

# **VALIDITY & SHARING LOCATES**

**Presented by**

**Jeremy Cook, P.Eng.  
General Manager  
R&B Construction Services Inc.  
&  
Co-Chair ORCGA Best Practice Committee**

**ORCGA**®



**2023 ORCGA DAMAGE PREVENTION SYMPOSIUM**

## VALIDITY & SHARING LOCATES

Ontario Underground Infrastructure Notification System Act (“OUINS Act”) was amended in April 2022 to specifically allow sharing of locates:

11. An excavator who submits a locate request is permitted to share with another excavator the information described in paragraph 1 or 2 of subsection 6 (1) that was provided by a member, but only if,

- a) the other excavator’s contact information was included in the locate request that was submitted to the Corporation; or
- b) If clause (a) does not apply, the excavator who submitted the locate request provides the other excavator’s contact information to the Corporation before sharing the locate information. 2022, c. 9, Sched. 2, s. 6 (1).

## VALIDITY & SHARING LOCATES

What this means:

1. Yes, we can share locates.
2. Ontario One Call must be made aware of who is using shared locates. (“Notification”)
3. Notification must be made by party that requested the locates.

## **VALIDITY & SHARING LOCATES**

In order to use shared locates, firstly we need to check:

**WE HAVE ALL THE REQUIRED LOCATES.**

i.e., a “Complete Response”.

## VALIDITY & SHARING LOCATES

Requirement for a complete response is given in the OUINS Act:

10 (1) An excavator shall not commence an excavation or dig unless . . .

ii. Each member that owns or operates underground infrastructure that may be affected by an excavation or dig has done the things required by subsection 6 (1) or, if section 7 applies in respect of the excavation or dig, the dedicated locator has done the things required by subsection 7 (10) and, if applicable, each member who owns or operates transmission infrastructure has complied with subsection 7 (13).

## VALIDITY & SHARING LOCATES

What this means:

It is the **EXCAVATOR**'s responsibility to make sure all affected utility owners have responded.

Specifically, it is not the responsibility of:

- utility owners
- Ontario One Call
- whoever provided the locates.

# VALIDITY & SHARING LOCATES

In order to determine the affected utility owners we need:

The **LOCATE REQUEST CONFIRMATION** from Ontario One Call.

**LOCATE REQUEST CONFIRMATION**

REQUEST #: 2023022849    REQUEST PRIORITY: STANDARD    REQUEST TYPE: REGULAR    WORK TO BEGIN DATE: 09/20/2023  
 Update of Request #    Project #    Call Date: 09/16/2022 01:35:49 PM    Request Date: 09/16/2022 01:36:53 PM

**REQUESTOR'S CONTACT INFORMATION**

Contractor ID: 5093  
 Contact Name: JESSE COOK    Alternate Contact Name: BRADON DUCHI  
 Company Name: E&B CONSTRUCTION SERVICES INC.    Alternate Contact #: (416) 859-8436  
 Address: 8 COMMERCE CRES. ACTON, ON, L7J 2K1  
 Email: ebconstruction@comcast.net  
 Primary Phone #: (416) 936-6303  
 Cell Phone #:

**DIG INFORMATION**

Project/Utility: P&E    Work Done for: PROPERTY OWNER    Pre Marked: Area Not Pre-Marked  
 Community:    Reason for Work: ELECTRICAL SERVICE INSTALLATION    Property Type: Private Property  
 City: BRAMPTON    Dig Method: Machine Dig    Site Meeting: No  
 Address: 123 KENNEDY RD S (REGIONAL ROAD 36)    Depth: Up to 6 Feet    Work End Date:  
 Intersecting Street 1: DELANDRE RD  
 Intersecting Street 2: STAFFORD DR

**ADDITIONAL INFORMATION**    **QUALIFYING INFORMATION**

INSTALL NEW PRIMARY DUCT BANK, TRANSFORMER VAULT, AND SECONDARY DUCT BANK. SEE ATTACHED SKETCH

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

Member Name	Station Code	Initial Status
PROMARK FOR ENBRIDGE GAS (ENBRGAS)	ENBRGAS	Notification sent
CCS FOR ALICPA BRAMPTON (ALICBRIS)	ALICBRIS	Notification sent
CCS FOR ROGERS (ROGPFIS)	ROGPFIS	Notification sent
CSI FOR COB STORM (COBSIS)	COBSIS	Cleared
PROMARK FOR BELL CANADA (BCOWIS)	BCOWIS	Notification sent

MAP SELECTION: Map Selections provided by the excavator through Ontario One Call's map tool or through agent interpretation by phone

