



ONE CALL OF WYOMING

FAX-A-LOCATE AGREEMENT

1. Location requests may be transmitted to One-Call Systems, Inc. (OCS) 24 hours/day, 365 days/year. The telephone number to be used for this purpose is 800-217-3719. Only ROUTINE messages which give the proper two (2) working days notice before the start of excavation, but not more than fourteen (14) days prior to beginning the work are acceptable. Locates must be within the state of Wyoming. EMERGENCY LOCATE REQUESTS WILL NOT BE ACCEPTED VIA FAX.
2. OCS requires that the information entered on the FAX-A-LOCATE form meet all requirements of Wyoming law and meet the ticket guidelines contained in the Professional Excavator's Manual. OCS reserves the right to return a location request(s) to the company or individual submitting it when the information on the FAX-A-LOCATE form is incomplete, vague or illegible.
3. Location requests received between the hours of 08:00 AM and 05:00 PM (Mountain Time Zone) will be entered into the system within two (2) hours of receipt of the locates. You must calculate this two (2) hour delay when determining the starting date and time for each job. Tickets received between 8 AM and 12 Noon must have an excavation date and time of no earlier than 12 Noon of the second working day following the fax transmission of the ticket. Tickets received between 12 Noon and 5 PM must have an excavation date and time of no earlier than 8 AM of the third working day following the fax transmission of the ticket.
4. OCS reserves the right to reject or terminate any company's agreement to use the FAX-A-LOCATE service.
5. Participating excavators must meet the following conditions when submitting FAX-A-LOCATE requests:
 - a. A cover sheet must be sent detailing the excavators name and number of pages (locates) being transmitted.
 - b. All FAX-A-LOCATE requests must be submitted on the FAX-A-LOCATE form (page 3)
 - c. A standard telephone number is used as excavator identification in the OCS computer system.
 - d. FAX-A-LOCATE form should be typewritten or printed (legibly)
 - e. FAX-A-LOCATE form should contain all information required by Wyoming law
6. OCS, after entering the information, will fax a confirmation notice to the excavator which contains:
 - f. The ticket number(s) associated with the FAX-A-LOCATE requests.
 - g. The assigned start date and time for the locate ticket(s)
 - h. Identification of the facility operators notified
7. The excavator will be responsible for notifying any operators of private facilities that are not members of the One Call of Wyoming system.
8. The excavator who initiates the FAX-A-LOCATE request assumes all responsibility for non-notification until they receive a confirmation notice from OCS.

COMPANY NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

STANDARDOFFICE TELEPHONE : () _____

OFFICE FAX NUMBER:() _____

SIGNATURE _____

DATE _____

PRINT NAME _____

