

| LOCATE REQUEST TYPE     | SPECIFICATIONS  | TIME FRAME  | ALLOWED TIME FOR MARKINGS   | POSITIVE RESPONSE REQUIREMENTS   | EXPIRATION DATE OR DATE MARKINGS ARE NO LONGER VALID  | EXTENT OF PROPOSED WORK AREA   |
|-------------------------|---|---|---|--|---|--|
| <b>NORMAL</b>           | A Normal locate request is issued for the purpose of notifying member utilities or operators of an excavator's intent to excavate or demolish within the vicinity of their underground utility lines.   | The markings for a Normal locate request are valid for 15 working days beginning at 7:00 AM the next working day following an excavator's notice to Virginia 811.   | Utility operators / contract locators have two working days beginning at 7:00 AM the next working day following the excavator's notice to Virginia 811.     | Utility operators/ contract locators shall report the marking status to the Positive Response System by no later than 7:00 AM on the third working day following the excavator's notice to Virginia 811.       | 7:00 AM on the 16th working day.  | The extent of the excavator's proposed excavation or demolition shall be a work area that can be excavated within 15 working days from 7:00 AM on the next working day following a locate request. The area covered under each locate request shall not exceed one-third of a mile.                  |
| <b>UPDATE / RE-MARK</b> | An Update locate request must be processed if work will not be completed by 7:00 AM on the 15th working day.<br><br>A Re-mark locate request must be processed anytime utility lines become illegible.  | An Update locate request should be requested on the third working day before the end of the fifteen-day period.<br>A Re-mark locate request can be requested anytime during the life of the request, up to 3 working days before the 15th working day.<br><br>An Update or Re-mark will produce a new request number for the area of excavation, providing the excavator with another cycle of 15 working days. | Utility operators / contract locators have two working days beginning at 7:00 AM the next working day following the excavator's notice to Virginia 811.     | Utility operators / contract locators shall report the marking status to the Positive Response System by no later than 7:00 AM on the third working day following the excavator's notice to Virginia 811.      | 7:00 AM on the 16th working day.  | The extent of the excavator's proposed excavation or demolition will be the same work area as the original locate request.   |
| <b>DESIGNER</b>         | A Designer locate request is issued for the purpose of notifying utility members that a designer is preparing drawings and plans for a project requiring excavation or demolition as delineated in § 56-265.17:1 Subsection A.  | Member utilities shall respond to the request for underground utility line information within 15 working days in accordance with § 56-265.17:3.1-4.   | If requested by designer, an operator shall provide field locates in accordance with § 56-265.19. A.  | No later than 7:00 AM on the 16th working day following the designer's locate request. Positive Response Code 50 should be used for Designer locate requests when the designer does not request field locates. | 7:00 AM on the 16th working day following the designer's notice to the notification center. | The extent of the designer's proposed work area shall adhere to § 56-265.24 F. and the area covered under each request shall not exceed one-third of a mile.   |
| <b>MEETING</b>          | A Meeting locate request is issued for the purpose of notifying utility members of an excavator's request for a preliminary meeting to discuss the proposed excavation for a specific site as delineated in § 56-265.22:1 Subsections A-D.                                  | The operator must meet with the excavator by 7:00 AM on the third working day following notice to the notification center. A Normal locate request must be processed after the meeting takes place and before excavation can begin as delineated in § 56-265.22.1.  | A meeting is to discuss the marking of the operator's lines, and not to locate and/or mark the lines. A meeting request is not a valid request to excavate. | Positive Response Codes 40 and 42 are used for Meeting locate requests.  | 7:00 AM on the third working day following the meeting notice.                              | The extent of the excavator's proposed excavation or demolition shall be a work area that can be excavated within 15 working days from 7:00 AM on the next working day after the Normal locate request has been processed. The area covered under each request shall not exceed one-third of a mile. |
| <b>CORRECTION</b>       | A Correction is a revision to an existing Normal locate request, before 5:00 PM, on the day it was created. This allows the original caller or an employee of the same company to modify information in specific fields while retaining the original locate request number. | The markings are valid for 15 working days beginning at 7:00 AM the next working day following an excavator's notice to Virginia 811.   | Utility operators / contract locators have two working days beginning at 7:00 AM the next working day following the excavator's notice to Virginia 811.     | Utility operators/ contract locators shall report the marking status to the Positive Response System by no later than 7:00 AM on the third working day following the excavator's notice to Virginia 811.       | 7:00 AM on the 16th working day.  | The extent of the excavator's proposed excavation or demolition will be the same work area as the original version of the Normal locate request.   |

