

MEMORANDUM

TO: Utility Permits and Right of Entry Permit Holders

FROM: MDTA Utility / Permit Coordinator

Date: July 20, 2018

Re: Miss Utility Ticket Directive for Utility Permits and Right of Entry Permits

Subject: Requirements for Permittee and/or Permitted Contractors and sub-contractors when applying for Miss Utility tickets.

The purpose of this memo is to inform the Permittee, Permit Contractors and Sub-Contractors working under a Maryland Transportation Authority (MDTA) Utility or Right of Entry permit of the requirements necessary for Miss Utility/One Call to generate and transmit utility tickets to MDTA for a utility clearance.

The Permit Contractor is required to call or contact Miss Utility and/or use the internet ITIC online system to generate Miss Utility tickets for underground utility clearance for all permits and projects performed on Maryland Transportation Authority property.

The Contractor shall adhere to the following requirements when applying to Miss Utility for a utility clearance ticket.

Applying for ticket by Phone Call:

1. When applying to Miss Utility for a utility locate ticket by phone the contractor shall provide to the Call Center the **MDTA Permit Number** when asked for the MDOT Permit number. (Note: the MDTA Permit number is considered to be the MDOT Permit number)
2. The contractor shall then inform the Call Center that the work is on a Maryland State Right of Way and request that the ticket be transmitted to the **MDTA-Maryland Transportation Authority (MDTA)**.

Applying for ticket by the online Miss Utility ITIC internet ticket system:

When using the Miss Utility ITIC internet on line ticket program four (4) requirements must be entered into the ticket. (See attached diagrams)

- 1 Contractor must enter '**MDTA**' in the 'Work Being Done For' box.
- 2 Contractor must select '**YES**' in the 'MD STATE ROW' box.
3. Contractor must select '**MDTA-MD Transportation Authority**' in the 'MD Agency Controlling Property or State Road Right Of Way' box.
4. Contractor must insert the **MDTA Permit Number** in the 'MDOT Permit' box. (Note: the MDTA Permit number is considered to be the MDOT Permit authorized number)

Multiple State Agency Ticket Notification: MDTA and SHA

The Maryland Transportation Authority (MDTA) has underground utilities located within right of way owned by State Highway Administration (SHA). This circumstance may require the contractor to generate multiple locate tickets to multiple MDOT agencies. In such circumstances the contractor is required to send two (2) separate tickets for the same locate area; one locate ticket shall be sent to MDTA for clearance of MDTA utilities and in addition a separate locate ticket shall be sent to SHA for clearance of SHA utilities. After generating a ticket using MDTA as the agency affected, the Contractor shall apply to Miss Utility (phone call or apply online) for a new/additional locate ticket to be sent to SHA using the same locate information, but replacing the *Agency Controlling Right of Way* from **MDTA-MD Transportation Authority** to **MDSHA-MD State Highway Administration**. The appropriate SHA permit number must be included on the ticket being sent to SHA.

See the SHA permit numbers listed below and Special Provision 831-Miss Utility.

SHA requirements for sending a utility locate ticket to the **Maryland State Highway Administration (SHA)**.

- (a) Miss Utility will not send a utility locate ticket to the Maryland State Highway Administration (SHA) without an authorized SHA MDOT permit number being included on the ticket request. This requirement has been established by SHA.**
- (b)** SHA has established permit numbers for the MDTA to use in obtaining Miss Utility locate tickets.
- (c)** For contractors and sub-contractors performing work for the MDTA or under an MDTA contract or project but SHA underground facilities are affected along or adjacent to MDTA roadway/property the contractor shall apply to Miss Utility for an SHA utility ticket locate.
- (d)** When applying to Miss Utility for an SHA utility locate ticket the MDTA contractor shall provide Miss Utility with one of the following SHA permit numbers that have been established by the SHA for use on MDTA contracts per the affected county. (Note: the 'SHA Permit Number' is considered to be the MDOT Permit number)

The following list of SHA permit numbers assigned to the MDTA **MUST** be included with the ticket locate request when applying to Miss Utility for a SHA utility clearance.

