

Operational Guidelines

MIC “Dig Once” Project Portal

Updated May 14, 2021

1. Purpose

The Michigan Infrastructure Council (MIC) “Dig Once” Project Portal allows authorized public and private asset owners to document future construction locations/dates across transportation, water, utilities, and communications infrastructure. Leveraging Geographic Information Systems (GIS) technology, the portal alerts owners of overlapping projects and provides pertinent contact information for collaboration. The Project Portal is intended to assist authorized infrastructure asset owners and managers across the State of Michigan with cross-asset collaboration and coordination and aid in strategic planning of infrastructure construction projects.

2. Definitions and Acronyms

Access Request Form - This form is to be used by organizations defined as an Other Accessing Agency that is seeking access to the Michigan Infrastructure Council (MIC) “Dig Once” Project Portal. Organizations that do not fit the definition of an Accessing Agency and do not own or manage infrastructure assets but require access to the Portal for aiding its constituents in strategic long-term planning of infrastructure construction projects must submit this form to the Portal Access Committee.

Accessing Agency - a party that employs and/or is otherwise affiliated with one or more Authorized Users and is granted access to the Portal by MIC through the PPAA to view project-related data or contribute data, received from Authorized Users, to be displayed on the Portal.

Asset Manager/Operator – agent assigned by an asset owner, such as an employee, consulting firm, management company, maintenance planner, etc. to plan, maintain, update, or install facilities on behalf of that asset owner.

Asset Owner – a public or private utility, agency, or authority that owns, operates, and maintains infrastructure assets (including, but not limited to: gas, electric, drinking water, storm water, wastewater, transportation, communications)

Authorized User – individuals who are employed or otherwise affiliated with an Accessing Agency (agent, contractor, subcontractor) and have a valid and current Individual User Agreement (IUA) on file with the MIC to view data contributed to the Portal or contribute data to the Portal on behalf of an Accessing Agency

IUA – Individual User Agreement

MIC – Michigan Infrastructure Council

Other Accessing Agency – organizations seeking access to the Portal that do not fit the definition of an Accessing Agency and/or do not own or manage infrastructure assets. *Note: Organizations seeking access to the MIC Project Portal are required to complete an Access Request Form that will be reviewed by the Portal Access Committee.*

Appropriate entities may include, but are not limited to:

- a. Regional, State, Federal, or Tribal Governments
- b. Industry Organizations (e.g. MRWA, CRA, MITA, etc.)
- c. Private Sector Entities
- d. Consulting/Contracting Organizations accessing the Portal on behalf of an authorized Accessing Agency *Note: Consulting/Contracting Organizations must be named as approved users by an approved infrastructure asset owning Accessing Agency.*

With regard to Other Accessing Agencies, the Project Portal Access Committee reserves the right to:

- a. Limit access to a set number of individual users per agency
- b. Limit access to a specific period of time
- c. Limit access to specific geographic areas
- d. Limit access based on other factors as necessary

Portal Access Committee –In accordance with the MIC Bylaws, the Portal Access Committee shall be chaired by a MIC voting member and be comprised of five (5) members as appointed by the MIC Chairperson. One member of the Portal Access Committee shall be the Portal Administrator. All five members shall have a vote on the committee for the actions of the committee. The Portal Access Committee reviews and approves Access Request Forms, investigates and addresses complaints of misuse of the Portal, and sets guidelines and policies surrounding access and use of the Portal.

Portal Administrator – the Portal Administrator is responsible for:

- a. Granting access to the Portal
- b. Denying access to the Portal
- c. Creating and maintaining Accessing Agency profiles within the Portal
- d. Creating and maintaining user profiles within the Portal

PPAA – Project Portal Access Agreement

Project Portal Partner Organization – Accessing Agencies that have completed all the access requirements and processes and have been authorized to use the Portal.

The Portal – Michigan Infrastructure Council “Dig Once” Project Portal

User Role – Editor - In addition to viewing project data within their approved region, users with this role may add, edit, or delete projects on behalf of their organization (*This role is referred to as “Data Contributor” in the PPAA*).

User Role – View Only - Users with this role are only able to view project data within their approved region.

