

MODIFICATION TICKET

- To ensure adequate time for NiSource review and allocation of resources, NiSource encourages as much notice as possible
- Submit the NiSource Supplier Project Form to the Clearance Coordination Center (CC) in the Clearance mailbox address at: Clearance@nisource.com ([link](#))
- Call 866-948-1026 to share all necessary information and inform you are requesting a modification ticket. The Coordinator will provide the modification ticket # and then assign the project to NiSource Engineering for review



SCHEDULING PHASE

- A confirmation email will be sent once NiSource Engineering approves
- Once the email has been received, and project is ready to be scheduled, please call the CC at least 14 days prior to scheduling. (It is important to note that meeting the 14 day window does not constitute a guarantee by NiSource. Please provide as much advanced notice as possible to ensure all parties have ample time to schedule resources accordingly)
- Inform Coordinator that you are calling to confirm the timeline for the modification ticket#
 - Let the coordinator know if a crew may be at the site earlier than expected for prep work such as setting up equipment



DAY OF WORK TICKET

- Call the CC each day work will be performed
 - Be ready to provide your modification ticket#
- Modification tickets can be used from the start until the end of the project
 - Deactivate the ticket each day by calling the CC so the team knows you are off site
 - Reactivate the ticket the next time work begins