Example for an SHA ticket locate request in Cecil County SHA District 2

The SHA roadway MD 222 and the MDTA I-95 interchange are located in Cecil County SHA District 2....The 2018 year SHA permit number to use for a Miss Utility SHA utility locate ticket in Cecil County District 2 would be "SHA-2-CE-0003-18"

List of SHA permit numbers for use on MDTA contracts:

Note: The last two numbers (XX) of the SHA permit number are the last two numbers of the current year. XX being the last two numbers as necessary to reflect the current year.

All SHA roadways in **District 2** permit number

Cecil County - permit number: SHA-2-CE-0003- **XX** (last two digits of current year)

Queens Anne County - permit number: SHA-2-QA-0004- **XX** (last two digits of current year)

All SHA roadways in **District 3** permit number

Montgomery County - permit number: SHA-3-MO-0001- **XX** (last two digits of current year)

Prince George's County - permit number: SHA-3-PG-0002- **XX** (last two digits of current year)

All SHA roadways in **District 4** permit number

Baltimore County - permit number: SHA-4-BA-0003- **XX** (last two digits of current year)

Harford County - permit number: SHA-4-HA-0004- **XX** (last two digits of current year)

All SHA roadways in **District 5** permit number

Anne Arundel County - permit number: SHA-5-AA-0003- **XX** (last two digits of current year)

Charles County - permit number: SHA-5-CH-0004- **XX** (last two digits of current year)

All SHA roadways in **District 7** permit number

Howard County - permit number: SHA-7-HO-0003- **XX** (last two digits of current year)

Note: SHA charges a fee for each Miss Utility locate ticket.

For questions regarding MDTA Miss Utility requirements and SHA Miss Utility ticket requirements, property Right of Way and utility locate requirements contact MDTA Utility Coordinator Bill Pross 410-537-7829 or Miss Utility manager Al Mawry 410-350-9560.
Email: wpross@mdta.state.md.us
Email amawry@mdta.state.md.us

Miss Utility ITIC instructions and further information can be found at the Miss Utility web site...www.missutility.net/Maryland/

Attached:

