



Dig Safe System, Inc.

Purpose and Objectives

Dig Safe is a private, not-for-profit organization established in 1981 to promote public safety, protect vital utility services and to prevent harm to property and the environment caused by underground utility damage.

State laws require anyone who digs to notify the appropriate utility companies before starting an excavation project. In accordance with these laws, Dig Safe System, Inc. provides notification services for excavators and member utilities in Massachusetts, Maine, New Hampshire, Rhode Island and Vermont.

Excavators may contact Dig Safe toll-free at 811, by using Quick-Ticket at digsafe.com, or by using Dig Safe's phone app to report planned projects involving earth moving operations.

The Dig Safe Center collects information regarding the upcoming project, which includes the location of the excavation area, the type of work to be done, and the caller's contact information. The excavation notice is then transmitted electronically to the member utilities that own or maintain underground facilities in the area of excavation. Callers receive a confirmation number for reference and legal proof of notification.

In turn, the member utilities use paint, stakes or flags to mark the location of their underground facilities so that utility damage is avoided. This is a free service, funded entirely by member utility companies.

Member Classifications

Principal Member

Any public utility or municipality over 100 miles of underground facilities.

General Member

Any public or municipal utility with less than 100 miles of underground plant.

A General Member may voluntarily become a Principal Member upon approval of the Board of Directors. When the number of Dig Safe notifications to a General Member exceeds an average of 300 calls per month over a 12 month period, they will be reclassified as a Principal Member and share costs as a Principal Member.

Non-Utility Member

Any private non-utility company who wishes to protect their underground facilities. Membership is voluntary and not required by state law.

All Non-Utility members are subject to the approval of the Board of Directors.

Corporate Operation

Dig Safe System, Inc. is managed by a Board of Directors consisting of members appointed by each Principal Member, and one member elected from all of the General Members.

Voting rights are determined by the percent of costs shared by Principal members. General Members have one vote, and Non-Utility Members have no voting rights or representation on the Board.

Cost of Membership

Principal Members

Principal Members are billed monthly. To determine a Principal Member's share of the cost, the following are considered:

- 1) Allocation of Corporate Cost By State – Based on the number of inward notices received for that state, divided by the total number of inward notices received by the center for that month.
- 2) Cost of Outward Distribution – Includes communication costs distributed by the state. A member's cost is determined by a percentage, which is derived by dividing the total number of calls sent to that member by the total number of calls sent to each state.
- 3) Member Share – Each member is billed for Item # 1 based on the member's trench miles of underground facilities protected in that state, divided by their share of distribution costs as allocated in Item # 2. The minimum share for a member in Item #1 is .1% per state in which the member operates. Principal members are required to report their trench miles annually to Dig Safe upon request.

General Members

General Members are billed quarterly, at a per-notice rate of \$1.00.

Non-Utility Members

Non-Utility Members are billed quarterly, at a per-notice rate of \$1.00, in addition to a membership fee of \$75.00/quarter.

*** Effective January 1, 2015, all new members are required to receive billing invoices via email.**

Mapping Service Territories

To reduce costs and ticket management labor for its members, Dig Safe utilizes a GIS/GPS mapping system to eliminate unnecessary notifications. The location of all utility locate requests are screened using the GIS/GPS electronic map before transmitting notices to the member utility companies. To benefit from this screening process, members must choose one of the following methods:

- 1) Provide digital map data: For a list of compatible formats, go to the "Download Forms" page at digsafe.com and download "Specifications for GIS/GPS Digital Data."
- 2) GPS Coordinates: Provide GPS coordinates of the location of their underground facilities. Details are on the form titled "Specifications of Digital GIS/GPS Data," which is found on the "Become A Member" page at digsafe.com.
- 3) Google Earth: This method allows members that do not have a G.I.S. system to draw their coverage accurately with the free utility, Google Earth, and submit updates via email. One advantage is that you always have a visual copy of your coverage. It can also be used to make minor adjustments or verify the accuracy of coverage. This method does require a bit of reading on how to use it.

You can find tutorials and read instructions on how to use Google Earth by searching the internet with keywords: ***Google earth user guide***

A more specific video tutorial on how to create a coverage in Google Earth is available at www.digsafe.com. Call Dig Safe's Mapping Department at 877-DIG-SAFE to set up an online account to access online coverage for verification.

- 4) Default coverage in all towns/cities they service and thereby receive all excavation notices for such towns/cities.

The map data is entered into the system and the member company receives excavation notices only in the areas where its underground facilities are present.

A member company may submit map data for all municipalities in its service territory, or choose to map only certain municipalities (while defaulting others).

Companies who submit map data are responsible for updating this data on an ongoing basis. The member will be billed at a rate of \$125.00 per hour for map digitization.

Call Center Operations

Hours of Operation

The Dig Safe Center operates Monday through Friday, from 6:00 am to 6:00 pm. Emergency coverage for Saturdays, Sundays, legal holidays, and weekdays from 6:00 pm to 6:00 am is provided by an off hours notification center. Quick-Ticket at digsafe.com, as well as Dig Safe's phone app, may be used to apply for non-emergency requests 24 hours a day, 365 days a year.

Methods of Notification

The center receives messages (known as Dig Safe "tickets") by incoming telephone calls at 811, by using Quick-Ticket online at digsafe.com, or by using Dig Safe's phone app.

Emergencies may not be processed by using Quick-Ticket or with our phone app. All emergency notifications must be called to the center directly at 811 or 888-DIGSAFE. An automatic call distributor controls the flow of incoming calls at the center.

Member companies receive tickets electronically via one dedicated email address. Member companies must be able to receive tickets from all 3 of Dig Safe's servers, as ticket transmissions may come from any one of the servers listed below at any time:

digsafe.com

digsafe2.com

pelicancorponecall.com

Date of Last Revision: April 14, 2015