

VIRGINIA UTILITY PROTECTION SERVICE, INC.

Title: Internet Positive Response Instructions Working Document

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Purpose: To provide instructions on how to respond to the Positive Response System by using the Internet.

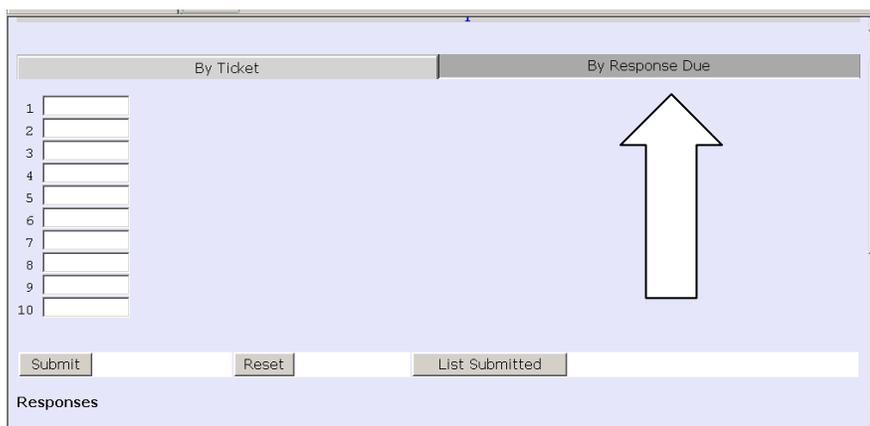
Overview: Anyone entering responses to the Positive Response System by way of the Internet should follow these instructions.

Definitions:

- Positive Response Code – Two digit code(s) used by members or their contract locators to respond to the Positive Response System reporting the marking status of an excavator's notice of intent to excavate.
- Positive Response System – Excavator-operator information exchange system that is required by §56-265.16:1(E) of the Code of Virginia. The system provides the means for members or their contract locators to respond to a notice of excavation and report that the member has either marked their underground lines or has no facilities in the excavation area.

Process:

1. Open web browser and enter <http://newtin.vups.org> into the address bar
2. Enter username and password when prompted
 - 2.1. Letters in the username and password must be lowercase
3. Move the cursor to “Tickets” and hover there
4. Select Ticket Response
 - 4.1. The screen shown below will load, it will take a minute, only click once



The screenshot shows a web application interface with a light blue background. At the top, there are two tabs: "By Ticket" and "By Response Due". The "By Response Due" tab is highlighted with a white arrow pointing upwards. Below the tabs, there is a list of ticket numbers from 1 to 10, each followed by a small input field. At the bottom of the interface, there are three buttons: "Submit", "Reset", and "List Submitted". The word "Responses" is visible at the bottom left of the interface.

5. Responses may be entered by typing the ticket number or by clicking on the By Response Due tab (see arrow in above picture)

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6. The By Response Due tab looks like this

Newtin - A (Roanoke, VA)							
Positive Response							
By Ticket				By Response Due			
Ticket	Member	Response	Excav. rep. (for 60/61/90)	Response Due Date	County	Place	Street
A708700007	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX	CHANTILLY	14291 - 14295 PARK MEADOW DR
A708700019	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX		7228 BRADDOCK ROAD
A708700035	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX		3520 LACY BLVD
A708700037	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	ALEXANDRIA CITY		405 QUEEN ST
A708700044	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX CITY	MOSBY WOODS	10204 SHILOH ST
A708700054	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX	RESTON	11021 SOLARIDGE DR
A708700062	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX	RESTON	11022 SOLARIDGE DR
A708700063	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX		BEULAH ROAD

6.1. All outstanding tickets for a Member ID can be viewed from this screen

6.1.1. Except for 3 hour and emergency

6.2. Enter the response code(s) for any ticket(s), then select Submit(it is possible to respond to all tickets on this screen at one time, select Submit before going to the next page)

6.2.1. The response is updated, and now responses for any other tickets can be entered

6.3. Select Next to view more tickets

7. Late tickets do NOT appear on the “By Response Due” tab

7.1. To respond to these tickets, the ticket number MUST be entered into the By Ticket tab

7.2. Submit must be clicked (DO NOT use the ENTER key)

8. Emergency tickets and 3 hour tickets do not appear on the “By Response Due” tab since responding to the Positive Response System is not required for these tickets

8.1. If choosing to post a response for those tickets, the ticket number MUST be entered into the By Ticket tab

8.1.1. Although use of the Positive Response System is not required, a response must be relayed to the excavator by

8.1.1.1. Going to the jobsite or contacting the excavator

8.2. To verify that the system has recorded the responses, select the List Submitted button to view responses

Related Documents:

[Telephone Positive Response Instructions Working Document](#)