



# DIGGING IN TO BEST PRACTICES

## Relocates: A Deeper Look

As the Notification System, Ontario One Call does not schedule or complete physical locates.

Locates and Clearances are sent directly to excavators. Each owner of underground infrastructure (member) decides their locate validity based on their risk tolerance.

To ensure proper notification, Ontario One Call advises excavators to submit a relocate 5 business days before the earliest locate expires, based on the validity noted on the locate response.

### What you need to know..

Providing more accurate information, including a description of the dig area with distance/direction from a geographical reference, improves efficiency and accuracy of completed locates.

Refer to the locate/clearance paperwork you receive on behalf of each member for the validity and/or expiration. Relocate a request 5 business days before the earliest locate expires.

You are required to have a copy of the locate request confirmation from Ontario One Call onsite; including the previous locate responses for any member that provided “Existing Locate Still Valid” as the initial status on your current request.

### Changes to the dig location/information are not permitted when submitting a relocate.

Requesting locates for an area larger than you require may cause delays, as members are not obligated to complete locates when the work is not going to commence, over the entire area you have requested, within 30 days.

Requesting a relocate to try and resolve a late locate issue is not an effective method as it often results in notification issues. Follow the Late Locate Protocol found here: <https://www.ontarioonecall.ca/wp-content/uploads/Late-Locate-Protocol-2020.pdf>

### Why you want to do this...

Following our recommended best practice ensures the Locate Request Confirmation lists the “Members Notified” when required and shows the “Existing Locate Still Valid” status when applicable.

### Who do you contact with a relocate issue?

Check the list of “Members Notified” on the locate request confirmations and reach out to the member directly to request an extension on the most recent locate this member provided paperwork for. Contact Client Services for further assistance by email: [Solutions@OntarioOneCall.ca](mailto:Solutions@OntarioOneCall.ca)





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## Relocates: Example of a Three Month Project

When you request a relocate and 'Existing locate still valid' appears in the Initial Status section's of the Locate Request Confirmation, the Member has a Relocate Delay indicating to Ontario One Call that the previous locate they issued is still valid. However, it is your responsibility as an excavator to ensure the locate paperwork you received directly from each Member or their Locate Service Provider (LSP) is in fact still valid.

In the 3 month project example below, on 1<sup>st</sup> relocate request of the original locate, the Electrical and Gas members do not have a Relocate Delay and the initial status is 'Notification Sent'. The Communications and Municipal members have a Relocate Delay, and 'Existing Locate still Valid' appears in the initial status.

Review the paperwork you received from the member (or LSP) for the 1st Locate to ensure it is valid and include those original locates with the new Ontario One Call Confirmation, which shows the "Existing locate still valid" status. Wait for a response from the Electrical and Gas and add these to the locate package.

The 2<sup>nd</sup> relocate, will notify all four Members and begin the cycle again.

### MEMBERS NOTIFIED: The following owners of underground infrastructure in the area of your excavation site have been notified.

Member name	Station Code	Initial Status
PVS FOR CITY OF HAMILTON WATER (HW01)	HW01	Existing locate still valid
MULTIVIEW FOR COGECO CABLE (CPVS2)	CPVS2	Existing locate still valid
PVS FOR ALECTRA UTILITIES-HAMILTON HYDRO (LOCAL HYDRO) (HHP1)	HHP1	Notification Sent
PVS FOR ENBRIDGE GAS (LEGACY UNION GAS) (EN2HN01)	EN2HN01	Notification Sent



Please ensure you are referencing the most recent version of this document - Version 1.3

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## Relocates: Best Practice

### Our recommended Best Practice for managing relocates:

- Request locates that are appropriate for the scope of your work. Consider the size of the project, the length of time it will take your team to complete the work, and request a suitable area.
- Include an 'Estimated completion date' on long term projects.
- When your work will not be completed within 30 days, review the most recent responses you received from each member/LSP and relocate 5 business day before the earliest locate expires.
- Confirm none of the dig location/information details have changed since the previous request.
- Ensure the contact details are correct; you may change the main contact name, phone number and email address when requesting a relocate online.
- Review the Locate request confirmation for any Members with an Initial Status of 'Existing locate still valid' and keep the previous locate paperwork onsite to ensure you have a valid response from each member.
- Track late locates separately from Notification, and action late locates in a timely manner. Please follow the Late Locate Protocol; reach out to our Compliance department by email: [Compliance@OntarioOneCall.ca](mailto:Compliance@OntarioOneCall.ca) or phone 1-844-257-9490 Ext. 8201 for further information.
- When a Member has not responded within 5 business days, their locates may fall out of sync with the other Members that have responded. When this occurs, please contact the Members directly and ask for an extension on the most recent locate you received to try and synchronize the paperwork moving forward.
- Please contact Client Services for further assistance and web portal support by email: [Solutions@OntarioOneCall.ca](mailto:Solutions@OntarioOneCall.ca)