**Introduction**

The F&S Utilities Distribution (UD) department is responsible for emergency JULIE Locate requests from the University of Illinois Police Department after normal working hours. The following UD staff members are listed as contacts:

1. Frank Colacicco, UD Associate Director (312) 343-0233
2. Robbie Bauer, UD Management Engineer (314) 277-8870
3. Brian Finet, UD Management Engineer (217) 621-8444

**After Hours Call Process**

**I.** UD staff member receives a call from University of Illinois Police to report the need for an emergency locate of underground utilities. The following information is recorded by UD staff member:

* JULIE locate ticket number
* Address of locate
* Service that is being repaired/investigated
* Contact name, company, and telephone number
* Specific directives from requestor

**II.** Open the ArcGIS in the following manner:

* Click (J:) FacilityResources\04 Infrastructure OnCampus\Utilities\COMP\Drawings-Current\UIUC Utility Map Arcreader\U of I Campus Map.pmf
* When you are using this system from your home laptop computer, via the VPN, it may take several minutes or more to load/open the program

**III.** UD staff member starts a new email to:

* Work Order (Facilities & Services)
* Shop 24, Steam Distribution (Facilities & Services) – For steam, chilled water, or sewer; include Al York, Justin Schmidt, and Cory Kappes
* Shop 25 for UIUC electrical including UIUC lighting; include Brian Johnson and Jeff Isaacs
* Water Station – For domestic water Matt Dalton; include Adam Pannbacker (apannbac@illinois.edu) Nate Grice ([ngrice@illinois.edu)](ngrice%40illinois.edu%29)
* CITES/Telecommunications – Scot Pruitt (rspruitt@illinois.edu); Kendall Strohl (kastrohl@illinois.edu); Trace Collins (tdc@illinois.edu); Ryan Mills rlmills@illinois.edu; Ryan Miller rmmille1@illinois.edu; Dan Auth auth@illinois.edu
* Copy Frank Colacicco, Robbie Bauer, Brian Finet, Mark Barcus, and Rob Roman

Type a brief message of the incident description and service that was reported to you by the University Police on the telephone call. Include the JULIE Locate number and the address of the locate site. Note the site contact name and telephone number.

**IV.** Open Firefox icon

Click bookmark tab in upper right corner

Click bookmarks

Open JULIE Locate System to access the following web site:

<http://newtin.julie1call.com/newtinweb/ticketinfo.nas>

* Type in JULIE locate ticket number to access
* Check the Show Map images box located underneath the ticket number
* Select Snip & Sketch tool
* Select New in upper left corner
* Position crosshair in upper left corner of JULIE locate ticket area
* Click and drag to lower right corner of JULIE locate ticket area
* Select “copy” in upper right corner of Snip & Sketch frame
* Copy and paste the JULIE locate ticket into your email
* Select Snip & Sketch tool and perform the same steps for the work area view map area
* Copy and paste the work area view map under the locate ticket in your email

**V.** Return to the open ArcGIS program

* When the U of I Campus Map appears on your screen ensure that Utility Distribution and Base Map are checked
* Click the Zoom In button and seek the location of the Locate Address. Move North/South arrow and East/West arrow as needed. Click zoom button to finalize magnification of locate area
* Check each of the following utilities individually to see if they are in the locate area. Note the utilities that are present:
* Chilled Water
* Compressed Air
* Electric
* Lighting
* Natural Gas (U of I)
* Natural Gas Transmission (U of I)
* Raw Water
* Sanitary Sewer
* Steam
* Storm Water
* Telecommunications
* Water
* After you understand which UIUC utilities will need to be located, check all boxes on the map to fully populate the locate area map.
* Select Snip & Sketch tool
* Select New in upper left corner
* Position crosshair in upper left corner of utility drawing area
* Click and drag to lower right corner of utility drawing area
* Select “copy” in upper right corner of Snip & Sketch frame
* Open email and paste utility drawing into email document
* Close Snip & Sketch frame
* Close ArcGIS program

**VI.** Complete email/notes:

* After reviewing the ArcGIS utility drawing, note in the body of the email the UIUC systems that appear to be in the locate area.
* Also note any other utilities (from other utility service providers) that may be in the area. This will be valuable information for the UIUC excavation team.
* To get the legend to appear on the drawing, click on layout view located in the lower left corner of the campus map drawing
* All utilities that show up in black are owned by others (Ameren)
* Send email

**VII.** Call/Text the required staff members (based on the utilities to be located) to confirm they received email:

* Shop 24 Steam Distribution – steam, chilled water, gas, sewer
* Al York (217) 202-3226
* Cory Kappes (217) 722-0399 work cell (217) 493-3072 personal cell
* Justin Schmidt (217) 840-3074 work cell (217) 202-4498 personal cell
* Shop 25
* Brian Johnson (217) 898-7170
* Jeff Isaacs (217) 778-6231
* Byron Ford (870) 761-4020
* Water Station
* Matt Dalton (217) 714-5846
* Adam Pannbacker (217) 419-2449
* Nate Grice (217) 202-8495
* CITES/Telecommunications – Call covering technician at (217) 840-0228. CITES has requested that we call them for every emergency locate, even if the ArcGIS does not show their utilities in the area. This will allow them to decide if resources will be sent on site, in lieu of Utilities Distribution making that decision.
* Trace Collins tdc@illinois.edu
* Ryan Mills rlmills@illinois.edu
* Ryan Miller rmmille1@illinois.edu
* Dan Auth auth@illinois.edu

If tech does not answer, call the following cell numbers:

* Scot Pruitt (217) 898-7476
* Ryan Mills (217) 413-8860
* Ryan Miller (217) 621-4448
* Kendall Strohl (217) 369-2739
* Dan Auth (217) 369-7691
* Trace Collins (217) 550-3350

When you call the covering technician, remember to get their email, and forward the Emergency Locate email to them.