

Please read this pamphlet before you begin to dig.

Thank you for contacting Ontario One Call.

This pamphlet is designed to help you understand some key pieces of information that you will find on your locate sheet so you can dig safely.

If you have any questions about your locate sheet, please contact the locate service provider listed at the top of the sheet.

It's important to:

- Read and fully understand your locate
- Make certain the sketch of the located area matches the markings on the ground.
- Hand dig cautiously (with non-mechanical equipment) within 1 metre of locate marks
- **DO NOT** dig outside the area located on your locate sheet
- Remember that your locate expires in 30 days. If you plan to dig after that date, you'll need to contact Ontario One Call again to request a new locate

OntarioOneCall.ca
1-800-400-2255

Sample Primary Locate Sheet (Front)

ABC Locates Phone: (416) 555-5555 Fax: (416) 555-5505 Email: locates@abs.com		Homeowner & locate service provider negotiated date		Your Ontario One Call Locate Request #		Page Number & Number of Pages	
Primary Locate Sheet Line Locate Request				Request #: 123456		Page <u>1</u> of <u>2</u>	
Locating for: <input type="checkbox"/> CATV <input type="checkbox"/> Water <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Sewers <input type="checkbox"/> HYDRO <input type="checkbox"/> Telephone <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Private		Revised: 05/27/08		Excavation Date: 05/25/08		Date that the locate will be completed by the Locate Service Provider	
Received Date: 05/20/08		Phone: 555-1234		Fax: 555-4321		Address of excavation	
Locate Address: 127 Somewhere Street		City: Toronto		Description of work to be performed		Additional instructions from the homeowner to Ontario One Call	
Type of work: Installing Fence		City: Toronto		Identifies which utilities were located		Any Special Notes will be written here	
Callers Remarks: Please mark from the backyard to front of house on both sides.							
Gas		Bell		Hydro		Sewer	
Water		Other		LOCATED AREA: EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE.		Type of utility underground	
Records Reference:				<input type="checkbox"/> Third Party Notification:			
<input type="checkbox"/> Map <input type="checkbox"/> NetworkX #				Working For:			
<input type="checkbox"/> Byers <input type="checkbox"/> Datapak #				Neighborhood:			
Atlas Plates:				Field Notes:			
Service Sketches:				Other:			
Excavator shall notify and receive a clearance from Regional contacts prior to excavation for the following:				Material type			
<input type="checkbox"/> Valve <input type="checkbox"/> Vital Main				<input type="checkbox"/> Gas <input type="checkbox"/> Cast Iron <input type="checkbox"/> Steel <input type="checkbox"/> Plastic <input type="checkbox"/> Copper			
<input type="checkbox"/> Cables <input type="checkbox"/> Central Office Vicinity				<input type="checkbox"/> Telephone <input type="checkbox"/> Cable <input type="checkbox"/> Conduit			
<input type="checkbox"/> Water				<input type="checkbox"/> Telephone Fibre			
Method of Field Marking: <input type="checkbox"/> Paint <input type="checkbox"/> Stakes <input type="checkbox"/> Flags <input type="checkbox"/> Offset Stakes <input type="checkbox"/> Chalk <input type="checkbox"/> Other (Gas-Yellow, Hydro-Red, CATV/Telephone-Orange, Water-Blue)							
Caution: Locate is VOID after 30 days. For all locate requests including remarks contact Ontario One Call.							
Caution: The markings may disappear or be misplaced. This is based on information given at the time. Any changes to location or nature of work requires a new locate. The EXCAVATOR must not work outside the indicated area. Privately owned facilities may be present in Locate Area, check with property owner.							
Documents given to be used with this locate:		Located by: G. Smith		Accepted by:		DPT* name, ID #, date and time of locate The locate expires 30 days after this date	
<input type="checkbox"/> NEB Excavation/Construction Booklet		I.D. Number: 3456		Print:		How the DPT* left you the locate form on your property	
<input type="checkbox"/> Gas Excavation Guidelines		Date and Time: 05/26/08 13:45		<input type="checkbox"/> Mark and Fax		<input type="checkbox"/> Left on Site	
<input type="checkbox"/> Hydro Electric Excavation Guidelines		<input type="checkbox"/> Bell Guidelines for Excavation		<input type="checkbox"/> Mark and Fax		<input type="checkbox"/> Left on Site	
A copy of this Primary Locate Sheet and the Auxiliary Locate Sheet must be on site and in the hands of the excavator during work operations. Should sketch and markings not coincide, a new locate must be obtained.							
This form revised April 2007		White - Excavator copy		Yellow - Office Copy		How the DPT* left you the locate form on your property	

* DPT = Damage Prevention Technician (locator)

Sample Auxiliary Locate Sheet (Back)

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Auxiliary Locate Sheet

ABC Locates
Phone: (416) 293-2950 Fax: (416) 293-7730 Email: locates@qxtechserv.com

Locating for: CATV Water Traffic Sewer
 Fiber Hydro Telephone Gas

Date: 05/26/08 Request #: 123456

and Location of Service Marked: (Specify Building Numbers)
2 at # 125, 127

EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE.

From: EBL 129 Somewhere Street To: WBL 125 Somewhere Street
 From: 15 m N of NBL 127 Somewhere Street To: 1m S of SBL 127 Somewhere Street

LEGEND:
 Building Line -BL-
 Edge Line -FL-
 Curb -CL-
 Edge -RE-
 Driveway -DW-
 Manhole [M/H]
 Catch Basin [CB]
 Sidewalk [SW]
 Pole [O]
 Railway [|||||]
 Pedestral [X]
 Telephone Cable -B-
 Conduit -C-
 Buried Service Wire -BSW-
 Gas Main -GM-
 Gas Service -GS-
 Gas Valve [V]
 Hydrant [XX]
 Transformer [T]
 Hydro -H-
 North N.
 South S.
 East E.
 West W.

HAND DIG WITHIN 1 m (3.28 ft.) AS MEASURED HORIZONTALLY FROM THE FIELD MARKINGS:
 DEPTH VARIES AND MUST BE VERIFIED BY HAND DIGGING
 LOCATED AREA HAS BEEN ALTERED AS PER: _____

N

#129 **#127** **#125**

LOCATED AREA

Somewhere Street

This form valid only with the primary locate form. This sketch is not to scale
 Any privately owned services within the located area have not been marked - check with service / property owner.

A copy of this Auxiliary Locate Sheet and the Primary Locate Sheet must be on site and in the hands of the machine operator during work operations. Should sketch and markings not coincide, a new locate must be obtained.

This form revised April 2007 White - Excavator copy Yellow - Office Copy

Type of utility being located with your locate request number

Date the locate was completed

Page Number & Number of Pages

Your Ontario One Call Locate Request #

Printed description of Located Area

Legend of symbols used in sketch

IMPORTANT - Do not dig outside the area located on this sheet

The Locate Area is in BOLD and must be the same as the written Locate Area Description in the Caller's Remarks section from page 1

IMPORTANT INFORMATION

Please review carefully before you start digging!

