



## Contract Locator Membership Application

Name of Company: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Representative's Email: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Type of Facilities Managed: \_\_\_\_\_

(Telephone, Electric, Gas, Water, Sewer, Cable TV)

List the Companies that will be will be sending locator notices to you: \_\_\_\_\_

\_\_\_\_\_

List the Counties you service: \_\_\_\_\_

\_\_\_\_\_

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### Communication Receiving Information

Receiving Device: Email or FTP

Email Address for receiving locates: \_\_\_\_\_

If you prefer FTP, Please fill out the following:

To Address: \_\_\_\_\_

FTP Username: \_\_\_\_\_

FTP Password: \_\_\_\_\_

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### Billing Information

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate invoicing method:  US Mail  Email

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Will you Receive tickets to one email address?  Yes  No

(Receiving tickets to more than one e-mail address will generate additional costs)

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## Emergency Information

After Hours Contact (For Emergency locate requests only)

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Select how you would like to receive your after-hours notices:

Email  Phone Call  Text Message (Provide number is different from above \_\_\_\_\_)

Please indicate your company **Normal** business hours for each day of the week (Example: 8:00 am – 5:00 pm)

M - \_\_\_\_\_ T - \_\_\_\_\_ W - \_\_\_\_\_ T - \_\_\_\_\_ F - \_\_\_\_\_ Sat - \_\_\_\_\_ S - \_\_\_\_\_

Please indicate the **Hours** for each day of the week when you would like to be notified about emergency locates outside normal business hours (Example: 5:00 pm – 8:00 am)

M - \_\_\_\_\_ T - \_\_\_\_\_ W - \_\_\_\_\_ T - \_\_\_\_\_ F - \_\_\_\_\_ Sat - \_\_\_\_\_ S - \_\_\_\_\_

### Holiday

Please check the days your office will be closed

New Year's Day \_\_\_ MLK Jr. Day \_\_\_ Presidents Day \*\* \_\_\_ Confederate Memorial Day \*\* \_\_\_

Memorial Day \_\_\_ Independence Day \_\_\_ Labor Day \_\_\_ Veterans' Day \_\_\_

Thanksgiving Day \_\_\_ Day after Thanksgiving \_\_\_ Christmas Eve \_\_\_

Christmas Day \_\_\_ Day after Christmas\*\* \_\_\_

\*\*This is a legal holiday. SC811 will be open, but the 3 full working day notice will be calculated from the next business day

Please visit <http://sc811.com/> for copies of our law and frequently asked questions regarding membership.

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## Member Approval Confirmation

*Please fill out this page for each member facility operator you will be locating for.*

Member Company Representative: \_\_\_\_\_

Company (Facility Operator) name: \_\_\_\_\_

Member Code(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contract Locator Company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date/Time locate requests need to begin being sent to contract locator:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Contract Locator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Received by SC811 Staff Member: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## AUTHORIZATION TO TRANSMIT LOCATE INFORMATION

South Carolina 811, Inc. ("SC811") provides member utility owner/operators with excavation information that is reported to SC811 in the form of a locate request. This document contains the terms and conditions upon which SC811 will provide such information to the member utility owner/operator as follows.

**1. Service Area.** A buffer distance specified by the member utility owner/operator. When an excavation is reported to SC811 that is within 50 to 250 feet of a member utility owner/operators' service area, a locate request will be transmitted to those member utility owner/operators, it depends on with site marking tool was used.

**2. Locate Request Delivery.** SC811 will deliver locate request information by the mode you specify in writing or on the "Membership Application". When a locate request is sent by SC811, it enters an information processing system outside the control of SC811. SC811 SHALL NOT BE LIABLE FOR ANY LOCATE REQUEST MESSAGES THAT FAIL TO REACH YOU. In addition, SC811 shall not be liable for any failure to send a message where such failure results from a cause beyond SC811's reasonable control. This includes, without limitation, any equipment, communications or power failure.

**3. Audit Reports.** At no additional charge, SC811 will deliver an Audit Report by the same mode specified in writing or on the "Membership Application". The report will be transmitted daily at approximately midnight. This report lists the locate request number of each locate request messages that was sent to you the day before. If you did not receive a locate request number listed on the audit report, then you may notify us that you need the locate request re-transmitted. This report will take place regardless of whether you did or did not receive any messages for the day before.

**4. Messages.** At no additional charge to you, SC811 may send out informative Messages by the same mode specified in writing or on the "Membership Application". These messages are generally only sent out near holidays or any member information changes and will be sent between the hours of 7:00 am and 5:00 pm Monday through Friday. The messages will contain information such as, but not limited to, important SC811 system updates, holiday reminders or SC811 events.

**5. Modes of Delivery.** The available modes in which SC811 can deliver locate request information to you are as follows: (a) **EMAIL** – Address provided by your company; (b) **FTP** (File Transfer Protocol) – Site address, username and password provided by your company; (c) **TEXT MESSAGE** - Cellular Phone number provided by your company and email of cell phone.

**6. Normal Delivery.** Normal Delivery shall mean the Email address, or FTP site that you instruct us to send your locate requests to on the "Membership Application" or in writing.

**7. Text Message Delivery Restrictions.** Text messages are limited to a minimum number of characters; therefore, only partial locate request information can be sent by text message and is not a legal or binding document. Therefore, you are required to receive a copy of the complete locate request information by Normal Delivery. Only Emergency locate information will be sent by Text Message. When supplied by the excavator, the following locate request field information will be included in the text message: **Format of the text message:**

[Number] [Type] - [Street] NR [Intersection] in [Place] ([County] Cty) - [Site Contact Name] – [Site Contact Phone Number].

**8. Emergency Message Delivery.** If a member would like to utilize the after-hours emergency option, they will be required to provide SC811 with a contact phone number, email, and/or text number for your company. We will contact the phone number, email or text message provided if an emergency locate request is reported to SC811 between the hours of 5:30 pm and 7:30 am, Monday through Friday, 24 hours a day on weekends and SC811 observed holidays or other days you may need. In addition to this call, you will also be sent a copy of the emergency locate request by Normal Delivery.

**9. Change of Delivery.** Any changes that you wish to make to the mode or time in which you receive your locate request information must be submitted to [jason.nelson@sc811.com](mailto:jason.nelson@sc811.com)

I AUTHORIZE SC811 TO PROVIDE LOCATION INFORMATION TO THE COMPANY LISTED BELOW BY THE MODE I HAVE CHOSEN ON THE "MEMBER APPLICATION FORM" OR BY THE MEANS THAT I HAVE SUBMITTED IN WRITING. I HAVE READ AND UNDERSTAND THIS DOCUMENT, AND I AGREE TO ITS TERMS.

Please print or type:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_