

LOCATOR

Field Recipe Book — your edition. Your day in order, your if/then card, nothing that isn't yours.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	OWNER	APPLIES TO
NU-OPS-002-D	1.2	July 7, 2026	Adam Pelewski, Owner	Locator

HOW TO USE THIS BOOK

This booklet is your full day, written like a recipe: **what you need before you start** (your kit), **the day in order** (keyed to moments, not clock times — start times change by market, and the nightly schedule post tells you when and where), and **the if/then card** for when things go wrong, so nobody freezes and nobody guesses. New hire: read your chapter the night before day one, carry it your first two weeks. It pairs with the Workforce Playbook (NU-OPS-001): the Playbook says what must happen; this book shows you how to do it with zero help.

Why the if/then cards matter: every rule on them is a decision already made. Follow the card and the right person hears the right problem at the right time — and the Owner's phone stays quiet unless it truly shouldn't.

THE LADDER — WHO YOU CALL, IN ORDER

Crew Member → Crew Lead → Field Supervisor → Owner. Gas in the air or anyone hurt beyond first aid: **911 first**, always, then the ladder. On a utility strike, the Supervisor calls the utility's emergency line and the Owner — one caller, no double-calling.

THE OWNER GETS CALLED ONLY FOR

- An injury needing more than first aid
- A utility strike with damage
- A job shut down by police or an inspector
- A customer threatening legal action
- Unplanned spend over \$500

Everything else stops at the Crew Lead or the Supervisor. That is the system working.

THE PAPERWORK THAT RUNS THE DAY (KNOW THESE NAMES)

ARTIFACT	WHAT IT IS	WHO OWNS IT
Nightly schedule post	Posted in the crew chat before the Supervisor goes home: start time, market/yard, crew assignments with work-order number per crew, and the Driver's truck, trailer, and run sequence.	Supervisor
JSA	The daily job safety brief. Every person stands in it, names a hazard, signs it — before any work, every day.	Crew Lead runs it; Supervisor files it
Crossing sheet	One line per utility crossing on a bore: the utility, its measured depth, the clearance the bore needs, and the pothole photo. Filled by the Locator on the path walk; signed by the Operator before the rig moves ; rides with the bore log into the DFR.	Locator
Bore log	One log per shot — rod number, depth, pitch, written by the Locator as each rod goes, countersigned by the Operator at end of shot. What billing and strike defense both run on.	Locator writes; Operator countersigns

DFR (Daily Field Report)	Per crew, per day: units installed, hours, photos before backfill and after restoration. Compiled by the Crew Lead, approved by the Supervisor the same day, and entered by the Supervisor into the Nova app (Softtr) — the app is the tracker of record . Work not on a DFR does not get billed.	Crew Lead compiles; Supervisor approves & enters in app
DVIR	Driver's vehicle inspection report — pre-trip and post-trip, truck AND trailer. Open defects go to the mechanic the same night.	Driver
Damage report	Internal one-pager, filled the SAME DAY for any damage — a utility, private property, a vehicle, a machine — whether we caused it or found it already broken. Facts and photos only, never fault language. Reporting it first is how a repair stays a repair instead of a claim.	Whoever found it; Supervisor reviews; Owner sees it
Timekeeping app	Your clock-in/out — the pay record. What you tell your crew lead is billing units. Both must happen, and they must match. [name the app here]	Everyone

CH. 4 LOCATOR

Reports to: Field Supervisor · Daily proofs: ticket screenshots · crossing sheet · signed bore log into the DFR · tomorrow's ticket-status text · **Stop-work authority: an unmarked or unclear utility stops the job, and nobody overrules the Locator on safety.** You own all 811 requests and re-marks on your sites.

Every foot the drill travels today crosses only utilities you have found, measured, photographed, and briefed — zero contacts, and a bore log the office can bill from.

BEFORE YOU START — YOUR KIT

- Locator set (receiver wand + transmitter) you've been trained on, with a working self-test.
- Charged batteries for wand, transmitter, and bore-head sonde — plus a full charged spare set. A dead battery stops the whole crew.
- Phone with the 811 portal login, camera, Crew Lead + Supervisor saved.
- Today's work order and prints, downloaded or on paper — some sites have no signal.
- Paint and flags in APWA colors, plus the color card until you know it cold: red electric, yellow gas, orange comms, blue water, green sewer/storm.
- Tape measure or grade rod for pothole depths; blank bore log and crossing sheets.
- The work-order folder — one subfolder per WO number: tickets, potholes, crossings, marks [confirm where it lives: shared drive or crew chat] .
- Tonight's post: yard, market, crew, work order. PPE: hard hat, vest, glasses, boots.

