



# **Dig Safe Mobile App**

A guide for Quick-Ticket entry on your smartphone or tablet

#### Welcome to Quick-Ticket Entry!

Dig Safe's free app gives you the convenience of applying for tickets from your mobile device.

Quick-Ticket offers immediate processing, it is available 24/7, and allows you to email a copy of your tickets for easy record keeping.

Please read the following guide if you are new to Quick-Ticket.



#### Important To Know Before Starting:

#### Quick-Ticket Does Not accept

# • Excavation locations that extend beyond 1320' feet (1/4 mile) from the street address, intersection or lat/long coordinates provided

If the excavation is beyond 1320', you must apply for the ticket by phone at 888-DIG-SAFE, so that a Customer Service Representative may draw out the parameters of your excavation area accordingly. See "Buffer" on page 29.

#### •New Streets, Developments, Sub-divisions and Condo Complexes

Contact us at **811** for locations that are not reflected on our digital map. Our Customer Service Representative must draw out these types of locations to notify the appropriate utilities for your markout.

#### Emergency Tickets

Quick-Ticket only accepts scheduled excavation notices. You must call 811 to request an Emergency Dig Safe ticket.

#### •Blasting and 'State Permit Only' tickets

Quick-Ticket may only be used to process standard excavation tickets.



#### **Important To Know Before Starting:**

#### **Google Map**

Quick-Ticket includes a map that allows you to see the area that you enter into the system.

After you enter the location information, a pink highlighted area appears on the map. This pink area represents the area on the ground where our system searches for member utility companies to notify for your markout.

Please understand that these highlighted areas are for Dig Safe's purposes only. It is a tool that enables us to identify the utility companies that need to be notified.

Your dig proposed location must be located within the pink area. However, you must still describe the scope of your job with your written description on the ticket, and also by premarking the area on the job site.



#### Important To Know Before Starting:

#### **Incorrect Address or Location**

Make a mistake? If you process a ticket with incorrect information, please contact the center at **811** right away. The ticket must be cancelled before you process a new one.

Dig Safe reserves the right to revoke a Quick-Ticket password if a user repeatedly enters tickets with missing or inaccurate information.

#### Live Support

If you're having trouble, we're here to help. For live support, call 811 Monday through Friday between 6:00 am and 6:00 pm.



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#### **Download App**

From your smartphone or tablet, go to digsafe.com and click on Download Mobile App.



# **Download App**

Choose Apple App Store for Iphone and Ipad, or Google Play for Android devices.



# **Download App**

When download is complete, Dig Safe's Quick-Ticket icon should appear on your device.



#### Get a Quick-Ticket Password

If you don't already have a Quick-Ticket password, go to digsafe.com and choose Sign Up for Quick-Ticket. Agree to the Terms and Conditions, then complete online form. Your Quick-Ticket password will be emailed to you.



You are now ready to start applying for tickets.

#### First, you must log on.

Tap the Dig Safe Quick-Ticket mobile app icon on your device.



# Log on

From the menu, tap Quick-Ticket.



# Log on

Enter your Quick-Ticket password and tap Sign In. (Your password is case sensitive.)



#### Log on

Do not use Quick-Ticket for excavation areas that extend beyond 1320 feet (one quarter mile) from the street address, intersection or lat/long coordinates given.

If the excavation is beyond 1320 feet, you must apply for the ticket by phone by calling 811, so that a Customer Service Representative may draw out the parameters of your excavation area accordingly.

If the excavation is not more than 1320 feet, tap NO to proceed.



#### Applying for a ticket

#### **Contact Info**

Getting tickets is easier when you use your contractor ID number. If you don't have an ID number, apply for one now at digsafe.com. Choose Contractor ID Number, then complete form. Your contractor ID number will be emailed to you. Or, apply for an ID number by calling 811 and a Customer Service Representative will be happy to help. When you enter your contractor ID number, your company contact information will appear automatically.

If you prefer not to have an ID number, you must manually fill in the fields yourself with your company information.

Tap NEXT to continue to the next screen.



