

- c. An appropriate charge number
  - d. Email address for submission of the test-hole data: submit directly to the Requestor and cc the District Survey Manager and the State Survey Program Manager.
  - e. 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.
    - 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.

***Sec. 13.04*      **Data Distribution****

When the test-hole data has been secured, it will be transmitted directly to the Project Manager or the Requestor for his evaluation and incorporation into the roadway plans and for distribution to others as requested.

The data should include:

- a. The test-hole data sheets.
- b. The Utility Test-hole Information Sheet in electronic format.
- c. An original copy of the underground utilities test-hole information sheet
- d. A plan sheet showing the location of the test-holes.
- e. The test-hole certification sheet should be provided to the Regional Utilities Coordinator.

***Sec. 13.05*      **Evaluation of Location (Test-hole) Data****

The Regional Utility Coordinator in conjunction with the Project Manager shall review the test-hole data secured, and make an evaluation as to whether the facility is vertically in conflict or not.

Should there be a conflict between the utility and the proposed structure, ditches, roadway or entrance cuts, etc., or wherever test-holes are dug, the Project Manager shall determine if changes can be made to eliminate the utility conflict.