I. **PURPOSE:**
   To maintain facilities and to protect against the danger of injury to a person or persons, also to protect against damage to Cooperative facilities.

II. **POLICY:**
   It shall be the policy of the Cooperative to provide a location and identification service of its underground facilities in conjunction with excavation activities and as state Dig Laws dictate.

III. **DEFINITIONS:**
   A. "Excavation" shall mean any work including a ditch, trench, cut, hole, or other changes in grade.
   B. "Underground facility" shall mean any item of property which is buried or placed below ground in conjunction with the operation and conveyance of electricity.
   C. "Person" shall mean and include any individual, partnership, joint venture, corporation, or municipality, and includes the employees of any of the above.
III. **RESPONSIBILITY:**

The General Manager/CEO, or his designee, shall have the responsibility of carrying out this policy.

IV. **PROVISIONS:**

The following procedures and conditions shall apply to the provisions of this policy.

A. Any person seeking information concerning the location of the Cooperative’s underground facilities must do so in person or by telephone, and/or by utilizing the one call center as per state laws and company policy.

B. The person requesting a locate is responsible to provide a field mark to show planned excavation.

C. The Cooperative will provide information, location and/or field marking at its earliest convenience, or no later than the end of the normal business hours of the second full working day following the date of the request. Saturdays, Sundays, and Holidays are excluded.

D. Persons requesting multiple locations will be required to make request for each and every excavation as a separate location. Multiple location requests by one person or entity will be limited to three (3) hours of location time per day, unless the Cooperative’s schedule allows otherwise.

E. Once a locate has been marked, it is the responsibility of the owner/excavator to maintain those marks.

F. Persons requesting a 2nd locate for the same location, may be required to pay in advance the cost of said location service.

G. If any underground facility is damaged by any person who has failed to obtain information as to its location, then such person shall be liable to the Cooperative for the entire cost of repair or replacement of such facility as determined by the Cooperative.
H. The act of obtaining information as required shall not excuse any person making any such excavation from doing so in a careful and prudent manner, nor shall it excuse such person from liability for any damage or injury resulting from his or her negligence.

I. The field locating mark provided is considered an accurate location at 18 inches on either side of locating mark, with no guarantee of depth.

J. Any person requesting a locate after normal business hours, including Saturdays, Sundays, and Holidays, shall be scheduled at the option of the Cooperative and at a charge equal to the total cost of said service.

K. Any person requesting a locate of non-Cooperative owned facilities shall be considered at the option of the Cooperative and subject to a charge at least equal to the cost of said service.

L. Any person requesting a locate for non-excavation purposes, surveyors etc., may be billed the cost of such locates.

V. PRIMACY OF POLICY

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE BOARD OF DIRECTORS

Jay Hanson, President

DATE APPROVED: November 25, 2002
DATE REVISED: October 26, 2015