix I - Types of Work

Always use the correct work type on your ticket. Examples of types of work include:

- | | | |
|--|-------------------------|---|
| • Anode | • Gas Line | • Sewer Line |
| • CATV Line | • Gas Main | • Sewer Main |
| • CATV Main | • Gas Service | • Sewer Service |
| • CATV/Service | • Geothermal | • Sign(s) |
| • Concrete | • Ground Loops | • Site Grade |
| • Sidewalk | • Landscaping Mailbox | • Soil Borings for Testing |
| • Concrete Slab | • Manhole | • Sprinkler |
| • Construction | • New Home | • System |
| • Culvert | • Construction | • Stump Grinding/Removal |
| • Deck | • Other - See Remarks | • Tent |
| • Ditch | • Phone Line | • Tree(s) |
| • Drain Tile | • Phone Main | • Water Line/ Water Main/ Water/Service |
| • Driveway | • Phone Service | • Well |
| • Egress Window | • Pipeline | |
| • Electric Line/ Electric Main/ Electric Service | • Pole/Anchor | |
| • Fence | • Real Estate Sign Road | |
| • Fiber Line | • Construction | |
| • Fiber Main | • Septic | |
| • Fiber Service | | |

If installing multiple facility types, select one work type and note all facility types in the “remarks” sections.

Avoid the use of “Other-See Marking Instructions” and select the most descriptive work type:

- If installing a streetlight pole: Electric
- If building a retaining wall: Landscaping
- If installing patio or pavers: Concrete Slab
- If grinding or repairing asphalt: Road Construction
- If installing invisible fence: Fence
- If grading or skid steer work: Site Grade
- If installing or removing sidewalks: Sidewalk
- Any construction or remodeling: Construction

Appendix II - Private Underground Facilities - What is NOT Marked

As referenced on page 12, private underground facilities, such as private utility lines and private distribution networks, do not get marked by facility operators. Property owners or tenants are responsible for locating private underground facilities or hiring someone to locate them.

PRIVATE FACILITIES can be used to convey many different types of products. These products fall into two broad categories: **Energy-Related Facilities** and **Non-Energy Related**.

Examples of Energy-Related Private Facilities

- Fuel sources for ag buildings or equipment
- Heating systems for pools or grills
- Electricity for outbuildings or equipment
- Farm taps

PROPANE

Propane facilities can be found in a variety of applications in residential, agricultural, and industrial settings.

Propane lines frequently serve only the property the tank is located on. They will usually be private facilities not marked with a call to GSOC.



In residential settings, propane may be used to heat buildings, swimming pools, grills, fireplaces, appliances and lighting. In agricultural settings, propane may be a fuel source for multiple farm buildings, corn dryers, and other equipment.

Commercial and industrial locations also rely on propane for a fuel source. This can include a wide variety of facilities from heating to standby or off-peak backup facilities.

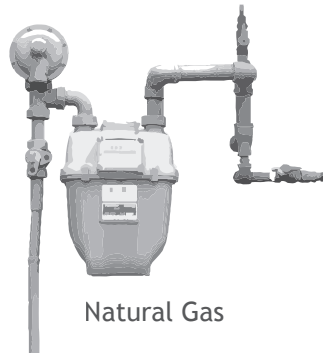
Visible indications of the use of propane at a location are above-ground or buried storage tanks.

A buried propane tank usually has an exposed location with a fitting for refilling. Remember that a single propane tank can provide fuel for multiple buildings, mobile homes, single family homes, cabins or townhomes.

For more information about propane, please visit the Minnesota Propane Association at www.mnpropane.org.

NATURAL GAS

Private natural gas lines in a residential setting may provide fuel for a number of different devices. Among them are barbecue grills, pool heaters,



Natural Gas

yard lights or heaters in outbuildings like sheds, garages or barns.

Natural gas may be delivered to a “master meter” at multi-resident properties, such as mobile home courts, townhomes, or apartment complexes. Buried facilities carrying natural gas between the master meter and units on the property are usually private facilities. As a general rule, natural gas providers will only mark underground gas lines from the main to the meter.

Any appliance or device fueled by natural gas that is on the “other side” of the meter is almost invariably served by the private facility.

For more information about natural gas, please visit the Blue Flame Association at blueflame.org.

FARM TAPS

Many landowners in Minnesota are connected directly to natural gas pipelines. Known as “farm taps” these connections may be considered private gas lines. All the equipment from the outlet of the meter (usually, but not always, located near the pipeline) to the house, corn dryer, milk house, or barn belongs to



Farm Tap

the landowner. Many landowners may not realize that they are entirely responsible for the operation, maintenance, repair, and locating of these underground gas line(s).

Farm taps support many farms, and as farms have expanded, adding more houses and buildings to the original farmstead, private lines attached to a single tap have increased in number. These private lines may cross a public right of way due to new roads or easements. Unfortunately, little to no documentation or maps of the original or subsequently installed facilities may exist.

As the farm tap may not be evident from a visual inspection, all landowners should specifically be asked about the possible presence of these private gas lines.

Excavators or landowners are encouraged to hire a private line locator to mark the location of farm tap lines. More information regarding farm taps and a partial listing of Minnesota private locators is available in our industry directory at www.gopherstateonecall.org. GSOC strongly recommends that specific questions regarding farm taps be directed to the gas provider or the Minnesota Office of Pipeline Safety at dps.mn.gov/divisions/ops.

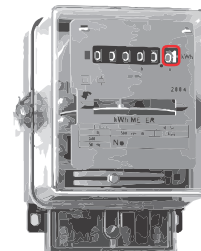
ELECTRICITY

Like natural gas, electric service may be supplied to a “master meter” at multi-resident properties, such as mobile home courts, townhomes or apartment complexes. Any line that connects the “master meter” to another unit or device on that property is a private facility and therefore not marked by the facility operator.

Any property (residential or commercial) may also have buried private electric lines serving power to, among other things, yard lighting, power to other areas of the property, pool heaters, or pumps. Additionally, on residential properties or farms, private lines may connect outbuildings such as garages, sheds, or barns to a source of power. Remember that the supplier of electricity usually only marks the power line up to the meter. If there is power in a garage or if a piece of equipment or building is served by electricity, make sure to look for a private electric line.

