

# Required Ticket Information Checklists & Important Reminders

*This page has been provided as a tool for quick reference to help with accuracy of your tickets.  
Please keep this page with you for reference when entering tickets through the RTE System*

## REQUIRED TICKET INFO CHECK LIST

### ADDRESS locate request required information:

- ADDRESS
- WHERE ON PROPERTY (front, rear, sides, entire)
- FARTHEST POINT OFF ROAD
- DISTANCE & DIRECTION FROM CROSS ST  
OR  
 TWO INTERSECTING STREETS YOU ARE BETWEEN

### LOCATION w/o address request required info:

- SIDE OF THE ROAD
- FARTHEST POINT OFF ROAD
- DISTANCE & DIRECTION FROM CROSS ST TO START POINT
- DISTANCE & DIRECTION FROM START POINT TO NEXT OR ENDING POINT
- DISTANCE & DIRECTION FROM CROSS ST TO ENDING POINT

### CROSS COUNTRY locate request required information:

- SIDE OF ROAD, DISTANCE & DIRECTION FROM CROSS ST TO STARTING POINT
- DISTANCE & DIRECTION FROM START POINT WORK TRAVELS
- SIDE OF ROAD, DISTANCE & DIRECTION FROM CROSS ST TO ENDING POINT

### NEEDING ADDITIONAL INFO:

#### NEW ROADWAY locate request required additional information:

- DIRECTION NEW STREET COMES OFF OF WHAT ROAD
- DISTANCE AND DIRECTION FROM AN INTERSECTING STREET WITH THAT ROAD THAT THE NEW ROAD COMES OFF OF

## IMPORTANT REMINDERS

- MAKE SURE ALL STREET SPELLINGS AND ENDING TYPES ARE CORRECT
- IF NOT WORKING **ONLY** AT AN ADDRESS YOU MUST **REMOVE** THE ADDRESS FROM THE **STREET** FIELD AND INSTEAD PLACE IN THE **ENTIRE WORK AREA DESCRIPTION**
- IF NEEDING THE ENTIRE INTERSECTION(S) MARKED YOU **MUST** SAY IT IN THE **ENTIRE WORK AREA DESCRIPTION**
- MAKE SURE ANY ADDRESS RANGES ARE ENTERED STARTING WITH THE LOWEST NUMBER AND ENDING WITH THE HIGHEST NUMBER WITH A DASH BETWEEN THE TWO NUMBERS AND NO SPACES IN THE APPROPRIATE FIELD—YOU CAN **ONLY** USE RANGES IF WORKING ON **EVERY** PROPERTY IN THAT RANGE

### WHEN WORKING IN A MHP (MOBILE HOME PARK)

- IF THE MHP HAS A *GENERAL ADDRESS* MAKE SURE IT IS IN THE **STREET** FIELD
- MAKE SURE LOT #S ARE LISTED EITHER IN THE **LOT #** FIELD **AND/OR** IN THE **ENTIRE WORK AREA DESCRIPTION** FIELD—**NOT** AT THE END OF THE ADDRESS
- IF WORKING A *RANGE* OF LOT #S MAKE SURE THEY ARE ENTERED UNDER THE SAME RULES AS ADDRESS RANGES IN THE APPROPRIATE FIELD—YOU CAN **ONLY** USE RANGES IF WORKING ON **EVERY** PROPERTY IN THAT RANGE
- ALWAYS** MAP AROUND THE **ENTIRE** MOBILE HOME PARK

### WHEN WORKING CROSS COUNTRY

- A SINGLE CROSS COUNTRY TICKET MAY **ONLY** GO FROM ONE ROAD CROSSING TO THE NEXT ROAD CROSSING
- IF USING AN ADDRESS TO GET TO YOUR LOCATION ON THE MAP AN NOT WORKING **ONLY** AT THAT ADDRESS MAKE SURE YOU **REMOVE** THE ADDRESS FROM THE **STREET** FIELD AND PLACE IT IN THE **ENTIRE WORK AREA DESCRIPTION** INSTEAD
- GPS POINTS ARE *ADDITIONAL* INFORMATION, YOU MUST STILL PROVIDE A **FULL DESCRIPTION**
- WHEN DOING ANY TICKET THAT GOES CROSS-COUNTRY YOU SHOULD INCREASE YOUR **BUFFER** TO 1400FT

#### RAILROAD locate request required additional info:

- DISTANCE AND DIRECTION FROM THE NEAREST INTERSECTION TO THE RAILROAD TRACKS YOU ARE WORKING ON