**IMPORTANT INFORMATION: Please read.**

Definition: "NC" - Non-Compliant

- Non-compliant members have not met their obligations under section 5 of the Ontario Underground Infrastructure Notification Act. ONECALL has notified these members to ensure they are aware of your excavation. In this circumstance, should the member not respond, the excavator should contact the member directly to obtain their locate or request a status. ONECALL will not be provided with a locate status from the member regarding this request and therefore, cannot provide further information at this time. For locate status contact information please refer to our website.
- You have a valid locate when...
  - You have received your locate request information for accuracy. UPDATE your request IMMEDIATELY if changes are needed and obtain a corrected locate request confirmation.
  - You have received your locate request information for accuracy. UPDATE your request IMMEDIATELY if changes are needed and obtain a corrected locate request confirmation.

NOTE: Intersecting streets are often suggested by Ontario One Call's system. In some circumstances they may not reflect the actual intersecting streets in your excavation. You can change the intersecting streets before submitting the request by going through the "Excavator" page of our locate request. All utility work should be completed within the time frame specified in the request. If you have any questions regarding the time frame, please contact your excavator or the excavator by the system. If you don't agree with a street name, make sure to edit the request before you submit it. If you found a mistake after submitting the request, update your request immediately on the web portal.

- You have obtained locates or clearances from all ONECALL members listed in this request before beginning your dig.
- You have met your obligations when...
  - You have obtained your obligations when...
    - You request the marks and instructions provided by the locators and dig with care; the marks and locator instructions MUST MATCH. You must wait for permission from all members notified on your locate request before beginning to dig.
    - You have obtained any necessary permits from the municipality in which you are digging.
    - You have made Ontario One Call aware if you have come across any new or unlisted infrastructure in the public right of way AND stopped digging to prevent damage, when the reason...
      - You have arranged for locates for your private lines on your private property - where applicable.



2023 ORCGA DAMAGE PREVENTION SYMPOSIUM

# VALIDITY & SHARING LOCATES

Affected utility owners are listed on the Locate Request Confirmation in the box labeled “Members Notified”:

<b>MEMBERS NOTIFIED: The following owners of underground infrastructure in the area of your excavation site have been notified.</b>		
<b>Member Name</b>	<b>Station Code</b>	<b>Initial Status</b>
PROMARK FOR ENBRIDGE GAS (ENGW01)	ENGW01	Notification sent
CCS FOR ALECTRA BRAMPTON (ALECBR01)	ALECBR01	Notification sent
CCS FOR ROGERS (ROGPEL01)	ROGPEL01	Existing locate still valid
CLI FOR -COB STORM (COBSS01)	COBSS01	Cleared
PROMARK FOR BELL CANADA (BCGW01)	BCGW01	Notification sent



## **VALIDITY & SHARING LOCATES**

In order to use shared locates, secondly we need to check:

### **CONDITIONS OF BOTH REQUEST & LOCATE ARE MET.**

Conditions include:

- a) depth of excavation (Request)
- b) method of excavation (Request)
- c) located area (Locate)
- d) instructions, warnings and limitations (Locate).

# VALIDITY & SHARING LOCATES

Conditions of the Request are listed on the Locate Request Confirmation in the box labeled “Dig Information” and sometimes “Additional Information” and “Qualifying Information”:

DIG INFORMATION		
<b>Region/County:</b> PEEL <b>Community:</b> <b>City:</b> BRAMPTON <b>Address:</b> 133, KENNEDY RD S (REGIONAL ROAD 16) <b>Intersecting Street 1:</b> TULLAMORE RD <b>Intersecting Street 2:</b> STAFFORD DR	<b>Work Done for:</b> PROPERTY OWNER <b>Reason for Work:</b> ELECTRICAL SERVICE INSTALLATION <b>Dig Method:</b> Machine Dig <b>Depth:</b> Up to 6 Feet	<b>Pre-Marked:</b> Area Not Pre-Marked <b>Property Type:</b> Private Property <b>Site Meeting:</b> No <b>Work End Date:</b>
ADDITIONAL INFORMATION		QUALIFYING INFORMATION

## **VALIDITY & SHARING LOCATES**

In order to use shared locates, thirdly we need to check:

### **THE LOCATES ARE VALID.**

Validity of locates is covered in CCGA BP 3-21:

- a) marks on the ground sufficient for the purpose
- b) completed locate report by an authorized party
- c) conditions of the locate have not changed
- d) locate has not expired.

