



# NON-LAC LOCATOR FRAMEWORK TO QUALIFY FOR DEDICATED LOCATOR

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## Introduction

This document has been created to establish the requirements set out by Owners of Underground Infrastructure for a Non-Locate Alliance Consortium (Non-LAC) locator to be able to perform the function of a Dedicated Locator (DL). This document was developed to address industry feedback that project owners are not able to use the DL model unless they are part of LAC.

This document has been compiled to fill the need for additional locating resources for DL Projects and is intended to support the industry. This framework is not a requirement imposed by Ontario One Call. Although the recommendations are not required today, this may change in the future and any Dedicated Locate Service Provider (DLSP) who is considering their options, should plan to have these built into their structure at the start or as soon as practicably possible.

## Development of this document

This document was developed with the assistance and advice of industry stakeholders, specifically the Dedicated Locator Working Committee held by Ontario One Call. As the Dedicated Locator Model evolves, Ontario One Call may consult industry stakeholders in a review of the information contained in this document with the goal of keeping it current.

## Requirements and Recommendations

### Technical

### Safety Reporting Software

There are a few different types of Safety Reporting software that Owners of Underground Infrastructure



require contractors and locators to use when any work is being carried out on their infrastructure. Some examples of this software include, but are not limited to:

ISNetWorld.com  
ComplianceWorks.ca

**All DLSP's should contact the Owners of Underground Infrastructure in the Project Area to confirm any Member specific Safety Reporting Software requirements.**

### Ticket Management System

The DLSP should have a Ticket Management System to ensure that a minimum standard of record-keeping is maintained.

The ticket management system will need to be able to;

1. Receive request confirmations from Ontario One Call in either HTML format via email or dBASE (DBF) format via FTP,
2. Receive and track any responses from owners of underground infrastructure exempt from the DL Model,
3. Respond to Ontario One Call's 360 Feedback,
4. Send completed locates to the Project Owner and/or Owner of Underground Infrastructure,
5. Keep all records for 7 years and allow access to the appropriate parties if called upon.

It is **recommended** that the DLSP has a fully functional ticket management system, which could be custom-made or a commercially available option.

### Mapping systems

The DLSP is required to provide proof that they can;

1. Receive and view any and all data that an Owner of Underground Infrastructure provides in order for them to complete accurate locates,
2. View these records both in the office and in the field,

3. Be able to fulfil any digital requirements that an Owner of Underground Infrastructure may include in their agreement, which may include;
  1. Minimum specification for computer hardware,
  2. Minimum specification for computer software.

It is **recommended** that the DLSP has fully functional mapping systems internally or managed by a third party.

### Completion of Locates

The DLSP should have access to and locate in accordance with the latest version of the Canadian Common Ground Alliance’s Best Practices book.

### Business requirements

#### Insurance requirements

1. Commercial General Liability insurance - have a minimum inclusive coverage limit of at least \$10,000,000 per occurrence for personal injury (including bodily injury and death) and property damage arising out of or relating to Locate Service Provider’s activities under the Dedicated Locator Agreement. This policy should be extended to cover contractual liability addressing indemnification under The Dedicated Locator Agreement, cross liability, severability of interests, liability arising out of unlicensed equipment, products and completed operations, limited time element pollution, contingent employer’s liability and, shall provide coverage for explosion, collapse, and underground hazards (“XCU”), either in a single policy or a primary policy with an excess or umbrella policy. Such policy shall be endorsed to add the Company and its Affiliates and their respective directors, officers, elected officials, Chair, agents and employees.
2. Commercial Automobile Liability insurance – for all vehicles used in connection with the Dedicated Locator Agreement or the performance of the Service and such insurance shall have a limit of at least \$5,000,000 per occurrence in respect of bodily injury (including passenger hazard) and property damage inclusive in any one accident, either in a single policy or a primary policy with an excess or umbrella policy. Such policy shall be endorsed to add the Company and its Affiliates and their respective directors, officers, elected officials, Chair, agents and

employees, as applicable, as additional insured;

3. Professional Liability or Errors and Omissions Liability - for claims arising out of the Service, with a policy limit of at least \$2,000,000 per claim and in the aggregate
4. The Locate Service Provider shall forthwith after entering into a Dedicated Locator Agreement, and from time to time at the request of the Member or Ontario One Call, furnish an insurance certificate setting out the terms and conditions of each policy of insurance maintained by the Locate Service Provider in order to satisfy the requirements of this Section.

### Training

Any Locator or Locating Service Provider who wishes to perform Dedicated Locates will need to have training. This is broken into two parts;

1. General Locator Training, and
2. Owner of Underground Infrastructure Specific Training.

The General Locator Training establishes a minimum standard of training, allowing the Owners of Underground Infrastructure the ability to offer and require specific training regarding their infrastructure and systems.

### General Locator Training

The Locators must complete and be able to provide proof if called upon that they have completed one of the following;

1. ORCGA DPT, or
2. Infrastructure owner approved LSP training.

### Infrastructure owner approved LSP training.

### Owner of Underground Infrastructure Specific Training

Depending on the locating requirements of the Owners of Underground Infrastructure, the DLSP may be required to complete further Owners of Underground Infrastructure specific training. This would;

1. Be consistent with the training that they would require of their current locators,
2. Include any special requirements that are legally required of them,
3. Include any locating requirements that are not standard with other Owners of Underground Infrastructure,

4. Include training on software that would be required to view mapping and/or data required to complete a locate of their infrastructure.

To address industry safety considerations, only individual Locators who have completed this training and have completed any required revalidations may be permitted to complete Dedicated Locates.

It is **recommended** that multiple locators are trained to the required level to ensure that the Dedicated Locator Project can continue should the Primary Locator be unavailable for any reason.