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| <b>3-HOUR</b>       | A 3HR Notice is issued for the purpose of renotifying utility members when an excavator arrives on site and sees clear evidence of the presence of an unmarked utility. Clear evidence includes the knowledge of the presence of a utility line or faded marks from a previous locate request. Virginia 811 has made provisions for an excavator to request a 3HR Notice for disputing a response posted to the Positive Response System or when no response has been posted. Virginia 811 will automatically send out a notice at 7:00 AM on the third working day if an operator fails to respond to the Positive Response System. | A 3HR Notice can be processed once all notified members have either responded to the Positive Response System or if the 48 hours (two working days) allowed by law has passed and it is 7:00 AM or later the third working day following the notice to Virginia 811.   | Utility operators/contract locators must respond to a request for a 3HR Notice within 3 hours.    | Member utilities / contract locators are not required to respond to the Positive Response System. They may go to the excavation site or contact the excavator by telephone (responses may also be posted).           | The time and date listed on the original locate request.   | The extent of the excavator's proposed excavation or demolition will be the same work area as the original version of the Normal locate request.   |
| <b>3-HOUR DEEP</b>  | The notification center is required to transmit a separate notice detailing the crossing of any natural gas, hazardous liquid, or critical facility as specified by Positive Response Code 70 to those members. This additional notice will only occur when an excavator calls Virginia 811 to report a utility crossing meeting the conditions listed above and will be designated by the identifier 3HRD.  | A 3HRD Notice can only be issued after all utilities that were notified have responded to the Positive Response System or the Due By date and time have passed. A 3HRD is issued only during normal business hours (7 AM - 5 PM) on "working days" (every day, except Saturdays, Sundays, and legal state and national holidays) | Utility operators / contract locators must respond to a request for a 3HRD Notice within 3 hours. | Member utilities/contract locators are not required to respond to the Positive Response System. They may go to the excavation site or contact the excavator by telephone (responses may also be posted).             | The time and date listed on the original locate request.   | The extent of the excavator's proposed excavation or demolition will be the same work area as the original version of the Normal locate request.   |
| <b>CANCEL</b>       | A Cancel locate request can be processed on Normal, Emergency, Re-mark or Update requests anytime during the life of the request. <b>Caution:</b> Canceling a 3HR Notice will cancel the original request and any revisions of that request. A 3HR Notice should never be canceled unless the intent is to cancel the original request.  | A canceled request means that the request is no longer valid for excavation and the requestor will receive an additional confirmation advising that the request has been canceled.   | N/A   | Positive Response Code 888 is automatically posted by Virginia 811 when a request is canceled. The Positive Response System will not accept any additional responses from any utility member or the utility locator. | Date and time the Cancel request is entered.   | N/A  |
| <b>EMERGENCY</b>    | An Emergency locate request is processed when excavation is necessary due to a sudden or unexpected occurrence involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services.   | The markings for an Emergency locate request are valid until emergency conditions cease to exist, not to exceed 15 working days.   | Utility operators have 3 hours to respond to an emergency.  | Member utilities/ contract locators are not required to respond to the Positive Response System. They may go to the excavation site or contact the excavator by telephone (responses may also be posted).            | When emergency conditions cease to exist not to exceed 15 working days. For this reason, there is no expiration date listed on Emergency requests. | If prudent, excavators should wait for utility operators to mark their utility lines before proceeding with excavation. The extent of the excavator's proposed excavation or demolition shall be a work area that can be excavated within 15 working days or until the emergency ceases to exist. The area covered under each locate request shall not exceed one-third of a mile. |