

5. The Project Manager shall request that the - Regional Utility Coordinator review the marked plans to assure that all necessary data will be secured with the initial request.
6. The Regional Utility Coordinator should advise the Project Manager of any known utility relocations that are proposed which will negate the need for any test-holes.
7. Determination is complete when the Project Manager and Regional Utility Coordinator are in concurrence with the requested test-holes.

**Requesting Locating (Test-holes) Information (Project related)**

1. The Project Manager shall submit the test-hole scoping data in PDF format to the District Survey Manager. Scoping data will include:
  - a. The LD-261 form must be signed by the Regional Utility Coordinator and the Project Manager.
  - b. An appropriate and open activity charge code to be used at invoicing.
  - c. A list of each test-hole with station and offset or project coordinates.
  - d. If the project was designated previously, the names of the Prime and SUE consultant and the dates of the last designation must be provided.
  - e. Email address for submission of the test-hole data: submit directly to the Project Manager and cc the District Survey Manager and the State Survey Program Manager.
  - f. Due dates for the test-hole data.
2. The District Survey Manager will:
  - a. Contact and provide the scoping data to the State Survey Program Manager for a consultant. If a consultant has been on a project, the SOP should be to continue to use the same firm if available.
  - b. Provide the scoping data to the selected consultant for the task with the survey control data for the project.
  - c. Will Review the task request with the Project Manager and send NTP to the State Survey Program Manager.
3. The State Survey Program Manager will review the task request and give final NTP to the selected consultant.
4. District Survey Manager will track the consultant progress by email or phone communication protocols.

**Requesting Locating (Test-holes) Information (Non-Project related)**

1. The Requestor shall submit the test-hole scoping data in PDF format to the District Survey Manager. Scoping data will include:
  - a. A request by memorandum made to the District Survey Manager stating the need.
  - b. A sketch showing the location with horizontal and vertical control.