If one is present, have it professionally located before excavating.

Electricity



Although the meter set is often found at the home or main building, in some areas it is located on a pole or other point of attachment. Red marks or flags leading

up to a pole but not going on to other buildings are indicators that there are one or more private facilities in the area. Also, use care where a property is served by overhead lines that are buried after they enter the property. In this situation, it may be that all underground electric facilities are considered private at that location.

Examples of Non-Energy Related Private Facilities:

Several other types of private buried facilities may be found on private property that are non-energy related facilities but still need protection. These types of private facilities can range from, but are not limited to:

- Fiber optic lines
- Communications or phone lines
- Drain tile
- Irrigation lines
- Septic systems or waste collection lines
- Underground sprinkler systems
- Data communications cables
- Satellite dishes
- Invisible fences
- Low-voltage landscape lighting
- Geothermal ground loops

Water, Sewer, Wells and Septic Systems:

Most cities consider any water or sewer lines that are connected to city services to be private lines when extending from the right of way into private property and therefore, any maintenance or locating is the responsibility of the landowner. Wells and septic systems exclusively serving a property are also considered to be private facilities and again, the landowner is responsible for maintaining and locating the lines. A good indication as to where these lines are buried can be determined from where the lines leave the main or tank and where they enter the building.

Geothermal Ground Loops: The land or property owner should have a map of the buried ground loops or know the contractor who installed the loops. It is the responsibility of the property owner to locate the loops or hire someone to locate them.

Note: When a number represented by text or numerals and the corresponding description is highlighted in bold and underlined, it is for convenience of the user and ease of reading only and is not in the original Statute or Rule.

Minnesota State Law

Chapter 216D

216D.01 DEFINITIONS.

Subdivision 1. Applicability.

The definitions in this section apply to sections 216D.01 to 216D.07.

Subd. 1a. Commissioner.

“Commissioner” means the commissioner of public safety.

Subd. 1b. Boundary survey.

“Boundary survey” means a survey made to establish or to reestablish a boundary line on the ground or to obtain data for preparing a map or plat showing boundary lines.

Subd. 2. Damage.

“Damage” means:

- (1) the substantial weakening of structural or lateral support of an underground facility;
- (2) penetration, impairment, or destruction of any underground protective coating, housing, or

other protective device; or

- (3) impact with or the partial or complete severance of an underground facility to the extent that the facility operator determines that repairs are required.

Subd. 3. Emergency.

“Emergency” means a condition that poses a clear and immediate danger to life or health, or a significant loss of property.

Subd. 4. Emergency responder.

“Emergency responder” means a fire department or company, a law enforcement official or office, an ambulance or other emergency rescue service, or the Division of Emergency Management created by section 12.04, subdivision 1.

Subd. 5. Excavation.

“Excavation” means an activity that moves, removes, or otherwise disturbs the soil by use of a motor, engine, hydraulic or pneumatically powered tool, or machine-powered equipment of any kind, or by explosives. Excavation does not include:

- (1) the extraction of minerals;
- (2) the opening of a grave in a cemetery;
- (3) normal maintenance of roads and streets if the maintenance does not change the original grade and does not involve the road ditch;

- (4) plowing, cultivating, planting, harvesting, and similar operations in connection with growing crops, trees, and shrubs, unless any of these activities disturbs the soil to a depth of 18 inches or more;
- (5) gardening unless it disturbs the soil to a depth of 12 inches or more; or
- (6) planting of windbreaks, shelterbelts, and tree plantations, unless any of these activities disturbs the soil to a depth of 18 inches or more.

Subd. 6. Excavator.

“Excavator” means a person who conducts excavation in the state.

Subd. 6a. Land surveyor.

“Land surveyor” means a person licensed to practice land surveying under sections 326.02 to 326.15.

Subd. 7. Local governmental unit.

“Local governmental unit” means a county, town, or statutory or home rule charter city.

Subd. 7a. Locate.

“Locate” means an operator’s markings of an underground facility.

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.

Subd. 8. Notification center.

“Notification center” means a center that receives notice from excavators of planned excavation or other requests for location and transmits this notice to participating operators.

Subd. 8a. On-site meet.

“On-site meet” means meeting at the site of a proposed excavation requested at the time of notice by the excavator with all affected underground facility operators to further clarify the precise geographic location of excavation, schedule the locating, propose future contacts, and share other information concerning the excavation and facilities.

Subd. 9.Operator.

“Operator” means a person who owns or operates an underground facility. A person is not considered an operator solely because the person is an owner or tenant of real property where underground facilities are located if the underground facilities are used exclusively to furnish services or commodities on that property, unless the person is the state, a state agency, or a local governmental unit.

Subd. 10.Person.

“Person” means the state, a public agency, a local governmental unit, an individual, corporation, partnership, association, or other business or public entity or a trustee, receiver, assignee, or personal representative of any of them.

Subd. 11.Underground facility.

“Underground facility” means an underground line, facility, system, and its appurtenances used to produce, store, convey, transmit, or distribute communications, data, electricity, power, heat, gas, oil, petroleum products, water including stormwater, steam, sewage, and other similar substances.

Subd. 12.Utility quality level.

“Utility quality level” means a professional

opinion about the quality and reliability of utility information. There are four levels of utility quality information, ranging from the most precise and reliable, level A, to the least precise and reliable, level D. The utility quality level must be determined in accordance with guidelines established by the Construction Institute of the American Society of Civil Engineers in the document entitled “Standard Guideline for Investigating and Documenting Existing Utilities,” ASCE/UESI/CI 38-22, or in a successor document.

216D.02 NOTICE TO EXCAVATOR OR OPERATOR.**Subdivision 1.Display and distribution.**

Local governmental units that issue permits for an activity involving excavation must continuously display an excavator’s and operator’s notice at the location where permits are applied for and obtained. An excavator and operator’s notice and a copy of sections 216D.03 to 216D.07 must be furnished to each person obtaining a permit for excavation.

Subd. 2.Form.

The notification center shall prescribe an excavator and operator’s notice. The notice must inform excavators and operators of their obligations to comply with sections 216D.03

to 216D.07. The center shall furnish to local governmental units:

- (1) a copy of the notice and sections 216D.03 to 216D.07 in a form suitable for photocopying;
- (2) a copy of the display and distribution requirements under subdivision 1; and
- (3) the telephone number and mailing address of the notification center.

