



824 Weathered Rock Rd, Jefferson City, MO 65101
Telephone: 877-549-0726
Email: ky@occinc.com

MEMBERSHIP INFORMATION FORMS

For assistance with forms call the Database Department at 877-549-0726.

Complete the information on the applicable page(s) of this packet. Changes may be submitted by scanning and emailing to ky@occinc.com or by faxing completed forms, including this page as the cover, to 502-493-6161.

Company Name: _____

District Code(s): _____

Submitted by: _____

Signature: _____

Telephone #: (_____) _____ - _____ **Date:** _____

BILLING INFORMATION

- **Members are charged \$1.40 per notification ticket**
- **Members are not charged for retransmits, cancels, or corrections**
- **Invoices are emailed/faxed within the first 3 business days of the month and mailed on or before the 10th of the month.**
- **Net 30**

Enter all information exactly as it should appear on the invoice.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (_____) _____ - _____

Email Address: _____

Fax: (_____) _____ - _____

Purchase Order # (if applicable): _____

Select delivery method:

☒ **Email (free)**
Invoice email address: _____

☐ **Fax (free)**
Invoice fax number: _____

☐ **USPS (\$5.00 per invoice)**

CONTACT INFORMATION

This is who we reach out to for any membership concerns/questions.

Primary Contact Person:

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (_____) _____ - _____ **Ext:** _____

Cell Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email Address: _____

Alternate Contact Person:

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (_____) _____ - _____ **Ext:** _____

Cell Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email Address: _____

Mapping/GIS Contact Person:

☒ same as Primary Contact Person ☐ same as Alternate Contact Person

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (_____) _____ - _____ **Ext:** _____

Cell Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email Address: _____

What counties do you have underground facilities in?

IMAP is our online mapping application that allows member utilities direct access to view/manage their notification area by making manual edits or by verifying any digital mapping data provided. Email mapping@occinc.com for more information on submitting digital mapping data for your notification area.

We will set up your mapping contact with an IMAP login. If you wish additional users have access to manage the notification area, please provide their name and email address below. We can also give either editing privs or approval privs, if you'd like to set up a checks-and-balance system with users.

Name: _____ **Email:** _____

Name: _____ **Email:** _____

WMS/WFS links generated by your company can be used to display your current facility overlay on IMAP, as well as in Locator Ticket Management and Ticket Check. The mapping data would be only visible to your locators/IMAP users. Email mapping@occinc.com for more information on setting up WMS/WFS links.

OFFICE INFORMATION

Office Hours:

- ☐ From _____ to _____
on the following days of the week:
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thr ☐ Fri ☐ Sat
- ☐ Open 24 hours a day

☐ Eastern Time

☐ Central Time

Holidays:

Please check the holidays your company observes.

- | | |
|---|---|
| ☐ New Years Day | ☐ Columbus Day |
| ☐ Martin Luther King Jr. Day | ☐ Veterans Day |
| ☐ Presidents Day | ☐ Thanksgiving Day |
| ☐ Good Friday | ☐ Day after Thanksgiving |
| ☐ Memorial Day | ☐ Christmas Eve |
| ☐ Juneteenth | ☐ Christmas Day |
| ☐ Independence Day | ☐ New Year's Eve |
| ☐ Labor Day | ☐ Other: _____ |
| ☐ Other: _____ | |

Referral Numbers:

These phone numbers will be given to a caller who wishes to contact you directly for additional information.

General questions during working hours

Phone #: (_____) _____ - _____

General questions after working hours

Phone #: (_____) _____ - _____

Repair department during working hours

Phone #: (_____) _____ - _____

Repair department after working hours

Phone #: (_____) _____ - _____

Design/Survey questions

Phone #: (_____) _____ - _____

UTILITY TYPE INFORMATION

Type of underground facilities you own:

ELECTRIC - Electric lines should be marked in RED and include electric power lines (primary and secondary), cables, conduit and lighting cables.

- Electric 'Facility Identifiers' include:
 - ☐ E Electric
 - ☐ RR Railroad Signal
 - ☐ SL Street Lighting
 - ☐ TS Traffic Signal

GAS - Gas lines should be marked in YELLOW and include gas, oil, steam, petroleum or gaseous material mains and services.

- Gas 'Facility Identifiers' include:
 - ☐ CH Chemical
 - ☐ G Gas
 - ☐ LPG Liquefied Petroleum Gas
 - ☐ PP Petroleum Products
 - ☐ STM Steam

WATER - Water lines should be marked in BLUE and include potable water mains and services.

- Water 'Facility Identifiers' include:
 - ☐ W Water

SEWER - Sewer lines should be marked in GREEN and include sanitary sewer, storm sewer and storm drains.

- Sewer 'Facility Identifiers' include:
 - ☐ S Sewer
 - ☐ SD Storm Drain
 - ☐ SS Storm Sewer

TELECOMMUNICATIONS - Telecommunication lines should be marked in ORANGE and include communication, fiber optic, alarm or signal lines, cables or conduit.

