



How To Submit A Fax Request That Will Not Be Rejected

New Mexico One Call, Inc.

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How To Submit A FAX Locate Request That Will Not Be Rejected

The FAX Line Locate Request Form is designed to be a ~~one~~ size fits most communication. It can accommodate a majority of the types of requests that NMOC receives every day. However, there are some limitations and important things to know when filling out and submitting a locate request using this form.

No attachments will be accepted to the fax request. You may include a map as additional graphical information but the request form itself must be completely filled out.

The FAX Form Layout

The request form is structured in much of the same order as the questions we ask excavators when they call 811. The questions on the fax are based on the eight ~~minimum~~ required pieces of information for any ticket to be considered complete under the NM Excavation Law as listed below:

1. Name and Contact information of the excavator
2. A description and purpose of the type of work to be done
3. The name of the person For Whom the work will be done
4. Whether or not the excavation site is pre-marked in white
5. An accurate physical description of the location and size of the excavation site.
Reference to a plat of a Subdivision shall *not*, by itself, be sufficient description
6. Driving instructions to a *Rural* excavation site
7. Spotting instructions
8. Any appropriate remarks regarding access to or hazards at the site.

The name and contact information of the excavator is the first thing. The Contractor Name must be filled in. The contact person must be the first and last name of the person who is the most knowledgeable about the job and can be contacted by anyone if any clarification on the request is needed.

The next is the Type of Work. Trenching, for example is too vague. The purpose of the excavation must also be included. Trenching for an electric, or water, or communications line is a complete description of the ~~type~~ of work. Another example is Earthwork; for what purpose? Is new construction of a building or other structure going to occur? Perhaps preparation is being done for a new subdivision in the city. State law requires that the *purpose* of the excavation to be part of the request.

The next section deals with the various ways to describe the location of the work. More detail is provided in the following pages.

In the final sections of the request form, you have fields to provide driving directions to the dig site, spotting instructions, and remarks regarding access issues or hazards.

Describing the Location

The dig location can be described as an address, an intersection, a length of road from one intersection to another, an OIL/GAS WELL, a PIPELINE or Pipeline Right of Way, or a location

along a Railroad. If you have an excavation that is more complex, please call 811 and speak with an operator to process a ticket.

***Note: Wells and Intersections generally don't mix. Unless a well site is located in town with an address, specify the well name *only* and omit the intersecting streets. If you provide both, your fax will be rejected and you will be asked to specify one OR the other as the legal description for the location.

Addresses and roads

The usual location for an excavation is at, in front of, or behind an address. It may also be in a roadway for a particular distance or from one intersecting street to another. For these reasons there are fields that must be completed to provide the legal description of the location as shown here.

Is there a civic address number? If **YES**, address? _____

If **NO** civic address: What is the **road** the work is on? _____

What is the nearest cross street (**REQUIRED**)? _____

What is the second nearest cross street (optional)? _____

[NOTE: for a project that spans several blocks along the same road, what is the cross street closest to the end?]

Notice that the first line is asking just for the street number. You can simply write, for example, ~~6214~~+ If the address has a suite#, apt#, or something additional like that you can write, ~~6214~~ unit 3C.+

The next line is asking what road the work is on. Write in the name of the road. Because municipalities may have many streets with the same name, it is important to include the street type, such as: RD, ST, AVE, BLVD, LN, DR, CIR, PL, etc. Cimarron Rd and Cimarron DR may be in different parts of the city and it can change the location of the dig site. You must also include what portion of the city or road (whenever this applies). Examples are: W Church St, or 12th ST NE.

If the location is at an address, these first two lines should look like this:

Is there a civic address number? If **YES**, address? _____ 6214 _____

If **NO** civic address: What is the **road** the work is on? _____ Montgomery Blvd NE _____

The next question, what is the nearest cross street (intersection), is required by New Mexico One Call. Sometimes the information in our map is incomplete or out dated and we may not have civic addressing information on some roads. This is especially true in rural locations or in new subdivisions that have not yet been entered into a Geographic Information System by the county or municipality. We are constantly seeking new information to keep our mapping database as up to date as possible.

At least one Nearest Cross Street is required. This is NOT the nearest traffic light. We are requesting the immediate intersecting street down the road from address or work area. It can be either a street south, north, east or west of the address. We must have at least one cross street in order to provide our notification system more information in the event that the address cannot be looked up. This will allow us to notify the correct underground facility owners in the area of your excavation.