216D.03 NOTIFICATION CENTER.

Subdivision 1.Participation.

An operator shall participate in and share in the costs of one statewide notification center operated by a vendor selected under subdivision 2.

Subd. 2.Establishment of notification center; rules.

(a) The notification center services must be provided by a nonprofit corporation approved in writing by the commissioner. The nonprofit corporation must be governed by a board of directors of up to 20 members, one of whom is the director of the Office of Pipeline Safety. The other board members must represent and be elected by operators, excavators, and other persons eligible to participate in the center. In deciding to approve a nonprofit corporation, the commissioner shall consider whether it meets the requirements of this paragraph and whether it demonstrates that it has the ability

to contract for and implement the notification center service.

(b) The commissioner shall adopt rules:

- (1) establishing a notification process and competitive bidding procedure for selecting a vendor to provide the notification service;
- (2) governing the operating procedures and technology needed for a statewide notification center; and
- (3) setting forth the method for assessing the cost of the service among operators.

(c) The commissioner shall select a vendor to provide the notification center service. The commissioner may advertise for bids as provided in section 16C.06, subdivisions 1 and 2, and base the selection of a vendor on best value as provided in section 16C.06, subdivision 6. The commissioner shall select and contract with the vendor to provide the notification center service, but all costs of the center must be paid by the operators. The commissioner may at any time appoint a task force to advise on the renewal of the contract or any other matter involving the center's operations.

(d) An operator may submit a bid and be selected to contract to provide the notification center service under paragraph (a) or (c). The commissioner shall annually review the services provided by the nonprofit corporation approved under paragraph (a) or the vendor selected under paragraph (c).

Subd. 3. Cooperation with local government.

In establishing operating procedures and technology for the statewide notification center, the board of directors or the commissioner must work in cooperation with the League of Minnesota Cities, the Association of Minnesota Counties, and the Township Officers' Association. The purpose of this cooperation is to maximize the participation of local governmental units that issue permits for activities involving excavation to assure that excavators receive notice of and comply with the requirements of sections 216D.01 to 216D.07.

Subd. 4. Notice to local government.

The notification center shall provide local governmental units with a master list, by county, of the operators in the county who are participants in the notification center, and the telephone number and mailing address of the notification center.

Subd. 5. Performance reporting.

(a) Each operator must submit a report to the Office of Pipeline Safety on a quarterly basis, using a form or database entry designated by the Office of Pipeline Safety. The report must contain the following information:

(1) the total number of notifications and the number of notifications, itemized by type;

(2) for each notification type, the percentage of notifications marked by the start time on the notice; and

(3) the number of utility damages, itemized by the cause of the damages.

(b) Except for a pipeline operator that is subject to chapter 299F or 299J, an operator with fewer than 5,000 notifications received during the previous calendar year is exempt from the reporting requirement under paragraph (a).

(c) The data collected under this subdivision may not be used to initiate an enforcement action by the Office of Pipeline Safety.

(d) The commissioner must annually publish a report on the data collected under this subdivision and make the report available on the Office of Pipeline Safety website.

216D.04 EXCAVATION; LAND SURVEY.**Subdivision 1. Notice required; contents.**

(a) Except in an emergency, an excavator must and a land surveyor may contact the notification center and provide notice at least 48 hours, excluding the day of notification, Saturdays, Sundays, and holidays and not more than 14 calendar days before beginning any excavation or boundary survey. An excavation or boundary survey begins, for purposes of this requirement, the first time excavation or a boundary survey occurs in an area that was not previously identified by the excavator or land surveyor in

the notice.

(b) The notice may be oral or written, and must contain the following information:

- (1) the name of the individual providing the notice;
- (2) the precise location of the proposed area of excavation or survey;
- (3) the name, address, and telephone number of the individual or individual's company;
- (4) the field telephone number, if one is available;
- (5) the type and extent of the activity;
- (6) whether or not the discharge of explosives is anticipated;
- (7) the date and time when the excavation or survey is to commence; and
- (8) the estimated duration of the activity.

Subd. 1a. Plans for excavation.

(a) Any person, prior to soliciting bids or entering into a contract for excavation, must provide a proposed notice to the notification center to obtain from the affected operators of underground facilities the type, size, and general location of underground facilities. Affected operators must provide the information within 15 working days. An operator who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the person to provide appropriate

confidentiality protection. The information obtained from affected operators must be submitted on the final drawing used for the bid or contract and must depict the utility quality level of that information. This information must be updated not more than 90 days before completion of the final drawing used for the bid or contract.

(b) This subdivision does not apply to bids and contracts for:

- (1) routine maintenance of underground facilities or installation, maintenance, or repair of service lines;
- (2) excavation for operators of underground facilities performed on a unit of work or similar basis; or
- (3) excavation for home construction and projects by home owners.

(c) A person required by this section to show existing underground facilities on its drawings must conduct one or more preliminary design meetings during the design phase to communicate the project design and project scope and timeline and to coordinate utility relocation. Affected facility operators must attend these meetings.

Project owners must provide project start dates, duration information, and scope of work.

(d) A person required by this section to show existing underground facilities on its drawings must conduct one or more preconstruction meetings to communicate the project design and

project scope and timeline and to coordinate utility relocation. Affected facility operators and contractors must attend these meetings.

(e) This subdivision does not affect the obligation to provide a notice of excavation as required under subdivision 1.

Subd. 1b. On-site meet.

(a) An on-site meet may be requested for any excavation at the discretion of the excavator. The meet request must include the entire geographic area of the proposed excavation and the specific location of the meet.

(b) Unless otherwise agreed to between an excavator and operator, an on-site meet is required for:

- (1) an excavation notice that involves excavation of one mile or more in length; or
- (2) any combination of notices provided for adjacent geographic sections that, when combined, meet or exceed the minimum excavation length under clause (1).

(c) The excavator must provide a precise geographic area of the proposed excavation and use markings as specified under section 216D.05, clause (2).