### Quality Assurance

#### What standards need to be met?

The DLSP is required to audit locates while performing Dedicated Locator work. These audits can be completed by an in-house Quality Assurance Assessor, or by a third party who offers this function (for ex. A LAC LSP).

There is a minimum consideration that can be upheld to audit the quality of a locate and a sample checklist can be found in Appendix A. However, further DLSP-specific requirements from an owner of underground infrastructure can be added to this list.

#### Number of Quality Assessments to be undertaken per month;

In order to maintain a high accuracy of locates, an average number of locates of all underground infrastructure must be audited for each DLSP. This must be spread evenly across all locators but may have a focus on some that require extra auditing (new locators to a project, locators with competency issues, etc.). Below is a chart that states the sample size of audits that must be completed for every DLSP based on the number of locates they complete per month.



Monthly Locate Units			Sample Size
2	to	8	2
9	to	15	3
16	to	25	4
26	to	50	6
51	to	90	6
91	to	150	9
151	to	280	14
281	to	500	22
501	to	1200	35
1201	to	3200	55
3201	>		80

All audits must be made available to appropriate parties when called upon, and they must be held by the DLSP for a minimum of 7 years. Those who can ask for these documents may include, but are not limited to;

- Ontario One Call,
- The Project Owner,
- The Owner of Underground Infrastructure.

Further information may be found in the Dedicated Locator Request Policy at the following link:

[https://www.ontarioonecall.ca/wp-content/uploads/Dedicated\\_Locator\\_Request\\_Policy.pdf](https://www.ontarioonecall.ca/wp-content/uploads/Dedicated_Locator_Request_Policy.pdf)

### Locator Partnership

Should a DLSP require assistance in fulfilling the requirements contained in this framework, they are able to establish a Locator Partnership where a LAC LSP is able to offer services for a set time or on an ongoing basis. This partnership may include the LAC LSP providing any or all of but not limited to;

1. Training for the locators,
2. Quality Assurance,
3. Access to ticket management software/mapping software





The terms and cost of this partnership will be agreed upon between the two parties.

### Register of approved Non-LAC LSP's

When a DLSP/locator has gone through the steps as described in this document, Ontario One Call will be informed, for record purposes. This record will be made available upon request from Project Owners and/or Owners of Underground Infrastructure. Note: This framework is meant to provide guidance and is not a requirement imposed by Ontario One Call. Owners are permitted discretion in choosing their DLSPs, as appropriate.

Should any approvals be removed, it is the responsibility of the DLSP and Owner of Underground Infrastructure to inform Ontario One Call of the change.



## Appendix A

		Yes	No
1	<b>Is all request information completed and accurate on locate form?</b>		
	Including type of utility located, OOC request number, locate address, type of work, etc.		
2	<b>Is the locate understandable?</b>		
	All printing and abbreviations must be clear and understandable. The sketch must be readable and uncluttered.		
3	<b>Is the locate form complete with Time, Date, Method Of Notification, and Name or ID of DPT?</b>		
	The time and date of the locate, notification method and the DPT's ID or name must all be present on the locate form.		
4	<b>Have notification stickers been attached and filled out correctly? (if applicable)</b>		
	Third party observation, Bell Warnings, Important notices to Excavators etc. Is all information filled out as required?		
5	<b>Is the located area clearly defined and matches sketch?</b>		
	A written description including a north, south, east and west boundary must be recorded on the form and drawn on the sketch. Both the description and the sketch must match.		
6	<b>Is the information on the sketch identified and matches legend?</b>		



	All items drawn on the sketch must be identified in the legend or otherwise defined on the sketch.		
7	<b>Are the measurements to the located plant referenced to fixed objects?</b>		
	Measurements must be taken from plant to fixed objects that would not be altered during the course of excavation (ie. curbs, building lines, poles, etc).		
8	<b>Do measurements on sketch match marks in field?</b>		
	Measurements on sketch must be accurate to within 0.5m of marks in the field.		
9	<b>Was the plant accurately located?</b>		
	Marks must not deviate more than 1m of actual plant location and must include plant within 1.0m of Located Area. A near miss ILR will be completed and reviewed with the applicable utility for any unmarked plant and/or deviations greater than 1.0m. Deviations of 0.5m to 1.0m will be reviewed with locator.		
10	<b>Was the located plant clearly and properly marked?</b>		
	Marking methods must be appropriate for the conditions (paint, flags, stakes etc.) and must not be spaced more than 3m apart. See CCGA BP.		
11	<b>Is the located area sufficient for the excavator?</b>		
	The located area must be large enough to accommodate the proposed work.		
12	<b>Has the number of services marked and their addresses been recorded on locate form?</b>		

	If services are marked then the address numbers as well as the total number of services marked must be indicated on the locate form. This would include BSW's that are not drawn on the sketch		
13	<b>Has records referenced information been recorded on the locate form?</b>		
	Any records or devices used to provide the locate must be recorded on the locate form.		
14	<b>If the Located Area has been altered has it been documented?</b>		
	If the Located Area has been altered from what was originally requested the change must be noted on the locate form with the full name of the person who approved the change with their phone number and time of event.		
15	<b>Are all markings and sketched plant contained within the located area?</b>		
	No plant may be drawn or marked outside of the located area. This helps to prevent the excavator from inadvertently excavating beyond the located area provided.		
16	<b>If the excavation date was altered has it been documented?</b>		
	Confirm with the excavator that the proposed change was agreed to. The contact name and phone number of the individual who agreed to the change must be recorded on the locate form.		
17	<b>Are locate units accurate?</b>		
	Confirm that the units billed conform		