#### Applying for a ticket

#### **Dig Location – Excavation Address**

Tap the State scroll arrow, and choose the state where the excavation will take place.

Then, tap the Municipality scroll arrow and choose the city or town where the excavation will take place.

	-	
D	IG LOCATION	1
Contact	Location	Excavation
Мар	Confirmation	Sign Out
Massad Municipa Wobur Use addr	chusetts 🔹 n 🔹	at-lon?
Addres	s GPS la	t-lon

#### Applying for a ticket

#### **Dig Location – Excavation Address**

Enter the address of the dig location, then tap <u>Validate Address</u>.

Then enter the 2 cross streets that are located on both sides of the dig location. <u>You must validate</u> <u>each cross street</u>. This information is used to make sure we notify the correct utilities for your markout.

Note: Interstate route numbers are entered as: I 95, I 495

State Highway route numbers are entered as: State Hwy 20, State Hwy 62

If the location can't be verified, please call us at 811 to apply for your ticket by phone.

Tap NEXT to proceed to next screen.



#### View the Map to Check Your Dig Location - Excavation Address

After you enter the address, and the 2 cross streets that are located on either side of the address, tap the MAP button to verify the location entered.



# View the Map to Check Your Dig Location – Excavation Address

You may choose to view the map in either MAP or SATELITTE view by tapping the MAP or SATELLITE button on the upper right hand corner of the screen.

The pink highlighted area on the map represents where our system searches for member utility companies to notify for your markout.

IMPORTANT! This highlighted area is a tool that enables us to identify the utility companies that need to be notified.

Your dig location must be located within the pink area. However, you must still describe the scope of your job with your written description on the ticket, and with your premarks at the job site.

After you've verified the dig location on the map, tap LOCATION on the top of the screen to proceed.







Satellite View

#### Applying for a ticket

#### **Dig Location - Intersection**

When entering an intersection in the Excavation Address field, the two street names must be separated with a forward slash (/)

i.e. Montvale Ave / Mack Rd

Do not enter more than two streets when describing an intersection.



#### View the Map to Check Your Dig Location - Intersection

After you enter the intersection, tap the MAP button to verify the location entered.



## View the Map to Check Your Dig Location - Intersection

You may choose to view the map in either MAP or SATELITTE view by tapping the MAP or SATELLITE button on the upper right hand corner of the screen.

The pink highlighted area on the map represents where our system searches for member utility companies to notify for your markout.

IMPORTANT! This highlighted area is a tool that enables us to identify the utility companies that need to be notified.

Your dig location must be located within the pink area. However, you must still describe the scope of your job with your written description on the ticket, and with your premarks at the job site. (i.e. at the intersection only, 25' in all directions from intersection).

After you've verified the dig location on the map, tap LOCATION on the top of the screen to proceed.



Map View



Satellite View

# Starting at an intersection, then proceeding down either street.

First, in the Excavation Address field, enter the name of the street that you will proceed down. In the first cross street field, enter the street name of where you will start.

Excavation address:	
MONTVALE ave	
Validate Address	
Excavation is between these cross streets:	SS
Mack rd	

# Starting at an intersection, then proceeding down either street.

Now, in the Additional Information field, enter the name of the street you will start at, and the maximum distance down the street you intend to dig.

# Additional information:

Starting at the intersection of Mack Rd, then heading west on MONTVALE Ave for 1000 feet.

#### Applying for a ticket

# **Dig Location – Latitude/Longitude**

You may find Lat/Long coordinates for your dig location with one of the many free online map programs available (i.e. Google maps, Yahoo maps) or any device that captures X/Y coordinates.

First, tap GPS lat-long button.



#### Applying for a ticket

#### **Dig Location – Latitude/Longitude**

Enter the coordinates using one of the two acceptable formats:

#### True Decimal Degrees:

(i.e., Lat 42.479157 Long -71.118274)

**Degrees, Minutes, Seconds (DMS):** (i.e., Lat 42 28 45 Long -71 07 06)

Then, tap Validate GPS.

Now enter the nearest street in the Excavation Address field.