(d) An affected operator must (1) attend the on-site meet at the proposed date and time, or (2) contact the excavator before the meet and (i) reschedule the meet for a mutually agreed date and time, or (ii) reach an agreement with the excavator that a meet is not required. At the

meet, the operator and the excavator must reach an agreement on any subsequent planned meets or further communication.

(e) The on-site meet date and time must occur at least 48 hours after the notice, excluding Saturdays, Sundays, and holidays. The excavation start time must be at least 48 hours after the proposed meet date and time specified on the notice, excluding Saturdays, Sundays, and holidays.

(f) The excavator and the operator must submit documentation of each on-site meet to the notification center, in the manner specified by the notification center. The documentation must include:

- (1) the date and time of the meet;
- (2) the names, company affiliations, and contact information of the attendees of each meet;
- (3) a diagram, sketch, or description of the precise excavation locations, dates, and times; and
- (4) the agreed schedule of any future on-site meets or communications.

Subd. 2. Duties of notification center; regarding notice.

The notification center must assign an inquiry identification number to each notice and retain a record of all notices received for at least six years. The center must immediately transmit the information contained in a notice to every

operator that has an underground facility in the area of the proposed excavation or boundary survey.

Subd. 3. Locating underground facility; operator.

(a) Prior to the conclusion of the locate period, an operator must locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator and provide readily available information regarding the operator's abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator's normal course of business, without cost to the excavator. The excavator must determine the precise location of the underground facility, without damage, before excavating within two feet of the marked location of the underground facility.

(b) Within 96 hours or the time specified in the notice, whichever is later, after receiving a notice for boundary survey from the notification center, excluding Saturdays, Sundays, and holidays, unless otherwise agreed to between the land surveyor and operator, an operator must locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the land surveyor.

(c) For the purpose of this section, the approximate horizontal location of the underground facilities is a strip of land two feet

on either side of the underground facilities.

(d) Markers used to designate the approximate horizontal location of underground facilities are subject to the following requirements:

(1) markers must be a combination of paint markings and at least one of the following: (i) a flag or flags, (ii) a stake or stakes, or (iii) a whisker or whiskers;

(2) all markers under clause (1) must follow the current color code standard used by the American Public Works Association;

(3) markers must be located within a plus or minus two-foot tolerance; and

(4) the name of the operator must be indicated on each flag, stake, or whisker.

If the surface being marked is hard, markers without flags, stakes, or whiskers may be used but must comply with the color code standard and tolerance requirement under clauses (2) and (3).

(e) If the operator cannot complete marking of the excavation or boundary survey area before the excavation or boundary survey start time stated in the notice, the operator must promptly contact the excavator or land surveyor.

(f) Operators must maintain maps, drawings, diagrams, or other records of any underground facility abandoned or out-of-service after December 31, 1998.

(g) An operator or other person providing information pursuant to this subdivision is not

responsible to any person, for any costs, claims, or damages for information provided in good faith regarding abandoned, out-of-service, or private or customer-owned underground facilities.

(h) An operator must use geospatial location information or an equivalent technology to develop as-built drawings of newly installed or newly abandoned facilities if exposed in the excavation area. The requirements under this paragraph apply (1) on or after January 1, 2026, or (2) on or after January 1, 2027, for an operator that provided services to fewer than 10,000 customers in calendar year 2025.

Subd. 4. Locating underground facility; excavator or land surveyor.

(a) The excavator or land surveyor must determine the precise location of the underground facility, without damage, before excavating within two feet on either side of the marked location of the underground facility.

(b) Activities in the proposed area of excavation or boundary survey must take place before the expiration date and time on the notification. If the excavator or land surveyor cancels the excavation or boundary survey, the excavator or land surveyor must cancel the notice through the notification center.

(c) The notice is valid for 14 calendar days from the start time stated on the notice. If the

activity will continue after the expiration time, then the person responsible for the activity must serve an additional notice at least 48 hours, excluding Saturdays, Sundays, and holidays, before the expiration time of the original notice, unless the excavator makes arrangements with the operators affected to periodically verify or refresh the marks, in which case the notice is valid for six months from the start time stated on the notice.

(d) The excavator is responsible for reasonably protecting and preserving the marks until no longer required for proper and safe excavation near the underground facility. If the excavator has reason to believe the marks are obliterated, obscured, missing, or incorrect, the excavator must notify the facility operator or notification center in order to have an operator verify or refresh the marks.

216D.05 PRECAUTIONS TO AVOID DAMAGE.

(a) An excavator must:

- (1) plan the excavation to avoid damage to and minimize interference with underground facilities in and near the construction area;
- (2) for proposed excavations, use (i) white markings or black markings in wintery conditions, or (ii) electronic marking as provided in paragraph (b);
- (3) maintain a clearance between an underground facility and the cutting edge or point of any mechanized equipment,

considering the known limit of control of the cutting edge or point to avoid damage to the facility;

(4) provide support for underground facilities in and near the construction area, including during backfill operations, to protect the facilities; and

(5) conduct the excavation in a careful and prudent manner.

(b) An excavator may use electronic marking under paragraph (a), clause (2), if:

(1) the marking provides at least as much proposed excavation information as equivalent physical markings; and

(2) electronic marking used prior to January 1, 2026, is accompanied by equivalent physical markings as provided under paragraph (a), clause (2).

(c) Following submission of electronic marking, an operator may require the excavator to use physical markings.

216D.06 DAMAGE TO FACILITY.

Subdivision 1. Notice; repair.

(a) If any damage occurs to an underground facility or its protective covering, the excavator shall notify the operator promptly. When the operator receives a damage notice, the operator shall promptly dispatch personnel to the damage area to investigate. If the damage results in the

escape of any flammable, toxic, or corrosive gas or liquid or endangers life, health, or property, the excavator responsible shall immediately notify the operator and the 911 public safety answering point, as defined in section 403.02, subdivision 19, and take immediate action to protect the public and property. The excavator shall also attempt to minimize the hazard until arrival of the operator's personnel or until emergency responders have arrived and completed their assessment. The 911 public safety answering point shall maintain a response plan for notifications generated by this section.

(b) An excavator shall delay backfilling in the immediate area of the damaged underground facilities until the damage has been investigated by the operator, unless the operator authorizes otherwise. The repair of damage must be performed by the operator or by qualified personnel authorized by the operator.

