## **CODE 60 PROCESS**

Beginning January 2, 2023, the Code 60 process will witness important changes. Central to the new process will be the need for excavators to digitally accept, via email, their agreement to the proposed alternate marking schedule.

The following Code 60 process will involve:

The excavator and locator discuss an alternate marking schedule.

The Code 60 will go into a suspend queue and an automated email will be generated and sent to the email address of the person who created the ticket.

The locator enters **Code 60** as the positive response for the ticket and provides the documentation currently being provided, including:

- With whom the locator spoke
- The **phone number** of the person to whom the locator spoke
- The reason for the Code 60
- The alternate marking schedule

The email will contain the ticket number and indicate there is a Code 60 request in the subject line.

The excavator will open the email, review the information, and click on "Accept" or "Decline."

## ACCEPT

If the excavator clicks "Accept," the Code 60 will register as the positive response for the related utility or utilities and there will now be a digital record of the excavator's acceptance of the Code 60. The locator will receive an automated email indicating the Code 60 has been accepted.

## DECLINE

If the excavator clicks "Decline," an automated email will be sent to the locator indicating the Code 60 request was declined. The locator must then:

- Contact the excavator and discuss an acceptable alternate marking schedule, resulting in a new email going to the excavator upon the new Code 60 request.
- If the <u>excavator declines a Code 60</u> and a subsequent Code 60 is entered again, the excavator must click on "Accept" or a 999 "no show" will generate at 7:00 AM when the ticket is due.
- Mark the utility within the timeframe before 7:00 AM on the day the ticket is due to be marked or enter another positive response applicable to the excavation site and the related utility or utilities.

**NOTE:** If the <u>locator fails to take action</u>, a **999** will be the result. A 999 for no show does not indicate that an excavator can begin work.

## **IMPORTANT TO NOTE:**

If the excavator fails to click on Accept or Decline, the Code 60 will become the Positive Response.

If the <u>excavator declines a Code 60</u> and a subsequent Code 60 is entered again, the excavator must click on "Accept" or a 999 "no show" will generate at 7:00 AM when the ticket is due.