- Diagrams 1 – 4
- Example of properly completed ticket

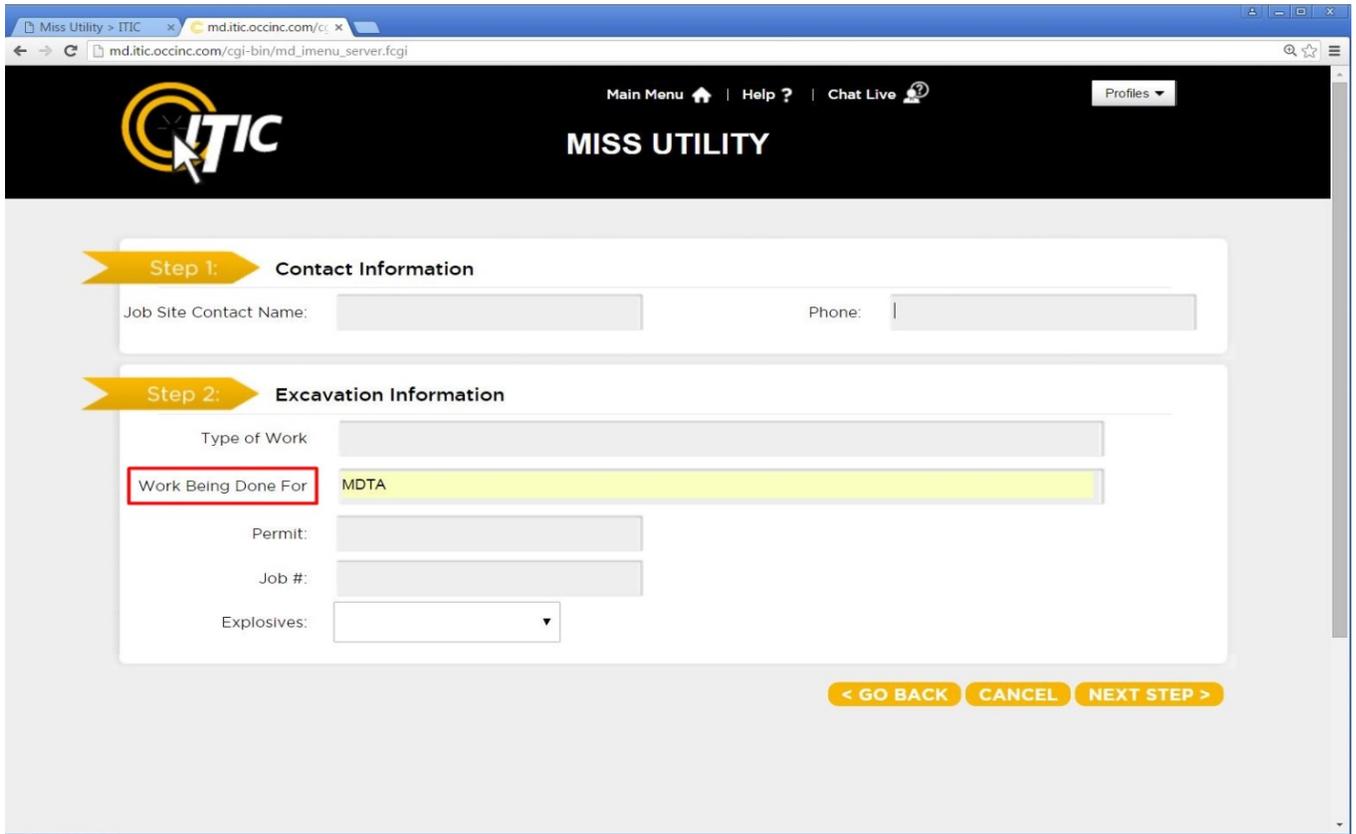


Diagram 1) 'Work Being Done For' box: Insert **MDTA**

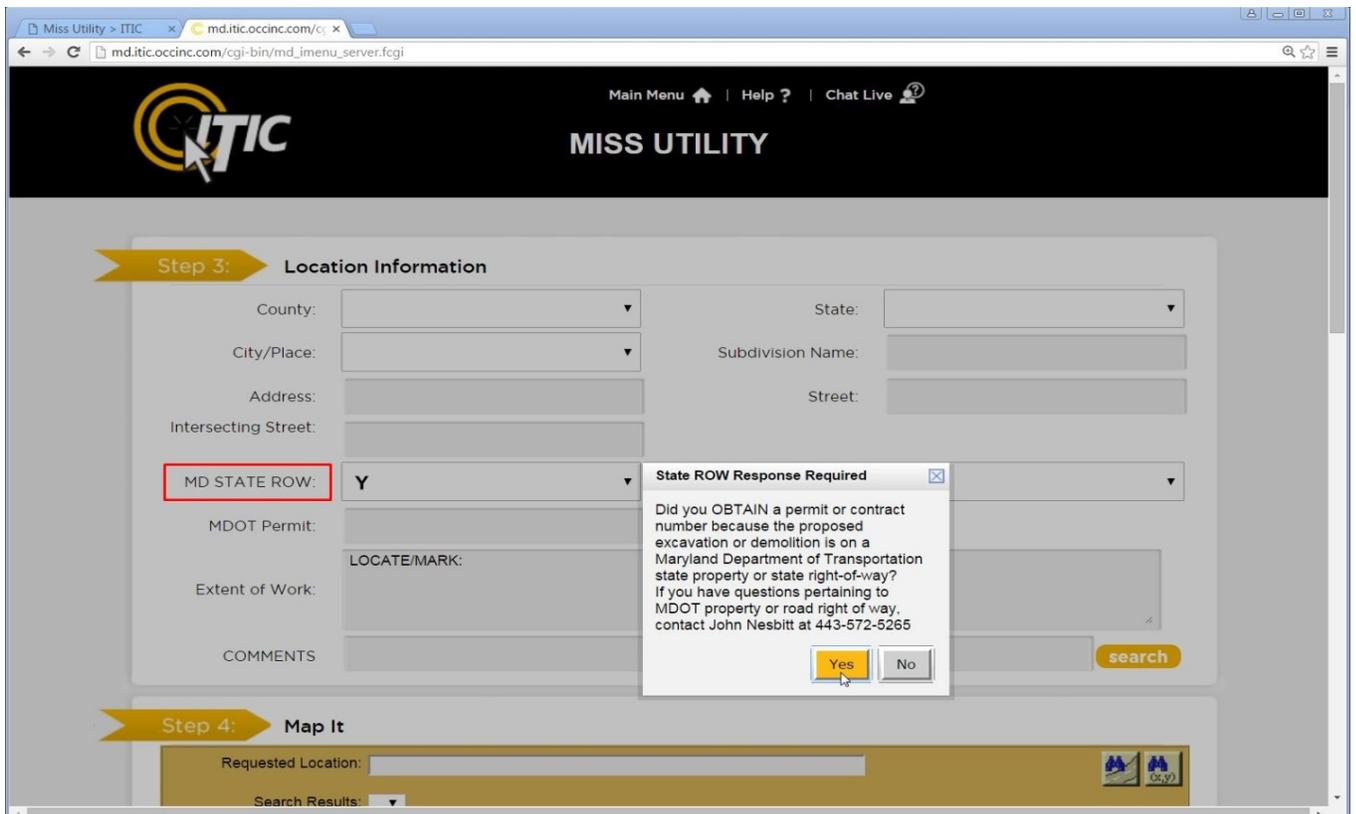


Diagram 2) 'MD STATE ROW' box: Select and click **YES**

Diagram 3) 'MD Agency Controlling Property or State Road Right of Way' box: You must select the state agency controlling the property/road right of way where the excavation is being performed. In the example work is being performed on **MDTA** road right of way.

Diagram 4) 'MDOT Permit' box: Insert the **MDTA Permit Number**. The MDTA Permit Number is considered the MDOT Permit Number.

Example of properly completed ticket

From: md@occinc.com[SMTP:MD@OCCINC.COM]
Sent: Monday, February 08, 2016 3:35:50 PM
To: MDTA Utility
Subject: STANDARD 16069807
Auto forwarded by a Rule

NOTICE OF INTENT TO EXCAVATE		UPDATE
Ticket No: 16069807	Update Of: 16044303	Update No: 2
Transmit Date: 02/08/16	Time: 03:35 PM	Op: webusr
Release Date: 02/08/16	Time: 03:35 PM	Op: webusr
Response Due By: 02/10/16	Time: 11:59 PM	