3. Participation - Organizations

1. An organization is identified as a MIC Project Portal Partner (this is the “Accessing Agency”, per the Project Portal Access Agreement) if all the following criteria are met:
 - a. A completed and signed Project Portal Access Agreement (PPAA) has been received.
 - b. The organization owns infrastructure assets or manages infrastructure assets on behalf of the owner.
 - c. In the event of an organization managing infrastructure assets on behalf of an organization owning the infrastructure assets, both the managing and owning organizations must sign a PPAA.
 - d. If required, a completed request form from an organization defined as an “Other Accessing Agency” has been received and approved by the MIC Project Portal Access Committee

4. Participation – Individuals

1. An individual is granted access to the Portal if all the following criteria are met:
 - a. A partnering organization has completed a PPAA and named the individual as an authorized user.
 - i. The partner organization must designate the user role for the individual user (Editor or View Only) via the PPAA/User Role Designation Form
 1. A limited number of users from “Other Accessing Agencies” will be granted the View Only role
 - ii. This assigned role will be tracked by the MIC Administrator and the audit logs of the Project Portal.
 - b. A completed and signed Individual User Agreement (IUA) has been received.
 - i. MIC Administrator will confirm relationship between Partner Organization (named user on the PPAA) and individual user.
 - ii. MIC Administrator will confirm permitted use (Viewer/Editor and View Only) and assign the role accordingly.
 - iii. MIC Administrator will confirm partner organization and record approval (name/date)
 - c. The user must request access to the MIC Project Portal through the MiLogin Portal using the same email address that was provided on the IUA
 - i. If necessary, the user must create a Third Party MiLogin account in order to request access
 - ii. If the user already has a Third Party MiLogin account, they may request

- access using their existing MiLogin account
- iii. If the user is a State of Michigan employee, they must request access to the MIC Project Portal through their employee MiLogin Portal

5. Denying Access to the Project Portal

1. Access to the Project Portal will be denied if one or more of the following apply:
 - a. The requestor does not meet the definition of an asset owner, asset manager, or asset operator as defined under the definitions and acronyms.
 - b. The requestor does not meet the definition of an accessing agency or other accessing agency.
 - c. The requestor has not completed all the required documents:
 - i. PPAA
 - ii. IUA
 - iii. User Role Designation Form
 - iv. Request form from an Other Accessing Agency (if required)

6. Revoking Access to the Project Portal

1. Users are granted access through Accessing Agencies, therefore all activity conducted in the Portal must be in accordance with the professional construction and collaborative activities of that agency. Access to the Portal may be revoked in the event one or more of the following occur:
 - a. Any use or abuse of the Portal, or other Portal users, beyond the intended cross-asset collaboration and coordination, as outlined in the PPAA and IUA. This includes, but is not limited to:
 - (i) Misuse of contact information. This includes using contact information found within to Portal for reasons not associated with cross-asset collaboration and coordination.
 - (ii) Purposeful misrepresentation of project geography and/or attribute data
 - (iii) Misuse of project information. This includes using project information found within the Portal for reasons not associated with cross-asset collaboration and coordination.
 - b. An Accessing Agency requests the removal of one of their named users.
 - c. A user has been inactive for 180 days or more.
2. Please report incidents of abuse or misuse to mic@michigan.gov

7. When an individual is found to be in violation of the IUA

1. MIC Administrator will change the status of the user to “Deactivated” and their user role to “Unassigned,” which will remove all user access.
 - a. MIC Administrator will remove the user from the MIC Project Portal as soon as administratively feasible.
 - b. The partner organization will be notified when the actions are complete.
 - c. Documentation of the actions will be kept on file with the partner organization’s PPAA.
 - d. Treasury Security and Treasury Legal will be notified as appropriate.

8. When a partner organization is found to be in violation of the PPAA

1. MIC Administrator will change the status of all users associated with the organization to “Deactivated” and their user roles to “Unassigned,” which will remove all user access.
 - a. MIC Administrator will remove all users from the MIC Project Portal as soon as administratively feasible.
 - b. The organization will be notified when the actions are complete.
 - c. Documentation of the actions will be kept on file with the partner organization’s PPAA.
 - d. Treasury Security and Treasury Legal will be notified as appropriate.