THE DAY

WHEN YOU ARRIVE AT THE YARD

1. Pull up every 811 ticket for today. Each must be valid (not expired) and show a positive response from EVERY utility listed. One missing response = that path is not cleared. No exceptions.
2. Screenshot every ticket into the work-order folder. That screenshot is your legal proof later.
3. Self-test the wand and transmitter, then shoot a known buried line at the yard to confirm the locator reads true. A locator that lies is worse than none.
4. Load your gear: wand, transmitter, sonde and spares, paint, flags, tape, log and crossing sheets.
5. Read the work order and prints — know every crossing before the trucks roll.
6. Tell the Crew Lead the ticket status before anyone leaves the gate. **You are the single source of truth on tickets** — a problem found in the yard is cheap; on site it's expensive.

Done when: every ticket screenshotted with full positive responses, the locator proved on a known line, and the Crew Lead has heard "tickets are good" — or exactly what isn't.

ON SITE, BEFORE THE RIG MOVES

1. Sign the JSA with everyone else.
2. Walk the whole bore path, entry to exit, prints in hand. Match every paint mark to the plan.
3. Look for what paint misses: meters, pedestals, valve lids, manholes, drop wires, fresh trench scars. A gas meter with no yellow paint nearby is a red flag, not a detail.
4. Confirm every crossing is potholed: see the utility with your own eyes, measure depth from grade, photograph the tape in the hole. No pothole gets backfilled before that photo exists.
5. Shoot each crossing with your own wand. Paint can be feet off; your reading counts.
6. **Fill the crossing sheet as you walk** — one line per crossing: utility, measured depth, clearance needed, pothole photo reference.
7. Brief the operator on every crossing and make him repeat the list back. Then he signs the crossing sheet — the rig does not move without his signature on it.
8. Anything unmarked, unclear, or off-plan — the rig does not move. Your call. Nobody overrules it.

Done when: walked entry to exit, every crossing measured and photographed on the sheet, operator recited the list and signed, and you've told the Crew Lead "path is clear to bore."

WHILE THE RIG IS BORING

1. Track the head rod by rod. Call depth and pitch to the operator out loud, every rod.
2. Write each rod into the bore log as it happens — your hand, one log; the operator confirms before pushing the next and countersigns at end of shot.
3. At every crossing, log bore depth and utility depth side by side and photograph the locator screen. That photo proves the bore cleared it.
4. Watch sonde battery and signal. Swap early at a safe spot — not when it dies under a road.
5. Lose the head — no signal, jumpy numbers — say “stop” and the rig stays stopped until you re-acquire steady readings.

Done when: the head is out the exit pit with a rod-by-rod log, a depth entry and photo at every crossing, and zero contact.

AT LUNCH

1. Check remaining life on every active ticket — today’s job and anything the crew touches tomorrow. Expiring tickets get refreshed NOW; utilities need lead time.
2. Request re-marks for any ticket that expires before that work finishes.
3. Re-walk the remaining path. Traffic and rain kill paint — refresh only marks you personally verified this morning; anything else gets a re-mark request.
4. Swap or top off wand and transmitter batteries.

Done when: no ticket on today’s or tomorrow’s work can expire without a refresh already called in, and the remaining path is freshly marked.

LAST HOUR ON SITE

1. Finish the bore log: totals, every crossing with both depths, ticket numbers, your name — and the operator’s countersignature.
2. Hand log + crossing sheet to the Crew Lead and watch them go into the DFR — footage not in the DFR does not get billed, ever.
3. Upload photos to the work-order folder: potholes with tape, locator screens, final marks, ticket screenshots.
4. Tell the Crew Lead what tomorrow’s crew needs to know: a caved pothole, a disputed mark, a homeowner with a private line.

Done when: the Crew Lead has the signed log and crossing sheet attached to the DFR and every photo is uploaded before anyone leaves.

BACK AT THE YARD, BEFORE YOU LEAVE

1. Check with the Supervisor or the chat for where the crew works next; submit 811 requests for any new dig site NOW — tickets take days, and a crew without one stands still.
2. Every battery on charge: wand, transmitter, sondes, spares.
3. Locator cased and locked — it’s a multi-thousand-dollar instrument, not a shovel.
4. Text the Supervisor tomorrow’s ticket status: numbers, which have full positive responses, which are pending.

