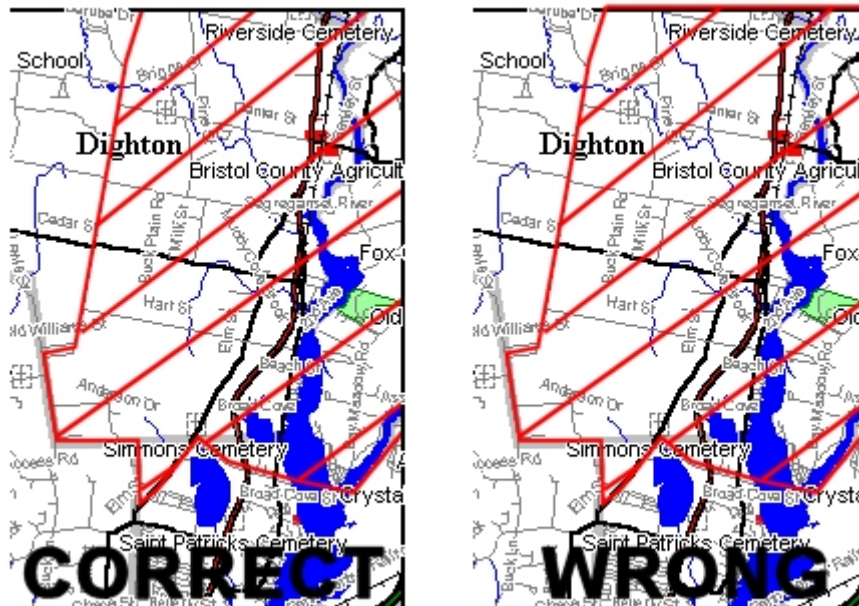


Guidelines for marking maps for digitization

by Brian S. Wegner

- 1) Only send maps back to us that you have marked on.
- 2) Make sure to send us the original maps (copies of copies will introduce error). Also, do not fold maps as it impedes the accuracy at which the maps can be digitized at. Instead, loosely roll them up.
- 3) The four corners of the map and its coordinates must be visible and clear.
- 4) Only a **RED** fine point pen, pencil, or marker should be used to show coverage to be added on the maps.
- 5) Do not mark on the map's borders. Doing so hinders obtaining accurate control points as well as edge matching two or more maps together. (SEE BELOW)



- 6) If you choose to draw a polygon around an area you would like to have covered (instead of a line coverage) then you need to add in your own buffer zone on the map.

FOR LINE/POINT COVERAGES: If you are submitting a line or point coverage then you will need to **specify a buffer zone** width on the Index Grid Plot (distance that you want to be notified on each side of your points and/or lines; the distance can be no less than 150 feet on each side of the line).
FOR POLYGON COVERAGES: You will need to cross-hatch the area within your notification boundaries. This will allow us to tell the difference between a line coverage and a polygon coverage.

- 7) Try to be as accurate as possible when marking on the maps. Poorly marked maps will yield poor results in the notification process.

- 8) Please use a highlighter to highlight areas on a map that are small or difficult to see such as points or very short line segments.
- 9) Mark only one station code's coverage per set map of maps.
- 10) Please do not add or attempt to correct features on the landbase (do not label roads, etc.) that may be labeled incorrectly or may be out of date; please **MARK YOUR COVERAGE AREA ONLY**. While we appreciate the effort, it can be confusing to distinguish between these corrections and your transmission lines (etc.). Also, you need to be aware that not every street can be labeled do to space limitations. Mark the area as best as you can or draw a polygon around the particular area if you cannot accurately draw lines to depict you coverage boundaries.
- 11) If you are wanting to remove a portion of your digitized coverage for the purpose of an update, use a **BLUE** fine point ink pen or pencil along with an annotation that you indeed want removal of that portion of your coverage.
- 12) Be sure to completely fill out the information on the cover sheet for each set of maps. On the Index Grid Plot, place a check in the grids that have been marked on.

Thank you for your cooperation. It serves to expedite the digitization of your lines as well as assure the highest degree of accuracy. Any questions should be directed toward your state's One-Call manager or myself.

Your cooperation is appreciated,

Brian S. Wegner
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