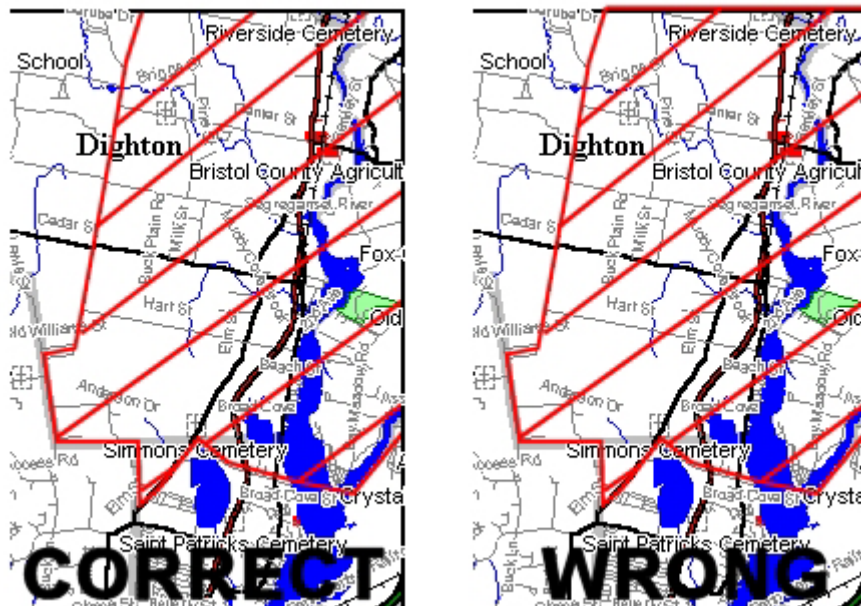


## Guidelines for marking maps for digitization

- 1) When returning paper maps only send maps to us that you have marked on along with the county grid panels and the completed authorization form. If you choose to default an entire city/town do not mark streets or polygons in that city/town on the maps.
- 2) Make sure to send us the original maps (copies of copies will introduce error). Also, Do Not fold maps as it impedes the accuracy at which the maps can be digitized at. Instead, loosely roll them up.
- 3) The four corners of the map and its coordinates must be visible and clear.
- 4) Only a **RED** fine point pen, pencil, or marker should be used to show coverage to be added on the maps.
- 5) Do not mark on the map's borders. Doing so hinders obtaining accurate control points as well as edge matching two or more maps together. (SEE BELOW)



- \* 6) If you choose to draw a polygon around an area you would like to have covered (instead of a line coverage) then you need to add in your own buffer zone on the map.

**FOR LINE COVERAGES:** If you are submitting a line or point coverage then you will need to **specify a buffer zone** width on the Index Grid Plot (distance that you want to be notified on each side of your line).

**FOR POLYGON COVERAGES:** You will need to cross-hatch the area within your notification boundaries. This will allow us to tell the difference between a line coverage and a polygon coverage.

- 7) Try to be as accurate as possible when marking on the maps. Poorly marked maps will yield poor results in the notification process.

- 8) Please use a highlighter to highlight areas on a map that are small or difficult to see such as points or very short line segments.
- 9) Mark only one station code's coverage per set of maps.
- 10) Please do not add or attempt to correct features on the land base (do not label roads, etc.) that may be labeled incorrectly or may be out of date; please **MARK YOUR COVERAGE AREA ONLY**. While we appreciate the effort, it can be confusing to distinguish between these corrections and your transmission lines (etc.). Also, you need to be aware that not every street can be labeled do to space limitations. Mark the area as best as you can or draw a polygon around the particular area if you cannot accurately draw lines to depict you coverage boundaries.
- 11) If you are wanting to remove a portion of your digitized coverage for the purpose of an update, use a **BLUE** fine point ink pen or pencil along with an annotation that you indeed want removal of that portion of your coverage.
- 12) Be sure to completely fill out the information on the cover sheet for each set of maps. On the Index Grid Plot, place a check in the grids that have been marked on.

**\* The Maine P.U.C. requires all Maine Dig Safe members to map the location of their underground facilities. These mapping requirements are located in Maine Rule Chapter 895, Section 6D.**

### **GIS/GPS Mapping Data Updates**

*If your company has provided us with GIS/GPS mapping data, please be aware that you will be required to keep your information up to date. To do this, you must routinely send us your digital mapping files or request paper maps to indicate the new facilities. Effective February 1<sup>st</sup> 2005 all member companies who request paper maps will be billed at a rate of \$32.00/hour.*

*All mapping changes received at the call center will be forwarded to our mapping vendor, who will process the information and input it into the system. You will be billed at a rate of \$125.00/hour for this service, which will be added to your monthly/quarterly invoice as a separate line item.*

*For companies who are updating existing map data please return the authorization form & map page(s) as soon as possible. If you are a new company we cannot process your membership until your mapping information has been returned. Please be advised that your mapping information must be received in the Dig Safe center within 30 days, otherwise your membership will be considered invalid and you will be required to begin the process again.*

Remit to:                      Rome Miano  
   Dig Safe System, Inc.  
   331 Montvale Ave.  
   Woburn, MA 01801

*For questions, please contact Rome Miano, mapping coordinator, at 781-721-0990 ext. 3029 or e-mail [Rmiano@digsafe.com](mailto:Rmiano@digsafe.com).*