

- I. Terms used in this policy are as defined in the Underground Utility Protection Act (UULPA).
- II. Notifications will be handled through the Pennsylvania One Call System (POCS) Coordinate PA (CPA) Web Portal.

A. Designers:

1. The designer creates a project within the CPA web portal.
 - a. Includes Project Description and proposed timeline.
 - b. Uploads drawings.
2. Through permissions, the designer assigns access rights (View Only or Modify) to the project owner.
3. Depending on the timeline of the project, the designer creates at least one Preliminary Design or Final Design notification ticket via the portal, from within the CPA project.
 - a. If multiple excavators will be working on the same project, the designer segments the project into phases based on bid requirements.
 - b. The designer creates at least one Final design ticket for each phase of the project.
4. When the project moves to construction phase, the project owner or designer assigns access rights (Modify) to the excavator for the phases of the project in which they are involved.

B. Excavators:

1. When a project exists in Coordinate PA:
 - a. The excavator creates a complex project notification ticket via the portal, **from within the CPA project**, and indicates if a preconstruction meeting is requested. The excavator follows Option 1 or Option 2 below.
2. When a project does not exist in Coordinate PA:
 - a. The excavator creates a project within CPA.
 - b. The excavator creates a complex project notification ticket via the

portal, **from within the CPA project**, and indicates if a preconstruction meeting is requested. The excavator follows Option 1 or Option 2 below.

Option 1: When a preconstruction meeting is requested, the excavator establishes the date, time and place of meeting in close proximity to the project work location. Electronic meetings are also acceptable. Meetings are strongly encouraged in the case of complex projects.

- a. It is strongly recommended that in the case of a complex project that extends over a large geographic area, the party should consider scheduling multiple meetings throughout the site to accommodate travel needs.
- b. The excavator is responsible for notifying the project owner and the designer of the meeting. Note: The designer is the one that prepared the drawing, not necessarily the one that is managing the project.

Option 2: If the excavator determines that a pre-construction meeting is not necessary, the notice shall indicate. If an individual facility owner nonetheless wishes to have a meeting, a meeting shall take place between that facility owner and the excavator. Other facility owners need not attend. [Sec 5(3) of Act.] In the notice, the excavator shall state the reason for determining that a pre-construction meeting is not necessary.

- a. A facility owner requests a meeting by sending response code 092 (Requests Meeting) through POCS. This notice must be made prior to the third business day from the complex project notification.
- b. The facility owner then contacts the excavator to establish the date, time, and place of meeting in close proximity to the project

work location. The meeting must be held prior to the seventh business day from the complex project notification. Electronic meetings are also acceptable.

III. Meeting Protocol

1. At the meeting the parties shall agree upon their individual obligations consistent with the project. These obligations may vary from project to project based upon the specifics of the project and it is not the intent of this process to provide a specific set of standards for all complex projects. Rather it is intended that the parties shall have the flexibility to make decisions consistent with the project's parameters.
 - a. Involved parties (facility owner, excavator, designer, project owners) are required to attend the meeting.
 - b. The entire scope of the project must be defined at the meeting. Detail on phases should be defined as much as possible.
 - c. Agreement on the scope of ticket will be left to the parties attending the preconstruction meeting.
 - d. If a facility owner cannot agree to the proposed locate schedule, everyone must work to find a schedule that the one facility owner can agree to.
 - e. If no agreement can be reached, the excavator must create single routine excavation notifications, from within the project, for the areas where the dissenting facility owner owns/operates lines.
 - f. If an involved party fails to attend the meeting, the excavator may proceed according to the agreement reached at the meeting.
2. Meeting notes shall be taken by the excavator calling the meeting using the POCS approved template and the minutes shall set forth the agreements made by the parties. Meeting notes shall be uploaded to the POCS web portal as soon as practicable. In the absence of minutes or a meeting the parties shall be bound by the provisions contained in the POCS Users Guide for non-complex excavation notifications.

3. Within 90 days of the pre-construction meeting the excavator shall provide the routine excavation notification required by Sec. 5 of the Act. The notification shall be consistent with the agreements reached at the pre-construction meeting, if such a meeting is called.
4. A complex project requires 10 business days' notice. The excavator shall not enter a routine excavation notification prior to the pre-construction meeting.
5. If the **project start** is delayed AFTER the complex project preconstruction meeting has been conducted and the mark out schedule agreed to, the following will apply:
 - a. If the **start date** that was agreed to is delayed more than 90 days:
 - i. A new Complex Project ticket and meeting will be required, from within the same CPA project.
6. If the scope of the project changes, a new complex project notification and meeting will be required, from within the same CPA project.

Additional Guidance:

1. In the case where an excavator creates multiple routine excavations tickets:
 - a. The facility owner may respond 092 (Requests meeting), via the KARL system and reach out to the excavator to work out a locate schedule.
 - b. The one call system may reach out to the excavator to educate them on complex projects.
2. In the event an impacted facility owner fails to attend the pre-construction meeting, it is highly encouraged the facility owner contact the excavator and schedule a one on one meeting, a minimum of at least 3 business days prior to the first lawful start date of the first routine excavation ticket.
3. If a party disagrees with the posted minutes, they communicate back to the excavator through the communication tool within the CPA portal.
4. Announcements will be sent to all parties for communication related activity in CPA.

Addendum A:

ROUTINE AND COMPLEX PROJECT TICKETS

1. A routine ticket is one that does not meet the definition of a complex project as established by the Pennsylvania One Call System's (POCS) Board of Directors pursuant to the UULPA.
2. A complex project is one that meets the definition established by the POCS Board of Directors.
3. An excavator shall comply with the requirements of Section 5 of the UULPA but may determine that a pre-construction meeting is unnecessary, even in the case of a complex project as defined by the POCS Board of Directors. In the event that an excavator determines that a pre-construction meeting is unnecessary, an affected facility owner may, nevertheless, request a preconstruction meeting between himself and the excavator, pursuant to Section 5(3) of the UULPA.
4. Such request by a facility owner shall not require a preconstruction meeting with all affected parties, but only with the facility owner requesting the meeting, and an affected facility owner is not entitled to a meeting with all other parties.

Complex Project Process approved by the POCS Board of Directors on 7/31/2019

Learn more about Coordinate PA and Complex Projects



References:

CGA Best Practices 2-8, 2-10,2-16, 3-14, 5-4
ASCE standard guidelines 38-22 and 75-22



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Pennsylvania One Call System, Inc.

Complex Project Process Policy



Pennsylvania One Call: The Keystone of Damage Prevention

Responsibilities for Designers, Project Owners, Facility Owners, and Excavators