The second nearest intersection is optional, but we encourage that you try to provide it. This helps us further determine the location of your site, and helps the Locators as well.

So, a complete location will look like this:

Is there a civic address number? If **YES**, address? _____ 6214 _____

If **NO** civic address: What is the **road** the work is on? _____ Montgomery Blvd NE _____

What is the nearest cross street (**REQUIRED**)? _____ San Pedro Dr NE _____

What is the second nearest cross street (optional)? _____

[NOTE: for a project that spans several blocks along the same road, what is the cross street closest to the end?]

If your dig site is in the road, and not at any specific address, then you might answer the questions this way:

Is there a civic address number? If **YES**, address? _____

If **NO** civic address: What is the **road** the work is on? _____ Montgomery Blvd NE _____

What is the nearest cross street (**REQUIRED**)? _____ San Pedro Dr NE _____

What is the second nearest cross street (optional)? _____ Roberta Pl NE _____

[NOTE: for a project that spans several blocks along the same road, what is the cross street closest to the end?]

Notice that the address field is not filled out.

Well locations or Pipeline right of ways

If the location of the work is at an oil or gas well, the well name must be written in well name field. But instead of providing the nearest intersecting streets, the Township, Range, Section and Quarter must be included. You may use GPS instead of TRSQ, but at least one of those types of information must be specified on the request for a well.

If the location of the work is along a pipeline right of way, write the word %Pipeline+or %Pipeline ROW+in the Well name field. If the work is at a Pipeline ROW mile marker, specify the marker number.

For these locations you must also use TRSQ or Lat/Long (GPS). Driving instructions should take the reader to a road access to the ROW. At this point you need to provide the direction to turn on the ROW and how far either in mileage or to a mile marker on the ROW.

If you use TRSQ and the work is going to extend beyond one section, you must specify all of the quarter sections that your excavation will affect. Since there is limited space on the request, it may be best to call 811 and speak with an operator.

If you use Lat/long (GPS), you may specify your location by entering the Latitude and Longitude in the appropriate fields on the form and provide spotting instructions around that point. If you need to specify a beginning point and an ending point, or you are using multiple points to specify the boundaries of the dig location, you should call 811 and speak with an operator to process your ticket.

Driving Directions

Driving directions are *required* for rural locations. They may also be necessary for locations within the city when driving up to an address doesn't get you to the final location.

Driving directions must begin with a compass direction from a MAJOR intersection or from an intersection in a city, town or village. You may also use a highway exit number. Once started, driving directions can continue describing turns using ~~left~~ and ~~right~~ or compass direction. They must also have distance on every leg of the journey to the location.

Latitude/Longitude(GPS)

When providing Latitude and Longitude, it must be provided in Decimal Degree (DD) format for us to be able to use it.

We cannot accept Degrees-Minutes-Seconds (DMS) as the *only* information to determine the location of the dig site. Converting DMS to DD, and ensuring the accuracy of the information provided on the request, is the responsibility of the excavator. There are multitudes of websites that handle coordinate conversion. If you are more comfortable with using arithmetic, the formula to convert DMS to DD is $(D + (M/60) + (S/3600))$.

Due to the liabilities involved, our operators will not do any conversions for you.

However, if you provide this information as well as a TRSQ, we will put it on the ticket in the format you provided (without any conversion). But the GPS in any other format will not be used in our system as a means to determine your dig location.

Decimal Degree format expresses latitude and longitude geographic coordinates as decimal fractions and are used in many Geographic Information Systems (GIS), web mapping, and GPS devices. For example, the lat/long for A Mountain southeast of Las Cruces is at LAT 32.292690 and LONG -106.697269. If this is the only information for the location that you provide, (including driving directions to the rural location) then it must be provided on the request in decimal degree format.

If you have a GPS unit that provides your position in UTM Easting and Northing, you will have to consult your unit's user manual to make it display Decimal Degree Lat/Long. Easting and Northing is often confused with DD Lat/long because it follows the pattern shown below.

**10 S 0294324.35
3925702.26**

You may see these measurements on Forest Service maps. To learn more about UTM coordinates visit this link: <http://maptools.com/UsingUTM/quickUTM.html>

If you have any other questions regarding the FAX Locate Request Form, please call NM One Call by dialing 505-260-1165.