

VIRGINIA UTILITY PROTECTION SERVICE, INC.

Title: Ticket Entry - Work Type List Working Document

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Purpose: To provide instructions for editing the work type list through Newtin administrator accounts and provide an accessible list of the work types that are available for selection from the Newtin Ticket Entry drop down list in the “Work Type” field.

Overview: All Damage Prevention Specialists, Web Ticket Entry Users and excavators entering tickets must provide a work type from this list on each ticket.

Definitions:

- Network Attached Storage (.NAS) – Computer file in Newtin that allows interaction with files stored on the Newtin network server.
- Notification Requirements – As identified in Section 56-265.18 of the Damage Prevention Act. This data consists of a portion of the required information for a ticket.
- Required Information – The Newtin ticket entry fields that are labeled with a blue font.
- Ticket – Notice of excavation as defined in § 56-265.15 and 56-265.18 of the Damage Prevention Act.
- Work Type – Kind, class, or group description that best categorizes the excavation work to be done in the excavation area described on a ticket.

Process:

1. List Maintenance
 - 1.1. The Work Type list may be edited from a Newtin Administrator account
 - 1.2. Select Maintenance, then Work Types, this opens the .NAS page to edit work types
 - 1.3. The abbreviation column is used only to sort the Work Type list while working in the .NAS page
 - 1.4. The Work Type field in Newtin is sorted by the work type itself – in alphabetical order

2. Work Type List

2.1. Full Newtin Work Type List

ADDITION - BUILDING OR HOUSE

ANCHORS OR STAKES – INSTALL

ARCHAEOLOGICAL EXCAVATION

BASEMENT EXCAVATION

BASKETBALL POLE – INSTALL

BLASTING

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BOLLARD – INSTALL
BRIDGE CONSTRUCTION
BUILDING CONSTRUCTION
BURY DECEASED ANIMAL
CABLE TV SERVICE DROP – INSTALL
CABLE TV SERVICE DROP - REPAIR OR REPLACE
CATCH BASIN – INSTALL
COMMUNICATIONS – PEDESTAL, CABINET OR HAND-HOLE - INSTALL OR REPAIR
COMMUNICATIONS CABLE - INSTALL
COMMUNICATIONS CABLE - REPAIR OR REPLACE
CONDUIT - INSTALL
CONTAMINATED SOIL REMOVAL
CULVERT – INSTALL, REPAIR OR REPLACE
CURB, GUTTER AND/OR SIDEWALK WORK
DAM CONSTRUCTION/REPAIR
DECK – INSTALL, REPAIR OR REPLACE
DEMOLITION – BUILDING OR HOME
DITCH CLEANING AND RE-GRADING
DRAINAGE WORK
DRAIN PIPE – INSTALL, REPAIR OR REPLACE
DREDGING WATERWAY
DRIVEWAY – INSTALL OR REPAIR
DUCT BANK – INSTALL, REPAIR OR REPLACE
EGRESS WINDOW/DOOR – INSTALL
ELECTRIC PRIMARY – INSTALL
ELECTRIC PRIMARY - REPAIR OR REPLACE
ELECTRIC SECONDARY – INSTALL
ELECTRIC SECONDARY - REPAIR OR REPLACE
ELECTRIC TRANSFORMER – INSTALL OR REPAIR
EROSION CONTROL
FENCE – INSTALL, REPAIR OR REPLACE