(c) An excavator who knowingly damages an underground facility, and who does not notify the operator as soon as reasonably possible or who backfills in violation of paragraph (b), is guilty of a misdemeanor.

Subd. 2. Cost reimbursement.

(a) If an excavator damages an underground facility, the excavator shall reimburse the operator for the cost of necessary repairs, and for a pipeline the cost of the product that was

being carried in the pipeline and was lost as a direct result of the damage.

(b) Reimbursement is not required if the damage to the underground facility was caused by the sole negligence of the operator or the operator failed to comply with section 216D.04, subdivision 3.

216D.07 EFFECT ON LOCAL ORDINANCES.

(a) Sections 216D.01 to 216D.07 do not affect or impair local ordinances, charters, or other provisions of law requiring permits to be obtained before excavating.

(b) A person with a permit for excavation from the state or a public agency is subject to sections 216D.01 to 216D.07. The state or public agency that issued a permit for excavation is not liable for the actions of an excavator who fails to comply with sections 216D.01 to 216D.07.

216D.08 CIVIL PENALTIES; PROCEEDS TO SAFETY ACCOUNT; RULES.

Subdivision 1. Penalties.

A person who is engaged in excavation for remuneration or an operator other than an operator subject to section 299F.59, subdivision 1, who violates sections 216D.01 to 216D.07 is subject to a civil penalty to be imposed by the commissioner not to exceed \$1,000 for each violation per day of violation. An operator subject to section 299F.59, subdivision 1, who

violates sections 216D.01 to 216D.07 is subject to a civil penalty to be imposed under section 299F.60. The district court may hear, try, and determine actions commenced under this section. Trials under this section must be to the court sitting without a jury. If the fine exceeds the maximum limit for conciliation court, the person appealing the fine may request the commissioner to conduct an administrative hearing under chapter 14.

Subd. 2. Settlement.

The commissioner may negotiate a compromise settlement of a civil penalty. In determining the amount of the penalty, or the amount of the compromise settlement, the commissioner shall consider the appropriateness of the penalty to the size of the business of the person charged, the gravity of the violation, and the good faith of the person charged in attempting to achieve compliance, after notification of a violation. Unless the commissioner chooses to proceed in district court under subdivision 1, the contested case and judicial review provisions of chapter 14 apply to the orders of the commissioner imposing a penalty under sections 216D.01 to 216D.07. The amount of the penalty, when finally determined, may be deducted from sums owing by the state of Minnesota to the person charged.

Subd. 3. Credited to pipeline safety account; appropriation.

Penalties collected under this section must be deposited in the state treasury and credited to the pipeline safety account to be applied to the reduction of expenses or costs assessed by the commissioner against persons regulated under this chapter. Penalties collected under this section are annually appropriated to the commissioner of public safety.

Subd. 4. Rules.

The commissioner shall adopt rules establishing reasonable guidelines for imposing penalties. The rules must provide for notice that a penalty is assessed and may exempt activities from penalties unless the excavator or operator as defined in this section has evidenced a course of action in disregard of this chapter.

216D.09 INJUNCTIVE RELIEF.

Subdivision 1. Jurisdiction.

The district courts of the state of Minnesota have jurisdiction, subject to the provisions of the statutes and the rules of practice and procedure of the state of Minnesota relative to civil actions in the district courts, to restrain violations of sections 216D.01 to 216D.07, on petition by the attorney general on behalf of the state of Minnesota. When practicable, the commissioner shall give notice to a person

against whom an action for injunctive relief is contemplated and afford the person an opportunity to present views and, except in the case of a knowing and willful violation, shall afford the person reasonable opportunity to achieve compliance. However, the failure to give the notice and afford an opportunity to present views does not preclude the granting of appropriate relief.

Subd. 2. Venue.

Actions under this section must be brought in district court in the district where the defendant's principal place of business in the state is located, and process in these cases may be served in any other district in the state of Minnesota where the defendant may be found or in which the defendant is an inhabitant or transacts business.

Minnesota Rules Chapter 7560

7560.0100 DEFINITIONS.

Subpart 1. Scope.

The terms used in this chapter have the meanings given them. Terms not defined in this part have the meanings given them in Minnesota Statutes, section 216D.01.

Subp. 1a. Abandoned facility.

“Abandoned facility” means an underground facility that is no longer in service and is physically disconnected from a portion of the operating facility that is in use or still carries service. An abandoned facility has been deemed abandoned by the operator.

Subp. 2. Director.

“Director” means the director of the Office of Pipeline Safety of the Minnesota Department of Public Safety.

Subp. 3. Good cause to believe.

“Good cause to believe” means grounds put forth in good faith that are not arbitrary, irrational, unreasonable, or irrelevant and that are based on at least one of the following sources:

- A. information from a person;
- B. facts supplied by the notification center defined in Minnesota Statutes, section 216D.01, subdivision 8;
- C. facts of which the director or an agent of the director has personal knowledge; and
- D. information provided by excavators or operators.

Subp. 4. Locate.

“Locate” means an operator’s markings of an underground facility.

Subp. 5.

[Renumbered as subp 8]

Subp. 5a.

[Renumbered as subp 9]

Subp. 6.

[Renumbered as subp 11]

Subp. 7. Meet.

When used as a noun in this chapter, “meet” refers to a meeting at the site of proposed excavation requested at the time of notice by the excavator with all affected underground facility operators to further clarify the precise geographic location of excavation, schedule locating, propose future contacts, and share other information concerning the excavation and facilities.

Subp. 8. Office.

“Office” means the Office of Pipeline Safety of the Minnesota Department of Public Safety.

Subp. 9. Out-of-service facility.

“Out-of-service facility” means an underground facility that is no longer maintained and is not intended for future use, but has not been deemed abandoned. An out-of-service facility may still be connected to a portion of the operating facility that is in use or still carries service.

Subp. 10. Public right-of-way.

“Public right-of-way” means the area on, below, or above a public roadway, highway, street, cartway, bicycle lane, and sidewalk in which a government unit has an interest, including other rights-of-way dedicated for travel purposes and utility easements of government units.

Subp. 11. Remuneration.

