

Complete Locate Package

A complete locate package is an essential document to be kept at an excavation site. It contains important safety information that will help protect your crew.

IMPORTANT: Do NOT dig unless ALL utility companies have cleared or completed the locates.

What Is Included In The Package?

1. Ontario One Call **CONFIRMATION** (first page)
2. Responses from the Members notified
3. Responses from any other sources
4. Any other relevant information (emergency contacts if buried cables/pipes are found and were not on the locate, specific safety protocols, company Best Practices)

Who Should Have Access to It?

Whoever is operating digging equipment and the foreman should have a copy of the locate package.

Locate Validity Period

Each completed locate must have a validity period of 60 days.

Sharing Locates

If you plan to share your locates with another excavator or subcontractor, it is best to include their contact information at the time of submission.

You can include an additional company/contact on an Ontario One Call request within the "Contact Information" section under the "Additional Contact".

Click [here](#) to learn more about sharing locates



Please read this pamphlet before you begin to dig. Please note that this is a sample and locate documents may vary depending on the locate response provided.

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

If you have any questions about a locate document, please contact the Locate Service Provider or the Underground Infrastructure Owner listed at the top of the sheet.

It's important to:

- Read and fully understand your locate paperwork.
- 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 is valid for a minimum of 60 days, and you need to check
- the validity period of each locate provided. If you plan to dig after that date, you'll need to contact Ontario Dig Authority again to request a new locate

* DPT = Damage Prevention Technician (locator)

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Page Number & Number of Pages
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Your Ontario Dig Authority Locate Request #

LSP LSP Toll free: 1-800-LSP-1LSP
Larry Scully Personal LSP
Toll free: 1-800-LSP-1LSP
Fax: 1-800-333-1LSP
email: locates@LSP_LSP.com

Primary Locate Sheet
Locate Service Provider information

Date you contacted the Ontario Dig Authority to make your request

Lighting ☐ 360
☐ Storm ☐ Fiber
Company: ABC Digging inc
Phone: (705)541-7000 ext 349
Fax/email: Brian@ABCDigging.com

Revised Excavation Date
Excavation Date: October 8, 2026

Status: STANDARD
Homeowner ☐
Contractor ☒
Project

Appt Date: Received Date: October 1, 2026
Locate Address: ADELAIDE AVE E REGIONAL ROAD 58)
1st Inters: KILLDEER ST 2nd Inters: BLACKBURN ST

Type of work: DIRECTIONAL BORING
Caller's Remarks: Y65397 - LMB - SEC 43 - 401M. MA
36-321 BLACKTHORN ST TO EFC E
NO_PLAN: NO_PLAN: EBL

Address of excavation

Date that the locate will be completed by the Locate Service Provider

78.833523, 43.913914, NB_SEGMENTS: 2, BFTHOSH0, OSHGED1 -S, BCGED1 -S, OSHD1 -S, DTGED1, DURYS01, ROGDU01, ENGE01 -S

Bell Mark Clear 1	Gas Mark Clear 1	Hydro Mark Clear 1	Street Lighting Mark Clear 1	Traffic Mark Clear N/A	Water Mark Clear N/A	Storm Mark Clear N/A	Sanitary Mark Clear N/A	Fiber Mark Clear N/A
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LOCATED AREA: EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE.

Identifies which infrastructure owner(s) response is

Third Party Notification

Any Special Notes will be written here

Method used to mark utilities on the ground

Colour codes for type of underground utility

Check Here if Required

the following: GAS MATERIAL TYPE: ☐ Steel(ST) ☐ Plastic(PE) ☐ Copper(CU)

Method of Field Marking: ☒ Paint ☐ Stakes ☐ Flags ☐ Offset Flags ☐ Other

Caution: Bell locates are valid for the life of the project. All other locates are valid for 60 days.

Caution: Any changes to location Privately owned services For all Locate requests in

DPT* name, ID #, date and time of locate. Use this date for expiry

All locate responses expire in 60 days, unless specified

Locator Name: Kamala Preet Start Time: 7:30
ID #: 1292 End Time: 11:30
Date: October 6, 2026 Total Hours: 4

Mark & Fax ☐ Left on Site ☒ Emailed

Print: How the DPT* left you the locate form on your property

A copy of this Primary Locate Sheet and Auxiliary Locate Sheet(s) must be provided to the excavator operator during work operations. If sketch and markings do not coincide, the Excavator must obtain a new locate

This form revised July 2017



Important Information

It is your legal responsibility to review carefully before you start digging!

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Type of utility being identified with this locate document

Free: 1-800-LSP-1LSP
Fax: 555-333-1LSP
 email: locates@LSP_LSP.ca

Auxiliary Locate Sheet **O-PUC**

Larry Scully Personal LSP
Toll free: 1-800-LSP-1LSP

Utilities: ☒ Bell ☐ Gas ☐ Hydro
 Located: ☐ Water ☐ Sanitary ☐ Fire ☐ Sewer ☐ Other

Date the locate was completed Date Located: Request #
October 6, 2026 20265312345

Number of Services marked: (Specify building/house numbers) N/A

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

FROM: EFC OF BLACKTHORN ST **TO: 16M E OF WRE CO-OP 321 BLACKTHORN ST**
FROM: SBL OF (UNIT 22) CO-OP 321 BLACKTHORN ST **TO: NRE OF CO-OP 321 BLACKTHORN ST**

Legend

Building Line	— BL —
Fence Line	— FL —
Face of Curb	— FC —
Road Edge	— RE —
Driveway	— DW —
Catch Basin	CB
Sidewalk	— SW —
Demarcation	— DM —
Railway	R
Prop	P
Flush to Grade	FG
Pedestal	PE
Buried Cable	— B —
Conduit	— C —
Buried Service Wire	— BSW —
Manhole	MH
Fibre Optic Cable	— FO —
Gas Main	— GM —
Gas Service Valve	GS
Hydrant	H
Transformer	T
Toronto Hydro	TH
Hydro Pole	HP
Street Light Cable	— SL —
Street Light	SL
Water Main	— W/M —
Water Service	— W/S —
Sanitary Main	— S/M —
Sanitary Lateral	— S/L —
Storm Drain	— STM —
Hydro Primary	— HP —
Hydro Secondary	— HS —
North	— N —
South	— S —
East	— E —
West	— W —
Gas Material - Steel	— ST —
Plastic	— PE —
Copper	— CP —

Legend of symbols used in the sketch

Hand dig cautiously within 1m as measured horizontally from the field markings to avoid damaging the underground utilities. If you damage the plant, you may be held liable. If you damage underground plant, contact the facility owner immediately. Depth varies and MUST be verified by hand digging or vacuum excavation.

LOCATED AREA HAS BEEN ALTERED AS PER:

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

THIS FORM VALID ONLY WITH 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(s) and the Primary Locate Sheet must be on site and in the hands of the machine operator during work operations. If sketch and markings do not coincide, the Excavator must obtain a new locate.

This form revised April 4, 2019 White-Excavator Yellow-Office LAC FORM