Applying for a ticket

**Dig Location – Latitude/Longitude** 

Dig Safe uses the lat/long coordinates you provide to indentify the correct list of utilities to notify for your markout.

In the Additional Information field, you must also provide a written description of where the dig site is located.



Select the furthest point you will be digging from the centerline of the street or lat/lon point entered:

500 ft	600 ft	700 ft
800 ft	900 ft	1000 ft
1100 ft	1200 ft	1320 ft

Additional information:

Previous

Working off the road in open field which is located 1000 feet west of address 331 Montvale Ave.

Next

Cancel

View the Map to Check Your Dig Location – Lat/Long Coordinates

After you enter the latitude and longitude coordinates, tap the MAP button to verify the location entered.



# View the Map to Check Your Dig Location – Lat/Long Coordinates

You may choose to view the map in either MAP or SATELITTE view by tapping the MAP or SATELLITE button on the upper right hand corner of the screen.

The pink highlighted area on the map represents where our system searches for member utility companies to notify for your markout.

IMPORTANT! This highlighted area is a tool that enables us to identify the utility companies that need to be notified.

Your dig location must be located within the pink area. However, you must still describe the scope of your job with your written description on the ticket, and with your premarks at the job site. (i.e. lot number or pole number)

After you've verified the lat/long coordinates entered , tap LOCATION on the top of the screen to proceed.



Map View



Satellite View

#### **Buffer**

Select the furthest point, in feet, that you plan to dig from the center line of the street, intersection, or latitude/longitude coordinates that you have entered. Dig Safe's system automatically defaults to a buffer of 500 feet, meaning we will notify any participating utilities within 500 feet of the address, intersection or lat/long point that you provide as a dig location.

You may expand this buffer up to 1,320 feet by tapping the buffer distance of your choice.



Select the furthest point you will be digging from the centerline of the street or lat/lon point entered:

500 ft	600 ft	700 ft	
800 ft	900 ft	1000 ft	
1100 ft	1200 ft	1320 ft	
Additional	informatior	1:	
Working at	the Citizens	s Bank Builc	ling
Previous	Next	Cancel	
	6		

#### **Additional Information**

This is where you enter any information that helps the utility locators who respond for your markout. You may also include place names to help describe where you plan to dig (i.e. Beth Israel Hospital, Gulf gas Station, the town common), exit and mile marker numbers on highways, manhole, pole, pedestal, or transformer numbers, lot numbers, distance and direction from an intersecting street, etc.

You may also use this field to include a a site contact person's information, information about how to gain access to the site, special instructions, etc.

After you enter this information, tap NEXT.



Select the furthest point you will be digging from the centerline of the street or lat/lon point entered:

500 ft	600 ft	700 ft
800 ft	900 ft	1000 ft
1100 ft	1200 ft	1320 ft

Additional information:

Working at the Citizens Bank Building



#### **Nature of Work**

The utilities want to know why you are digging. Please be specific.

Do not enter only 'Trenching', 'Excavating', or 'Drilling'. We need to know why are you trenching, excavating or drilling. To do what? (i.e. Trenching for new electric line, excavating to remove contaminated soil, drilling for monitoring wells.)

Other examples:

Install new pole (not 'pole')
Replace water main (not 'water main')
Foundation for house addition (not 'foundation')



#### **Area Premarked?**

By law, the area of your upcoming excavation project must be premarked before notifying Dig Safe.

Tap YES or NO.

	•			
E	XCAVA		NFO	
Contact	Loc	ation	Excavation	
Мар	Confi	rmation	Sign Out	
What is	the typ	e of wo	ork?	
borings	for soil	sample	es	
Is the ar	ea prei	marked	1?	
Yes	No			
Area of	work:			
Example	es: stre	et to ho	ouse, private p	orc
What is	the exc	cavatio	n date?	
	(			

Area of Work

Describe the specific excavation area at the
jobsite.