Done when: the Supervisor has your ticket-status text, batteries are charging, and the locator is cased and locked.

WHEN THINGS GO WRONG — THE IF/THEN CARD

IF THIS HAPPENS	DO THIS	WHO YOU CALL
One utility has no positive response — everyone else answered	Do not clear the path — that utility could be anywhere in it. Chase the response through the portal; tell the Crew Lead exactly which segments are dead until it posts.	Crew Lead now; Supervisor if it kills the day’s plan
Marks conflict with what you can see — gas meter, no yellow paint anywhere	Believe the meter, not the paint. Stop that segment, request an emergency re-mark, and if the crew must cross, hand-expose the line first.	Crew Lead now; Supervisor if the utility won’t come out
A ticket expires while the job is running	Digging stops the second it expires — zero legal cover after. Refresh immediately; crew stays on above-ground work until it posts. (Your lunch check exists to prevent exactly this.)	Crew Lead now
Homeowner says there’s an unmarked private line — dog fence, grill gas, septic, well	Treat it as real — 811 never marks private lines. Have them show you the run; hand-dig across its path or route around it.	Crew Lead now

The operator pressures you to keep boring past something uncertain	Say “we’re stopped” and step out of the argument. You have stop-work authority; safety is not a negotiation. Rig stays down until proven clear.	Supervisor before continuing — so the pressure lands on him, not you
Signal interference — readings jump, depth won’t settle	Stop the bore. Change sonde frequency, re-calibrate, kill nearby noise. Still no stable read at a crossing — you do not bore through it on a guess.	Crew Lead now; Supervisor if the shot must be re-planned
Sonde battery dies mid-bore — blind head	Rig stops pushing immediately. Pull back to swap the battery, re-acquire, confirm position against your log before one rod goes forward.	Nobody — handle it; tell the Crew Lead why the rig is paused
Marks washed out on part of the path	Refresh only marks you personally shot and photographed this morning. Anything unverified gets a re-mark request — nobody digs there until it posts. You own the request.	Nobody — handle it; Crew Lead if it delays the bore
You contact a utility — any contact, even scratched gas plastic or a nicked tracer	Stop everything. Gas: kill engines, everyone upwind, 911 first . Photograph the scene untouched, never backfill damage. Tell the Crew Lead on site; hold the scene — you don’t work the phones.	Crew Lead on site; the Supervisor calls the utility’s emergency line and the Owner — one caller
A pothole shows a crossing shallower than planned clearance	Stop the rig short of the crossing. Give the operator the real numbers; re-plan depth with the Crew Lead before the head goes near it.	Crew Lead now; Supervisor if the bore can’t make clearance at all
Inspector, utility rep, or police question the locate or shut the job down	Polite, no arguing. Show ticket screenshots and pothole photos — this is exactly why you saved them. Work stays stopped while it sorts.	Supervisor before continuing; a shutdown is an Owner-level call the Supervisor makes

NEVER — THESE END CAREERS

- Never clear a path without a valid ticket showing a positive response from every single utility. “Probably fine” is how people die and companies end.
- Never guess. Can’t prove where a line is and how deep — the answer is stop, every time.
- Never let anyone talk you out of a stop-work call — not the operator, not the Crew Lead, not a deadline.
- Never let a pothole get backfilled before depth is measured, photographed, and logged.
- Never walk away from a contact, even a scratch. An unreported nick on gas plastic is a future explosion with your name on it.
- Never leave at night without tomorrow’s locates requested and batteries charging — either one idles a whole crew.

YOUR PROOFS — WHAT SOMEONE CHECKS TONIGHT

- Signed, countersigned rod-by-rod bore log attached to the DFR.
- The crossing sheet — every crossing measured, photographed, operator-signed before the rig moved.
- Screenshot of every 811 ticket with full positive responses, in the work-order folder.
- Photo of every pothole with the tape showing depth; locator-screen photos at each crossing.
- Tomorrow’s locate requests submitted; ticket-status text sent to the Supervisor.
- Your signature on today’s JSA.

I have read this chapter, been trained on it, and can run this day. Employee: _____ Date: _____ Trainer: _____
 _____ Date: _____