## VALIDITY & SHARING LOCATES

Notification procedures for shared locates:

**Before Work to Begin Date**, excavator who submitted the locate can:

1. Include shared excavator information as part of locate request in “Contact Information” section under “Additional Contact”.
2. Include shared excavator information as part of locate request in “Additional Information” section.

# VALIDITY & SHARING LOCATES

Notification procedures for shared locates:

## Before Work to Begin Date:

The screenshot shows the 'Single Address Request' form on the Ontario One Call website. The page has a dark grey header with the Ontario One Call logo on the left and navigation buttons for 'Home Page', 'Help', and 'Cancel Request' in the center. On the right side of the header, it says 'Excavator construction@uexcavate.net'. Below the header is a progress bar with four steps: 'Step 1: Contact Information' (highlighted in green), 'Step 2: Dig Location', 'Step 3: Dig Information', and 'Additional Information'. The main content area is titled 'Step 1: Contact Information - Let us know who you are and where we can reach you.' and includes a note: 'The \* indicates a mandatory field.' The form is divided into two columns: 'Main Contact: Requester (You)' and 'Additional Contact: Optional'. The 'Main Contact' section has three fields: '\*Select your Contractor ID', '\*Full Name', and '\*Primary Phone # (Including extension)'. The 'Additional Contact' section has three fields: 'Select the type of Additional Contact' (a dropdown menu), 'Full Name', and 'Primary Phone # (Including extension)'.

# VALIDITY & SHARING LOCATES

Notification procedures for shared locates:

## Before Work to Begin Date:

Home Page Help Cancel Request

Step 1: Contact Information Step 2: Dig Location Step 3: Dig Information Additional Information

\*6. Are you digging on Public or Private property, or Both? (select all that apply) ?

\*7. Do you require a meeting with the locator? ?

\*8. When will you begin digging? (Minimum 5 business days from today)  
02/02/2023

**Additional Information** - Please provide additional information about your dig. ?

Details to include:

- > Side of property on which the dig is occurring
- > Any locating instructions (for ex. distance and/or direction from specific areas or landmarks)
- > Description of how the area is pre-marked
- > Restricted access information/instructions
- > Special instructions on the best time to reach you

\*Type here... (character limit: 1000)



2023 ORCGA DAMAGE PREVENTION SYMPOSIUM

## VALIDITY & SHARING LOCATES

Notification procedures for shared locates:

### After Work to Begin Date:

- excavator who submitted the locate cannot change the locate request.
- Until further notice, Ontario One Call asks excavator to keep a written record of all they plan to share locates with, including contact information. This document must be presented to Ontario One Call, and other regulators (TSSA, ESA, etc.), if asked.

## VALIDITY & SHARING LOCATES

Notification procedures for shared locates:

### Suggested Contact information

For a Company/Business:

- full legal name
- contact person, name & phone/email.

For an Individual:

- first & last name
- address of residence
- phone/email



## VALIDITY & SHARING LOCATES

Present situation at Ontario One Call:

- Locate Request Confirmation not sent to receiver of shared locates.
- Affected utility owners not notified of shared locates.
- Receiver of shared locates cannot login to see request.
- Receiver of shared locates cannot request remarks.
- No procedure to advise receiver of shared locates about problems or errors affecting locates.

## VALIDITY & SHARING LOCATES

### Future Legislation & Regulations:

- No further legislation planned at this time, except for regulation to establish the Administrative Penalty system

## VALIDITY & SHARING LOCATES

ORCGA Best Practice considerations:

### Responsibilities of sharing party?

- “Notification” preferable at time of request?
- only share upon obtaining a “Complete Response”?
- advise of restrictions, instructions, warnings?
- advise of changes, errors?
- assist in contacting utility owners & LSPs?

## VALIDITY & SHARING LOCATES

ORCGA Best Practice considerations:

### Responsibilities of receiving party?

- verify package received is a “Complete Response”?!
- verify their excavation meets conditions of request & locate?!
- verify contact information correct?
- contact utility owners & LSPs directly or through sharing party?

## VALIDITY & SHARING LOCATES

In summary:

### Validity of Shared Locates Requires:

1. Possession of a “Complete Response”.
2. All conditions of request & locates are met
3. All the locates are valid.
4. Ontario One Call has been notified.

**VALIDITY & SHARING LOCATES**

# **QUESTIONS & COMMENTS**

# **Please fill out your survey!**

Open the **Attendee Hub App**,  
tap on **Agenda** and then tap on  
**Validity & Sharing Locates**

and complete the survey for this session.

**OR**

**If you are unable to download the app, a paper  
survey is available.**