Examples:

From street to house

Center of the street

Sidewalk area

Entire width of street

Back yard on private property

Area of work:	
Priv prop. park	ing lot behind building
What is the ex	cavation date?
09/29/2014	
What is the ex	cavation start time?
11:45	
What is the na doing the wor	me of the excavator k?
	TESTING MAPPING S

# Start Date / Time

For locations in Vermont, you must give advance notice of at least 48 business hours.

For locations in Massachusetts, Maine, New Hampshire and Rhode Island, you must give advance notice of at least 72 business hours.

Weekends and holidays do not count toward your legal start date.

#### **Observed Legal Holidays:**

NEW YEAR'S DAY MARTIN LUTHER KING DAY PRESIDENT'S DAY PATRIOT'S DAY (MA & ME ONLY) MEMORIAL DAY INDEPENDENCE DAY VICTORY DAY (RI ONLY) LABOR DAY COLUMBUS DAY ELECTION DAY (NH ONLY, EVEN YEARS) VETERAN'S DAY THANKSGIVING DAY CHRISTMAS DAY



#### Start Date / Time

#### **IMPORTANT!**

Quick-Ticket uses an internal, real-time clock, so if you don't process your ticket right away, you need to adjust the pre-determined start time.

For example, let's say you start entering a Quick-Ticket at 11:45 am, but then get interrupted with a phone call, or you leave to get coffee.

When you come back to the app, it's important to advance the pre-set time from 11:45 am to the actual time it is when you submit the ticket.

If you don't forward the start time, the system rejects the ticket because it is less than the required 72 business hours (in MA, ME, NH and RI) or 48 hours (in VT).



**Ticket Confirmation -** Please scroll through the entire confirmation to check the accuracy of the information that you have entered. Also observe the disclaimers at the bottom of the screen.

Call 811 if you've made a mistake so we can cancel the ticket.

•	,
Request Number: 20143508 8/27/2014 Time: 2:56 PM	3953 Date:
Latitude: Longitude:	
State: MASSACHUSETTS Mur WOBURN	nicipality:
Address / Intersection: AVE	331 MONTVALE
Nearest Cross Street 1: Cross Street 2: MACK RD	I 93 SB <b>Nearest</b>
Additional Information: Citizens Bank Building	Working at the
Nature Of Work: Drilling environmental test holes	g for
Area Of Work: In back pa	arking lot
Area Is Premarked: Y Sta 09/02/2014 Start Time: 1	art Date: 15:15
Caller: MAPPING SYSTEM T SYSTEM Return Call: 8-4	Title: TESTING
Phone: <u>781-721-0990</u> Fax: Alt. Phone:	781-721-0047
0	

Email	: CALLCENTER@DI	GSAFE.COM
Contr SYSTE	<b>actor:</b> DIG SAFE M	E TESTING MAPPING
Addre State	<b>ss:</b> 11 UPTON DF : MA <b>Zip:</b> 01887	City: WILMINGTON
<b>Excav</b> Holli	<b>ator Doing Work</b> ston, MA	: Enviro Pro -
Member Utility List		
Code	Abbreviation	Name
D107	DSCI	DSCI , LLC
NJ	VERIZN	VERIZON
SB	NSTREL	NSTAR ELECTRIC
SC	NGRDGS	NATIONAL GRID GAS- BOSTON
TV	COMCAS	COMCAST
ON	ONTARG	ON TARGET LOCATING
RJ	IDM	INNOVATIVE DATA MANAGEMENT



maintain. You may want to contact them for more information.

The excavator is responsible to maintain markings placed by member utilities. DIG SAFE ENCOURAGES A COPY OF THIS ELECTRONIC TICKET ON SITE AT ALL TIMES.

**Ticket Confirmation -** You may email copies of your ticket confirmations for easy record keeping.

To email your tickets to yourself, tap Email on the very bottom left of your confirmation screen.



Quick-Ticket automatically loads the email address that is associated with your Contractor ID number. Enter a different email address if preferred. Then, tap Send.



#### What would you like to do next?

To enter another ticket, tap NEW on the bottom right of the confirmation screen.



To end the session, tap Sign Out at the top right of the screen.

