



Facility Locate Agreement **Frequently Asked Questions**

What is a Facility Locate Agreement?

The Facility Locate Agreement is a written form for an operator and an excavator to agree to a date or series of dates by which time the locate request must be completed. The form was created by the Kentucky Public Service Commission in accordance with KRS 367.4917(7). The Facility Locate Agreement in no way negates the responsibilities listed in KRS 367.4901 – KRS 367.4917. The form is a tool for the excavator and operator to formalize an agreement to a date or series of dates by which time the locate request must be completed if different from those dates established in KRS 367.4909.

What part of the form needs to be completed by the excavator?

The excavator shall complete page 1 of the form, which includes the Agreed Upon Start Date and Time, Locate Ticket Information, and Excavator Information (including Company Representative Information). All requested fields must be completed with detailed information by the excavator. All signature lines must be signed and dated by the appropriate party.

How do I obtain the locate request number to include on the form?

The locate request number is a unique number that the operator has assigned to a locate request for excavation.

What part of the form needs to be completed by the operator?

Operators shall complete the page of the form designated for their utility (Gas, Electric, Telephone, Internet, Cable/TV, Cable/Other, Water, Sewer, Reclaimed Water, etc.). The excavator must provide their portion of the form (page 1) to the operator to finalize the agreement and for recordkeeping purposes.

Who needs to maintain record of the agreement?

Both the operator and excavator are responsible for the retention of the signed agreement for five (5) years from the agreed start date listed on the form.

When does this agreement expire? How do I renew it if more time is needed?

Both the agreement and the locate request expire 21 days from the initial start date listed on the form.



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*If work is to continue past the expiration date, the excavator shall obtain a new locate request through the Protection Notification Center (kentucky811.org), or complete a new agreement that lists the new start date and expiration date. Any new agreement must include signatures for all operators to verify that they are in agreement with the new dates. **The new locate request or the new agreement must be completed at least two (2) days prior to the expiration date listed on the original agreement.***

What is a work site contact?

A work site contact is the individual that will be present at the excavation site at the time the excavation will occur.