“Remuneration” means direct or indirect compensation or consideration paid to the person or the person’s agent, employer, employee, subcontractor, or contractor. A person who excavates as part of the person’s duties as an employee, employer, agent, subcontractor, or contractor is considered to be acting for remuneration.

Subp. 12. Service lateral.

“Service lateral” means an underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer’s premises.

7560.0125 ABANDONED AND OUT-OF-SERVICE FACILITIES.**Subpart 1. Duty of operators to provide readily available information.**

Operators shall provide readily available information, as shown on maps, drawings, diagrams, or other records used in the normal course of business, on the approximate location of abandoned and out-of-service facilities to an excavator by the excavation date and time noted on the excavation or location notice unless otherwise agreed between the excavator and the operator. An operator fulfills an obligation to provide information on these facilities by doing one or more of the following:

- A. locating and marking the approximate location of the facility according to the current color code standard used by the American Public Works Association, as required in Minnesota Statutes, section 216D.04, subdivision 3, with an abandoned or out-of-service facility identified by an

- uppercase A surrounded by a circle;
- B. providing informational flags at the area of proposed excavation;
- C. communicating information verbally; or
- D. providing copies of maps, diagrams, or records.

Subp. 2. Duty to notify operator.

An excavator shall notify the operator:

- A. before moving, removing, or otherwise altering a facility that is thought to be abandoned or out of service; or
- B. if damage to the facility occurs, pursuant to Minnesota Statutes, section 216D.01, subdivision 2.

Subp. 3. Verification of abandoned or out-of-service facility.

Upon receipt of notification by an excavator pursuant to subpart 2, an operator shall verify that an underground facility is abandoned or out of service, by either reference to installation records, testing, or other comparable standard of verification, before an excavator is allowed to move, remove, or otherwise alter an underground facility.

Subp. 4. Liability.

An operator providing information pursuant to Minnesota Statutes, section 216D.04, subdivision 3, is not responsible to any person for any costs,

claims, or damages for information provided in good faith regarding abandoned and out-of-service underground facilities.

7560.0150 PUBLIC RIGHT-OF-WAY MAPPING AND INSTALLATION.

Subpart 1. Duty of operator to map.

After December 31, 2005, an operator shall maintain a map, a diagram, a drawing, or geospatial information regarding the location of its underground facility within a public right-of-way installed after that date.

Subp. 2. Duty to install locating wire.

After December 31, 2005, an operator shall install a locating wire or have an equally effective means of marking the location of each nonconductive underground facility within a public right-of-way installed after that date. This requirement does not apply when making minor repairs to an existing nonconductive facility. As applied to this chapter, “minor repairs” means repairs to or partial replacement of portions of existing service laterals located within a public right-of-way for purposes of routine maintenance and upkeep.

7560.0200 [REPEALED, 24 SR 448]

7560.0225 EXCAVATOR RESPONSIBILITIES

REGARDING A LOCATE.

Subpart 1. [Repealed, 29 SR 1503]

Subp. 2. Responsibility to protect and preserve.

The excavator is responsible for reasonably protecting and preserving a locate until no longer required for proper and safe excavation near the underground facility. If the excavator has reason to believe a locate is obliterated, obscured, missing, or incorrect, the excavator shall notify the facility operator or notification center in order to have an operator verify, refresh, or re-mark the locate.

Subp. 3. Use of locate.

A locate is valid for 14 days from the excavation commencement time stated on the excavation or location notice, unless the excavator has made previous arrangements with the operators affected to periodically verify, refresh, or re-mark the locate.

7560.0250 LOCATE STANDARDS.

Subpart 1. Facility Locate.

Unless otherwise agreed to between the excavator and operator, an operator shall locate an underground facility using stakes, flags, paint, or other suitable materials in varying combinations dependent upon the surface. The locate must be in sufficient detail to clearly identify the approximate route of

the underground facility. The locate must also include:

- A. name, abbreviation, or logo of the operator when more than one operator listed on the notice uses the same color markings;
- B. width of the underground facility if it is greater than eight inches; and
- C. number of underground facilities if greater than one.

Subp. 2. Operator duties in no conflict situation.

After December 31, 2005, an operator who receives notice and determines that an underground facility is not in conflict with the proposed excavation shall complete one or more of the following:

- A. mark the area “NO” followed by the operator’s name, abbreviation, or logo in the color code of the underground facility not in conflict;
- B. place a clear plastic flag at the area that:
 - (1) states “N/C” or “NO CONFLICT” in lettering matching the color code of the underground facility that is not in conflict; and
 - (2) includes the operator’s name, abbreviation, or logo, the date, a contact telephone number, and the ticket number; or
- C. contact the notification center through procedures required by the notification center and indicate that there are no underground facilities in conflict with the

proposed excavation and that no markings or flags were left at the proposed excavation site.

Subp. 3. Placement of flags or markings.

If using N/C (no conflict) flags or markings pursuant to subpart 2, an operator shall place the flags or markings in a location that can be readily observed by an excavator. When an area of proposed excavation is delineated by the use of white markings, an operator shall place the N/C flags or markings within, or as near as practicable to, the delineated area.

Subp. 4. Duties of notification center.

After December 31, 2005, the notification center shall make the information received under subpart 2 available to the excavator before the start date and time on the notice. The notification center may fulfill this requirement by making the information accessible through one or more Internet addresses, by transmitting the information to a continuously working facsimile machine maintained by the excavator, or by other methodology developed by the notification center. The notification center shall make available the information received by operators pursuant to this section through an electronic means. The notification center is not required by this subpart to contact an excavator verbally via telephone.

7560.0300 OPERATOR PARTICIPATES AND SHARES COSTS.

An operator shall participate in and share the costs of the one call excavation notice system by:

- A. submitting the information required by the notification center to allow the center to notify the operator of excavation activity;
- B. updating the information provided to the notification center on a timely basis;
- C. installing and paying for equipment reasonably requested by the notification center to facilitate receipt of notice of excavation from the center;
- D. paying the costs charged by the notification center on a timely basis; and
- E. receiving and responding to excavation notices, including emergency notices, as required by Minnesota Statutes, chapter 216D.

7560.0325 EMERGENCY EXCAVATION NOTICES.

Subpart 1. Duty of excavator to provide notice.