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FIBER - INSTALL

FIOS

FIRE HYDRANT – INSTALL, REPAIR OR REPLACE

FLAG POLE – INSTALL

FOOTERS, SLAB OR FOUNDATION – INSTALL

FOUNDATION REPAIR / WATERPROOFING

FRENCH DRAIN – INSTALL

FTTP

GARDEN - PLANT OR ROTO-TILL

GAS MAIN - INSTALL

GAS MAIN – REPAIR, REPLACE OR ABANDON

GAS METER - INSTALL

GAS METER - REPAIR OR REPLACE

GAS SERVICE - INSTALL

GAS SERVICE - REPAIR, REPLACE OR ABANDON

GAS WELL DRILLING

GENERATOR – INSTALL

GEOHERMAL HVAC SYSTEM - INSTALL OR REPAIR

GRADING - ROUGH OR FINAL

GRADING - ROAD OR SHOULDERS

GROUND ROD – INSTALL

GUARD RAIL – INSTALL, REPAIR OR REPLACE

HANDICAP/A.D.A. RAMP - INSTALL

HARDSCAPING

HOME CONSTRUCTION

IRRIGATION SYSTEM – INSTALL OR REPAIR

LANDSCAPING

LAWN – INSTALL SOD OR SEED

LAWN AERATION

LAWN SPRINKLER SYSTEM – INSTALL OR REPAIR

LIGHT POLE – INSTALL

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LIGHTING – INSTALL DECORATIVE LIGHTING
MAILBOX - INSTALL OR REPLACE
MANHOLE - INSTALL OR REPAIR
MONITORING WELL – INSTALL
OTHER - SEE EXCAVATION AREA FIELD FOR DETAILS
PARKING LOT – CONSTRUCTION, REPAIR OR REPLACE
PATIO - INSTALL OR REPAIR
PET PROTECTION SYSTEM - INSTALL
PET WASTE DISPOSAL SYSTEM – INSTALL
PHONE DROP - INSTALL
PHONE DROP - REPAIR OR REPLACE
PIPELINE - GAS OR LIQUID – INSTALL
PIPELINE - GAS OR LIQUID – REPAIR
PLANT FLOWERS OR GARDENS
PLANT TREES OR SHRUBS
PLAYGROUND EQUIPMENT - INSTALL
POLE - INSTALL UTILITY POLE OR ANCHOR
POLE – REPLACE UTILITY POLE OR ANCHOR
POND – INSTALL, RESTORE, OR REPAIR
POOL - ABOVE GROUND INSTALLATION
POOL - INGROUND INSTALLATION
PORCH – INSTALL, REPAIR OR REPLACE
POST – INSTALL
PROPANE TANK/LINE – INSTALL, REPAIR OR REPLACE
PUMP STATION – CONSTRUCTION
ROAD CONSTRUCTION
ROAD MAINTENANCE
SATELLITE DISH - INSTALL
SECURITY SYSTEM - INSTALL
SEPTIC TANK OR DRAIN FIELD – PERC TESTING / LOCATING
SEPTIC TANK OR DRAIN FIELD - INSTALL OR REPAIR

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SEWER AND WATER – INSTALL
SEWER LATERAL – INSTALL
SEWER LATERAL – REPAIR OR REPLACE
SEWER MAIN – INSTALL
SEWER MAIN – REPAIR OR REPLACE
SEWER TAP
SIDEWALK – INSTALL, REPAIR OR REPLACE
SIGN – INSTALL
SINK HOLE – REPAIR
SILT FENCE – INSTALL
SITE DEVELOPMENT
SOIL BORING & TESTING
STEAM LINE/PIPE/TUNNEL – INSTALL, REPAIR, OR REPLACE
STORAGE SHED – INSTALL
STORM DRAIN - INSTALL, REPAIR OR REPLACE
STREET LIGHT - INSTALL, REPAIR OR REPLACE
STUMP GRINDING OR REMOVAL
SURVEY - INSTALLING STAKES, PINS OR MONUMENTS
TANK - INSTALL BURIED STORAGE TANK
TANK - REMOVE BURIED STORAGE TANK
TENT - INSTALL TENT STAKES
TERMITE CONTROL
TEST HOLE - CHECK UTILITY DEPTH OR LOCATION
TRAFFIC SIGNAL - INSTALL OR REPAIR
TRENCHING
WALL - INSTALL
WATER AND SEWER - INSTALL
WATER MAIN - INSTALL
WATER MAIN - REPAIR, REPLACE OR ABANDON
WATER METER – INSTALL
WATER METER - REPAIR OR REPLACE

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WATER SERVICE - INSTALL

WATER SERVICE - REPAIR, REPLACE OR ABANDON

WATER TAP

WATER VALVE – INSTALL, REPAIR OR REPLACE

WATER WELL DRILLING