

Excavator Meet Agreement / Documentation Form (Rev. 12/15/21) Available on website at: www.dps.mn.gov

To be completed by Excavator with input from Locator

Suggestion: Each locator should photograph the meet sheet after it's filled out, for future reference

GSOC#: _____ Meet Date: _____ Meet Time: _____

Specific Location of Meet: _____

Excavator Name: _____ Phone#: _____ Company: _____

Locator Information

Locator Name	Phone #	Company	Utility

Entire geographic area of proposed excavation:

Proposed excavation area delineated by white markings: Yes No; why is it not practical?

Prints/map provided to locators: Yes No

Agreed upon locating schedule:

Agreed schedule of future meets or communications:

Excavation start date & time:

**The excavation start date and time must be at least 24 hours after the proposed meet date and time specified on the notice, excluding Saturdays, Sundays, and holidays. Unless provided for in a written agreement with all affected facility operators.*

Duration of work:

Signatures of parties involved	Date
Signature, Excavator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	
Signature, Locator	



Use back of this sheet to sketch excavation area if needed

EXCAVATION NOTICE REQUESTING MEET

Excavator Responsibilities

When an excavator determines a meet notification would be beneficial, a meet notification shall be generated through Gopher State One Call (GSOC). The excavator is responsible for submitting in the notification an accurate description detailing the entire geographic area of excavation and the location, time, and date where the excavator and operators will meet, and the expected duration of the work. The notification requires at least one contact name and telephone number to facilitate the meet. At the scheduled meet, the excavator must provide operators with a precise geographic location of excavation(s). This could be done in multiple ways such as drawings, mapping, sketches, or a job site walk-through. Additionally, the precise location of excavation(s) shall be shown through the use of white markings at the excavation site(s). The use of a drawing alone to show the proposed work is insufficient. The excavator is responsible for maintaining documentation of the meet agreement between each operator.

Operator/Locator Responsibilities

Operators are responsible for attending the meet at the scheduled date and time. If the meet cannot be attended, the excavator shall be contacted, and a mutually agreed date and time shall be set to reschedule the meet. However, an in-person meet still must occur between the excavator and the operator. **At the meet, the operator must enter into a reasonable agreement with the excavator, as has been detailed above, to locate all underground facilities within the excavation location(s) and schedule.** It is recommended that operators keep documentation of the meet agreement for their records should the requirements of the agreement ever come into question. The operator shall locate all underground facilities per the meet agreement, or within 24 hours after the meet has occurred if the agreement does not specify otherwise. Future locating shall be completed per the agreement unless a new agreement or notification is made. All locating shall be completed within the requirements of MS 216D and MN Rule 7560 which shall include providing available information regarding the operator's abandoned and out-of-service underground facilities.

Minnesota Rules Chapter 7560.0350

Subpart 3. Excavation start date and time.

When a meet is requested, the meet date and time must be at least 48 hours after notice is provided, excluding Saturdays, Sundays, and holidays, and the excavation start date and time must be at least 24 hours after the proposed meet date and time specified on the notice, excluding Saturdays, Sundays, and holidays. This subpart does not apply if these matters are provided for in a written agreement and agreed upon with all affected operators.

Subpart 4. Meet request documentation.

An excavator shall maintain written documentation of each meet with an underground facility operator or representative. This documentation must be kept for the duration of the excavation conducted under the notice. The documentation must include:

- A. the date and time of each meet;
- B. the names, company affiliations, and contact information of the attendees of each meet;
- C. a diagram, sketch, or description of the precise excavation locations, dates, and times; and
- D. the agreed schedule of any future meets or communications.

7560.0100 DEFINITIONS.

Subpart 7. Meet.

When used as a noun in this chapter, "meet" refers to a meeting at the site of proposed excavation requested at the time of notice by the excavator with all affected underground facility operators to further clarify the precise geographic location of excavation, schedule locating, propose future contacts, and share other information concerning the excavation and facilities.