An excavator shall provide notice to the notification center before commencing an emergency excavation, unless subpart 2 applies. All emergency notices, regardless whether made prior to excavation, must be verbal or in a manner accepted by the notification center. In addition to the information required by the

notification center, the notice must also contain:

- A. a description of the situation requiring the emergency excavation;
- B. the precise location of the proposed area of the emergency excavation;
- C. at least one continuously staffed telephone number where the excavator can be contacted by the operator throughout the emergency; and
- D. the excavation start date and time if the need for excavation is not immediate.

Subp. 2. Excavating before notice.

If an emergency is such that providing notice or waiting for an operator would result in an undue risk to life, health, or significant loss of property, the excavator may excavate without providing prior notice or waiting for an operator to mark an underground facility. In this situation, the excavator shall provide notice as soon as practicable and take all reasonable precautions to avoid or minimize damage. Excavation prior to notice under this subpart does not relieve an excavator from any responsibility for damage to an underground facility pursuant to Minnesota Statutes, section 216D.06.

Subp. 3. Emergency notice requesting immediate response.

Upon receiving an emergency excavation notice requesting an immediate response, an operator

shall:

- A. attempt to contact the excavator within one hour at the telephone number provided in subpart 1, item C, to provide any information concerning facilities at or near the area of excavation including an anticipated response time; and
- B. locate and mark the underground facility within three hours of notice unless:
 - (1) otherwise agreed between the parties;
 - (2) the operator notifies the excavator that not locating does not present an immediate danger to life or health, or a significant loss of property; or
 - (3) there is an event or situation that cannot be reasonably anticipated or controlled by the operator.

Subp. 4. Emergency notice requesting scheduled response.

Upon receiving an emergency excavation notice that does not require an immediate response, and before the scheduled excavation start date and time, an operator shall:

- A. locate and mark the underground facility, unless otherwise agreed between the parties; or
- B. notify the excavator at the telephone number provided in subpart 1, item C, that there is not an underground facility within the area of proposed excavation. For purposes of this

subpart, a requested start time of three hours or less from the time notice is provided to the center is considered an emergency notice requesting immediate response under subpart 3.

7560.0350 EXCAVATION NOTICE REQUESTING MEET.

Subpart 1. Excavator duties.

When requesting a meet through the notification center, an excavator must provide at least one contact name and telephone number to assist in facilitating the meet. An excavator shall contact the notification center to cancel or reschedule the meet and the notification center shall relay this information to the affected operators. When a meet is requested, an excavator's notice must include the entire geographic area of the proposed excavation and the specific location of the meet. This part does not relieve an excavator from the duty to provide a precise geographic location of the proposed area of excavation, or to use white markings except where it can be shown that to do so is not practical.

Subp. 2. Operator duties.

When a meet is requested, an affected operator shall make a reasonable effort to attend the meet at the proposed date and time, or contact the excavator before the meet and reschedule for a mutually agreed date and time.

Subp. 3. Excavation start date and time.

When a meet is requested, the meet date and time must be at least 48 hours after notice is provided, excluding Saturdays, Sundays, and holidays, and the excavation start date and time must be at least 24 hours after the proposed meet date and time specified on the notice, excluding Saturdays, Sundays, and holidays. This subpart does not apply if these matters are provided for in a written agreement with all affected operators.

Subp. 4. Meet request documentation.

An excavator shall maintain written documentation of each meet with an underground facility operator or representative. This documentation must be kept for the duration of the excavation conducted under the notice. The documentation must include:

- A. the date and time of each meet;
- B. the names, company affiliations, and contact information of the attendees of each meet;
- C. a diagram, sketch, or description of the precise excavation locations, dates, and times; and
- D. the agreed schedule of any future meets or communications.

7560.0375 LOCATING A SERVICE LATERAL.

Subpart 1. Operator duties.

Unless otherwise agreed, an underground facility operator shall locate a service lateral before the start date and time on the notice and in accordance with items A through C:

- A. An operator of a natural gas, propane, or electric facility shall locate a service lateral up to the meter or the connection to a customer's underground facility, whichever is closer to the end-use customer. If the meter or connection to the customer's underground facility is within a public right-of-way, at a minimum the operator shall locate that portion of the service lateral within the public right-of-way up to the point where the service lateral first leaves the public right-of-way.
- B. An operator of a communication facility shall locate a service lateral up to the entry of the first building. If the service lateral does not enter a building, the operator shall locate up to the utilization equipment, fence, or wall that surrounds the equipment.
- C. After December 31, 2005, an operator of a sewage or water facility, at a minimum, shall locate that portion of the service lateral within a public right-of-way installed after that date up to the point where the service lateral first leaves the public right-of-way. The operator shall either locate or provide information as shown on maps, drawings, diagrams, or other records, on the location

of a sewer or water service lateral installed before January 1, 2006. If no information is available on a sewer or water service lateral installed before January 1, 2006, then notifying the excavator that no information exists fulfills the requirements of this section.

Subp. 2. Exception.

An operator is not required to locate a service lateral of a customer who currently participates in the statewide notification system, provided the customer and operator mutually agree that the customer will assume locate responsibilities. The agreement must be in writing.

7560.0400 CITATIONS.

Subpart 1. Notice of violation.

The office shall issue a notice of probable violation when the office has good cause to believe a violation of Minnesota Statutes, sections 216D.01 to 216D.09 or this chapter has occurred.

Subp. 2. Contents of notice of violation.

A notice of violation must include:

- A. a statement of the statute or rule allegedly violated by the person and a description of the evidence on which the allegation is based;
- B. notice of response options available to the person cited;

- C. notice that the person has 30 days in which to respond;
- D. notice that failure to respond within 30 days precludes administrative review under this chapter; and
- E. if a civil penalty is proposed, the amount of the proposed civil penalty and the maximum civil penalty applicable under law.

Subp. 3. Receipt of notice.

The notice of violation is deemed received three days after mailing to the person's last known address.

