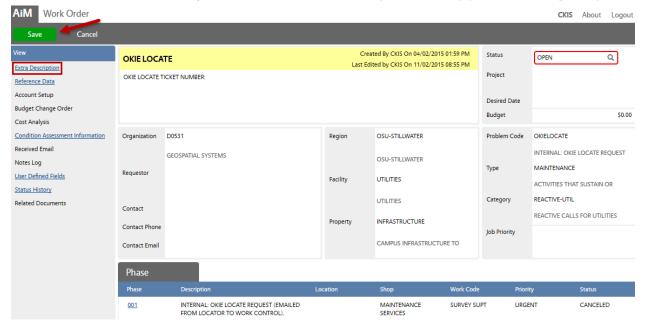
CS-12 AiM SOP User Guide

OKIE State Locates

Anyone planning to conduct excavations on campus for any reason should follow the OSU Excavation
Permit Request
To start the process, dial 811, 800-522-6543 or email http://www.callokie.com/LocateRequests/
OKIE will forward your request to Energy Services, who will submit a request to Work Control via email with related documentation attached.

Work Control will process a locate work order for the appropriate shops

- 1. Problem code: OKIELOCATE
- 2. Start the WO description with the OKIE locate ticket number
- 3. Contact email will be requestor from OKIE request
- 4. **Related Documents**: Add the OKIE request from the email
- 5. Click: Add, under Phase section
 - a. First phase on the work order will be for grounds,
 - i. Fund by work code SURVEY SUPT, pointing at AA281030.
 - b. Second phase will be for SURVEY/LOCATE shop
 - i. Fund by work code **SURVEY**. (Manually remove shop person to change shop.)



- Each shops locator will conduct the locate in the extra description area of the work order.
 - a. Describe which utilities are present and marked, and complete their phases.
- 7. Utilities technician will arrange all notes on the work order extra description.
 - a. **Take a photo** of completed locate and attach to the work order.
 - b. When complete, set a new Work Order status to **DIG PERMIT ISSUED**. *This will send an email notification to the contact email*.

If there is a need to remark within 10 days, open a new phase....