Expiration Date: 02/26/16	Time: 11:59 PM	

State : MD County: BALTIMORE CITY
Place : BALTIMORE CITY
Subdivision:
Address: Street: KEITH AVENUE
Nearest Intersecting Street: I- 895
State ROW/Property: Y Agency Controlling ROW: MD TRANSPORTATION AUTHORIT
MDOT Permit #: MA-2736-000-001

Type of Work: MILLING, PATCH, PAVE
Extent of Work: LOCATE/MARK: LOCATE MAITENANCE YARD AT I-95 NORTH EXIT TO KEITH
: AVENUE. RIGHT OF WAY TO RIGHT OF WAY.
: CONTACT MATT RATRAY FOR LOCATE INSTRUCTIONS ([REDACTED])
: CLICK HERE TO SEE THE TICKET MAPPING FOR MDTA01:
: <http://md.itic.occinc.com/ZUDC-92U-P72-727>

Comments:

Company : [REDACTED]
Contact Name : [REDACTED] Fax: [REDACTED]
Contact Phone: [REDACTED] Ext: [REDACTED]
Caller Address: [REDACTED]
Email Address: [REDACTED]
Job Site Contact: [REDACTED] Job Site Phone: [REDACTED]
Work Being Done For: MDTA

Caller Lat : Lon: Zone:
Ex. Coord NW Lat: 39.2666667 Lon:-76.5633333 SE Lat: 39.2633333 Lon:-76.5566667
Permit#: Contract Job#: 1325042
Explosives: N
BGEBC BGEBCG CBW02 CPM01 VBC

Send To: MDTA01 Seq No: 0043 Map Ref: