

Large Project Excavation & Preconstruction Meeting Guide

Large Project Excavation

“Large project excavation” refers to excavation work that, due to its **scale or complexity**, cannot reasonably be completed within the standard timeframes, which are:

- **20 calendar days** for typical excavation, or
- **30 calendar days** for submerged excavation.

Examples include:

- Highway or subdivision construction
- Large-scale utility installations
- Projects spanning large areas, long distances, or extended durations

“Preconstruction Meeting” Notices

An excavator may **request a preconstruction meeting** with utility operators by contacting **MS811** prior to large project excavation. MS811 will process the request as a **“Preconstruction Meeting”** ticket.

Purpose of the Meeting

These meetings allow excavators, utility operators, and locators to meet and coordinate excavation plans and locating schedules before submitting locate request tickets.

Benefits of Preconstruction Meetings

- Minimize repeated or unnecessary locate requests
- Ensure utilities mark only the specific areas scheduled for excavation at given times
- Provide all parties with the predictability that excavators will only dig in specified areas during specified dates, and that locates within the specified areas will be completed on time

“Requirements for “Preconstruction Meeting” Notices

- Must be submitted by the **company or individual performing the excavation**
- Must be submitted **at least 10 working days before the meeting date**
- Must include the following details:
 - Meeting location, physical address, date, and time.
 - **Meeting information:** location, address, date, and time
 - Consider selecting a location close to the excavation area
 - If virtual or phone participation is allowed, email instructions as early as possible
 - **Expected excavation start date** (must be **no sooner than 10 working days after** meeting)
 - **Excavation location and scope:**
 - Full project extent (note: the standard 1-mile-per-ticket limit does *not* apply)
 - Driving directions to the site
 - Specific location details on the property (Description of where on the property excavation work will be performed)

- **Valid contact information for:**
 - Person responsible for the excavation
 - Meeting contact person
 - All known excavation contractors/subcontractors
- **Type of work** being performed
- Estimated project **duration**
- **Optional:** You may request that an **MS811 representative** attend the meeting if needed.

Utility operators may submit a response through the **Positive Response Information System (PRIS)** to indicate their **intent to attend** the meeting.

Note: Although encouraged, utility attendance is **voluntary** and **not currently required by law**.

Preconstruction Meetings

- Meetings may be attended **in person, via video, or by phone**
- Utility operators unable to attend the preconstruction meeting may schedule a **separate meeting** with the excavator if necessary
- Participants may exchange:
 - Maps and project plans
 - Excavation and locating schedules
 - Contact information
 - Other relevant project details
- Bring copies of the **proposed Excavation Agreement** for all attendees
- Parties will work to reach consensus on:
 - Scope of work
 - Excavation and locating schedules
 - Site access and coordination expectations

Excavation Agreement

The terms established during the preconstruction meeting must be included in a written Excavation Agreement.

Agreement Requirements to Become Effective

- **Must be completed and signed** by the excavator and all utility operators with buried facilities in the excavation area **at least 3 working days before excavation begins**
 - If the agreement is not finalized within this time, the large project classification **becomes void**, and standard ticket procedures apply
- If the terms of the Excavator's proposed agreement change during the meeting, the **agreement must be updated before signing**
- If the project is delayed or significantly altered after the agreement has been finalized:
 - The agreement must be revised and re-signed, or
 - A new preconstruction meeting must be requested

Large Project Related Excavation Notices

Once a **valid** Excavation Agreement is executed:

- The excavator must begin submitting large project-related locate request notices to MS811
 - The submission of these notices must:
 - Follow the terms of the Excavation Agreement
 - Follow the standard excavation notice requirements in **Section 77-13-5**
 - Be submitted **no less than 3** and **no more than 10 working days before work begins**.
 - Be limited to 1 mile per notice.
 - A **separate large project-related locate request** must be submitted for **each additional mile** of the project.
- The excavator must reference the related Preconstruction Meeting ticket number when submitting each large project-related locate request
- These requests **will be processed as normal** Locate Request Tickets:
 - Utility operators **must respond** within **3 working days**
 - Tickets are **valid for 20 calendar days**
 - Tickets **must be renewed at least 3–4 working days before expiration** and must continue to be renewed in the same manner throughout the excavation project

Legal Compliance

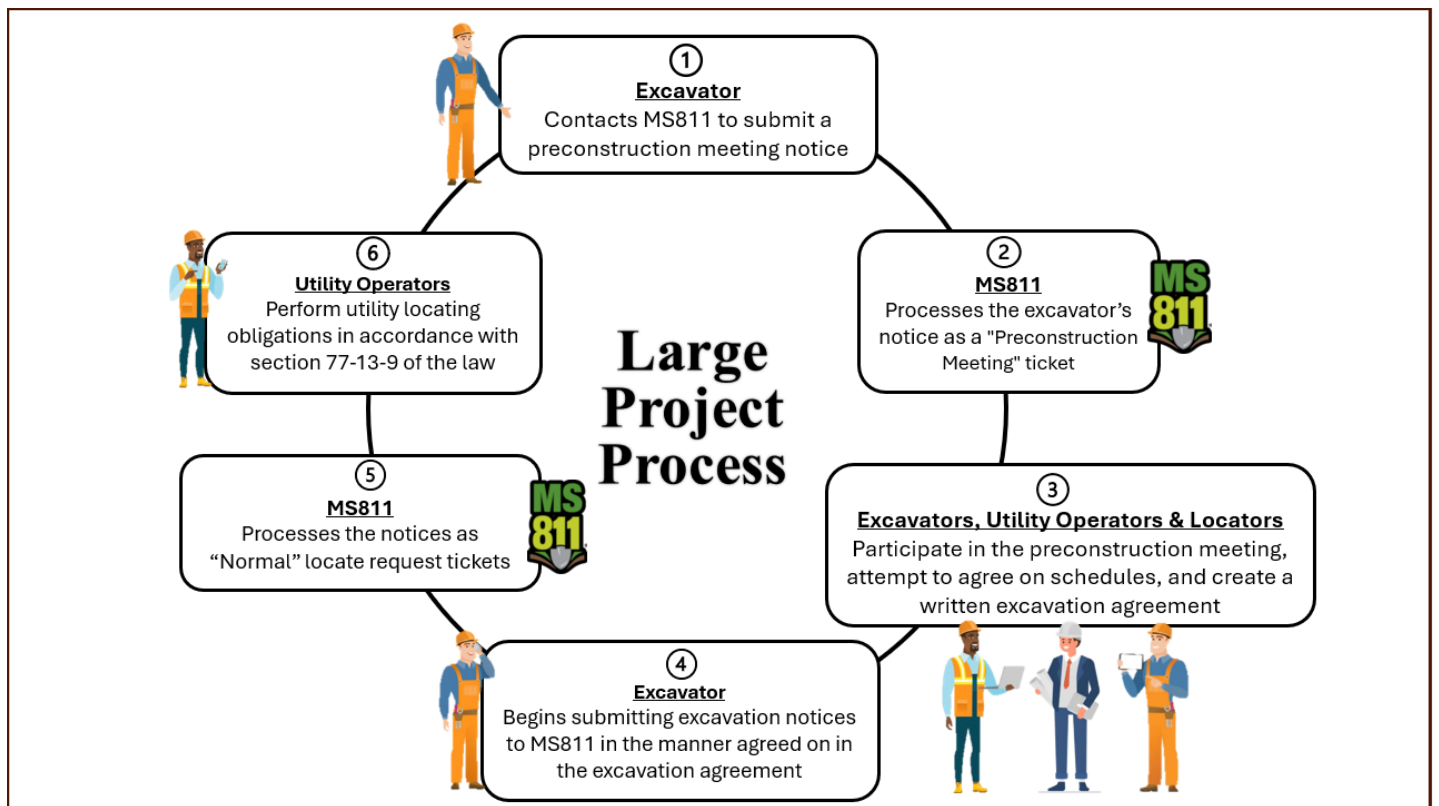
- **Emergency locates** must be handled separately and in accordance with **state law**.
- Submitting locate requests for:
 - Areas where **no excavation will occur**, or
 - Areas where **work is complete is a violation of state law**.

Planning Responsibilities

Excavators are responsible for:

- Planning the submission of **new**, **update**, and **remark** requests according to the terms of the Excavation Agreement, project progression, and state law.
- Ensuring that all locate requests correspond accurately with the **active excavation area** and **timeline**

Diagram: Large Project & Preconstruction Meeting Process



Legal References

See [HB1191](#), Mississippi Code Sections:

- § 77-13-3 (aa), (cc), (dd)
- § 77-13-12 (1a-g), (2-4)

For complete definitions, responsibilities, and legal obligations related to large project excavation, preconstruction meetings, and written excavation agreements.