- Telecommunication 'Facility Identifiers' include:
 - ☐ FO Fiber Optic
 - ☐ TEL Telephone

CABLE TV - Cable TV lines should be marked in ORANGE. This category includes cable TV mains and services.

- Cable TV 'Facility Identifiers' include:
 - ☐ TV Television

RECEIVING SITE DESTINATION

This is where you receive all locate tickets 24/7.

Please choose **ONE*** method to receive all locate requests:

☐ **LOCATOR TICKET MANAGEMENT** for both receiving locates and providing positive response*

(see pg 10 for LTM user setup – required if selected)

* Can also select one of the below methods without additional charges

☐ **EMAIL**

Email address(s): _____

☐ **FTP** or ☐ **SFTP**

Server Address: _____

Username: _____

Password: _____

☐ **TEXT MESSAGE**

Cell Phone #: (_____) _____ - _____

Carrier (ex: ATT): _____

☐ **FAX** - only an option if none of the above selections are available

Fax number: (_____) _____ - _____

Ticket Format Information

Tickets can be delivered in different formats: plain text, HTML, or XML.

Ticket format links:

<http://itic.occinc.com/KYinfo/KY811OutboundText.pdf>

<http://itic.occinc.com/KYinfo/KY811OutboundXML.pdf>

<http://itic.occinc.com/KYinfo/KY811OutboundXML.xsd>

If your company receives tickets by ftp/sftp, we recommend configuring firewall rules for ftp and add in ip address blocks

<http://itic.occinc.com/KYinfo/assets/ipBlocks.html>

If your company receives tickets by email, we recommend adding ky@occinc.com to your trusted sender list so tickets don't get lost in security/junk settings.

Audit Information

Each day shortly after midnight you'll receive a daily audit report. The purpose of the daily audit report is to give the member the ability to compare the ticket numbers listed on the audit against the ticket received the previous day. It also allows the call center to know if there's an issue with the receiving site.

Safety Notifications

A Safety Notification is a real-time alert to a member utility for excavation planned in a high profile or critical facility area. It's generated by a geographical location or a specific field on a locate ticket. Email ky@occinc.com to get set up.

Benefits:

- Configure to send an automated email to the excavator with specific information or instructions.
- Monitor excavation near high profile areas.
- Save time and eliminate miscommunication between all parties.
- Choose delivery to any specific person or department.
- No positive response status required.

Ticket Transmission Disclaimer

By selecting any transmission method, your organization agrees that it releases and forever discharges, for itself and its predecessors, principals, agents, successors, and assigns, KY811 and/or OCC, and any of their officers, directors, members, shareholders, agents, employees, successors, and assigns from any and all claims, demands, damages, actions, rights or causes of action or suits at law, or in equity of whatsoever kind or nature, arising from or by reason of or in any way connected with, any losses, business losses, lost profits, lost revenue, or opportunities, damages, personal or bodily injury, death, disability, suffering, property damage or loss, or the results thereof, which hereafter may be sustained by you as a direct or indirect result of any act or omission committed by or on behalf of KY811 and/or OCC, or as part of, the transmission of or attempt to transmit, any tickets, reports, or other information by or through the use of electronic mail or other electronic communication or transmission devices or services available over the internet.

BACKUP MESSAGE INFORMATION

Backup messages are sent in addition to the regular ticket locate request as a courtesy to notify the member utility that an emergency/short notice ticket has been sent. This should be different from the Receiving Destination Info (pg7).

Send Backup Messages DURING work hours via (select one):

☐ **Text message**

Cell Phone #: () -

Carrier (i.e. Verizon):

☐ **Automated phone call**

Phone #: () -

Alternate #: () -

☐ **Email**

Send Backup Messages AFTER work hours via (select one):

☐ **Text message**

Cell Phone #: () -

Carrier (i.e. Sprint):

☐ **Automated phone call**

Phone #: () -

Alternate #: () -

☐ **Email**

LOCATOR TICKET USERS

*This section must be filled out if you select Locator Ticket Management for your ticket receiving destination (pg7).

Locator Ticket Management (LTM) is a single location to house all locate requests and provide an easy way to track and manage your work! It's available for free with your KY811 membership and has a variety of specialized features.

- Quickly and easily post a status to locate requests – even multiple locate requests in the same session
- Add attachments (post-locate photos) to the tickets
- Easily sort locate requests by district code, start date, ticket type, and more
- Track locator productivity, ticket counts, late/on-time tickets and more, with the help of custom reports
- Admin users can set up auto-assignments that will automatically distribute locate requests to locators' accounts based on geographical area and/or text-based rules
- Set up email and text ticket alerts for any times, days, ticket types – it's customizable to fit your needs
- ...and more!

Please provide the name and email address for each person you want set up to use LTM.

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____