





## ON-SITE MEET

### Minnesota State Law 216D.04 (effective August 1, 2024)

#### Subdivision 1B - On-site meet.

- (a) An on-site meet may be requested for any excavation at the discretion of the excavator. The meet request must include the entire geographic area of the proposed excavation and the specific location of the meet.
- (b) Unless otherwise agreed to between an excavator and operator, an on-site meet is required for:
- (1) an excavation notice that involves excavation of one mile or more in length; or
  - (2) any combination of notices provided for adjacent geographic sections that, when combined, meet or exceed the minimum excavation length under clause (1).
- (c) The excavator must provide a precise geographic area of the proposed excavation and use markings as specified under section 216D.05, clause (2).
- (d) An affected operator must
- (1) attend the on-site meet at the proposed date and time, or
  - (2) contact the excavator before the meet and (i) reschedule the meet for a mutually agreed date and time, or (ii) reach an agreement with the excavator that a meet is not required.
- At the meet, the operator and the excavator must reach an agreement on any subsequent planned meets or further communication.
- (e) The on-site meet date and time must occur at least 48 hours after the notice, excluding Saturdays, Sundays, and holidays. The excavation start time must be at least 48 hours after the proposed meet date and time specified on the notice, excluding Saturdays, Sundays, and holidays.
- (f) The excavator and the operator must submit documentation of each on-site meet to the notification center, in the manner specified by the notification center. The documentation must include:
- (1) the date and time of the meet;
  - (2) the names, company affiliations, and contact information of the attendees of each meet;
  - (3) a diagram, sketch, or description of the precise excavation locations, dates, and times; and
  - (4) the agreed schedule of any future on-site meets or communications.

## HOW TO SUBMIT DOCUMENTATION OF EACH ON-SITE MEET TO GSOC

The excavator and each facility operator must submit documentation of each on-site meet to GSOC. Submit documentation to the specific ticket record in the GSOC system.

### Uploading Meet Documentation To Your Released Ticket (with an iSite log in)

1. Log in to iSite at <https://mn.itic.occinc.com/> and enter your username and password.
2. Go to My Tickets, use the date range (released between), ticket number search or other search functions to find the ticket you are looking to attach the Meet documentation to.
3. The ticket number will appear, verify you have the correct ticket and then click on the ticket number noted in blue.
4. This will pull up a full copy of the ticket with the reprocess options at the top of the screen including Add Attachment.
5. Click the Add attachment option and a pop-up box will appear.
6. To attach the document, click the Browse option to search your computer and select the document you want to attach.
7. If you want to add a description, please do so in the box provided.
8. Once you see the file you want to attach, click on the file, then click the orange Upload button.
9. Now your document is attached to the ticket. You will be able to see the document listed under the map and facility operators notified under the Attachment section.

### Uploading Meet Documentation To Your Released Ticket (without an iSite log in)

1. Open your email copy of the ticket that you received.
2. Click on any of the blue [HERE](#) links within the top of the email.
3. This will pull up a full copy of the ticket with the reprocess options at the top of the screen including Add Attachment.
4. Click the Add attachment option and a pop-up box will appear.
5. To attach the document, click the Browse option to search your computer and select the document you want to attach.
6. If you want to add a description, please do so in the box provided.
7. Once you see the file you want to attach listed, click on the file, then click the orange Upload button.
8. Now your document is attached to the ticket. You will be able to see the document listed under the map and facility operators notified under the Attachment section.

## Uploading Meet Documentation To Your Released Ticket (through Search and Status)

1. Go to <https://www.searchandstatus.com/>.
2. Enter your ticket number and select MN as the state.
3. Click Search.
4. This will bring up a full view and copy of your ticket with the option under Ticket Actions to Add Public Attachment.
5. Click the Add Public Attachment option to open screen to upload the document.
6. To attach the document, click the Browse option to search your computer and select the document you want to attach.
7. If you want to add a description, please do so in the box provided.
8. Once you see the file you want to attach listed, click on the file, then click the Upload button.
9. Now your document is attached to the ticket. There will be a View Attachment option listed on the ticket.