7560.0500 RESPONSE OPTIONS.

The person shall respond to the notice of violation in the following way:

- A. When the notice contains a proposed compliance order, the person shall:
 - (1) agree to the proposed compliance order;
 - (2) request the execution of a consent order;
 - (3) object to the proposed compliance order and submit written explanations, information, or other materials in answer to the allegations in the notice; or
 - (4) request the office to initiate a hearing under Minnesota Statutes, sections 14.50 to 14.69.
- B. When the notice contains a proposed civil penalty, the person shall:
 - (1) pay the penalty and close the case;

- (2) submit an offer in compromise of the proposed civil penalty;
- (3) submit a written explanation, information, or other material in answer to the allegations or in mitigation of the proposed civil penalty; or
- (4) request the office to initiate a hearing under Minnesota Statutes, sections 14.50 to 14.69.

- C. Failure to respond in writing within 30 days precludes administrative review under this chapter. A final order will be issued and penalties will be forwarded for collection.

7560.0600 DIRECTOR REVIEW.

If the person objects to the proposed civil penalty or compliance order and submits written explanations, information, or other materials in response to a notice of violation, within the time specified in part 7560.0500, the director shall review the submissions and determine whether to negotiate further, to change or withdraw the notice of violation, or to initiate a hearing under Minnesota Statutes, sections 14.50 to 14.69.

7560.0700 CONSENT ORDER.

An executed consent order must contain:

- A. an admission by the person of the jurisdictional facts;

- B. a waiver of further procedural steps and the right to seek judicial or administrative review or otherwise challenge or contest the validity of the consent order; and
- C. an agreement that the notice of violation may be used to construe the terms of the consent order.

7560.0800 CIVIL PENALTIES.

Subpart 1. Proceedings against excavators.

When the office has good cause to believe that an excavator is engaging or has engaged in conduct that violates Minnesota Statutes, section 216D.04, subdivision 1, 2, or 3; 216D.05, clause (1), (2), (3), or (4); or 216D.06, subdivision 1, or a rule adopted under Minnesota Statutes, section 216D.08, subdivision 4, the office, if appropriate, shall negotiate a civil penalty under Minnesota Statutes, section 216D.08, subdivision 2. A penalty imposed under Minnesota Statutes, section 216D.08, is subject to the contested case and judicial review provisions of Minnesota Statutes, chapter 14. An operator who engages or has engaged in excavation that violates Minnesota Statutes, chapter 216D, is subject to the proceedings specified in subpart 2 and is subject to the penalties specified in subpart 4, item B or C.

Subp. 2. Proceedings against underground facility operators.

The office may negotiate a civil penalty under item A or B.

- A. When the office has good cause to believe that an underground facility operator, other than an operator set forth in item B, is engaging or has engaged in conduct that violates Minnesota Statutes, sections 216D.01 to 216D.07, or a rule adopted under Minnesota Statutes, section 216D.08, subdivision 4, the office, if appropriate, shall negotiate a civil penalty under Minnesota Statutes, section 216D.08, subdivision 2. A penalty imposed under Minnesota Statutes, section 216D.08, is subject to the contested case and judicial review provisions of Minnesota Statutes, chapter 14.
- B. When the office has good cause to believe that an operator who engages in the transportation of gas or hazardous liquids or who owns or operates a gas or hazardous liquid pipeline facility is engaging or has engaged in conduct that violates Minnesota Statutes, sections 299F.56 to 299F.641, or a rule adopted under Minnesota Statutes, section 299F.60, subdivision 5, the office, if appropriate, shall negotiate a civil penalty under Minnesota Statutes, section 299F.60, subdivision 2. A penalty imposed under Minnesota Statutes, section 299F.60, is subject to the contested case and judicial review provisions of Minnesota Statutes, chapter 14.

(651) 454-0002 - OR - (800) 252-1166

Subp. 3. Assessment considerations.

In assessing a civil penalty under this part, the office shall consider the following factors:

- A. the nature, circumstances, and gravity of the violation;
- B. the degree of the person's culpability;
- C. the person's history of previous offenses;
- D. the person's ability to pay;
- E. good faith on the part of the person in attempting to remedy the cause of the violation;
- F. the effect of the penalty on the person's ability to continue in business; and
- G. past reports of damage to an underground facility by a person.

Subp. 4. Maximum penalties.

For the purposes of this part, penalties imposed under this part must not exceed the limits in items A to C.

- A. Penalties imposed against excavators must not exceed \$1,000 for each violation per day of violation.
- B. Penalties imposed against underground facility operators, other than an operator set forth in item C, must not exceed \$1,000 for each violation per day of violation.
- C. Penalties imposed against an operator who engages in the transportation of gas or

hazardous liquids or who owns or operates a gas or hazardous liquid pipeline facility must not exceed \$10,000 for each violation for each day that the violation persists, except that the maximum civil penalty must not exceed \$500,000 for a related series of violations.

Subp. 5. Payment procedure.

The person shall pay a civil penalty that has been proposed, assessed, or compromised by submitting to the office a check or money order in the correct amount, payable to the commissioner of public safety.

Contact Information for Minnesota Office of Pipeline Safety



ADDRESS:

MN Office of Pipeline Safety
445 Minnesota Street
Suite 147
St. Paul, MN 55101

TELEPHONE:

Phone number 651-201-7230
State Duty Officer 800-422-0798

WEB ADDRESS:

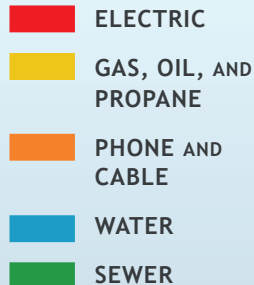
dps.mn.gov/divisions/ops

CONTACT:

dps.mnops.response@state.mn.us

PRIVATE FACILITIES: WHAT DOES NOT GET MARKED

Private underground facilities, such as private utility lines and private distribution networks, do not get marked by facility operators. When a property owner or tenant has any type of private underground facility, they are responsible to locate those facilities or hire someone to locate them.



Customer-owned lines usually include any that serve outbuilding, hot tubs, security lighting, pools and natural gas grills.

The free locating service available through Gopher State One Call (GSOC) applies **ONLY** to public facility operators. The diagram below shows a variety of utilities, some owned by the utility and some by the homeowner.

Those utilities marked by dotted lines are typically owned by the property owner. Those lines will NOT be marked by contacting GSOC. Private locating services will mark these for a fee.

For information on private locating companies
www.gopherstateonecall.org/private-locator-directory/.

