



# Dedicated Locator BEST PRACTICES

## Project Owner – Dedicated Locator Notice

This information is geared toward **Project Owners** and may not include information for other stakeholders. You may find the applicable [Underground Infrastructure Owner](#) and [Excavator](#) Best Practices on our website <https://ontarioonecall.ca/dl/>.

### What you need to know...

The Dedicated Locator (DL) model is a major change to how large-scale project locates are being delivered in Ontario. The DL model promotes efficiency and allows Project Owners greater flexibility as the locator works for the Project Owner on their timeline and may reduce unnecessary worker and/or equipment downtimes.

Dedicated Locate Service Providers (DLSPs) must be agreed upon by the affected Underground Infrastructure Owners (UIOs). DLSPs may be required to meet specific criteria as defined by the high-risk infrastructure owners (click [here](#)) such as specialized training, quality assurance audits, reporting, insurance liability, ticket management systems, etc.

A Dedicated Locator Request Notice (DL Notice) is required to be submitted at least **90 days prior** to the commencement of the work to set up a Dedicated Locator project as per the Legislation and should be submitted to Ontario One Call through the [Web Portal](#) by the Project Owner.

**Important Note:** *Project Owners must contact the DL Team prior to submitting their **first** DL Notice in the Web Portal.*

There is a fee for using this service. For more information, please view the [Dedicated Locator Request Policy](#).

### Where can you find resources?

Dedicated Locator updates are on our website: [Dedicated Locator Resources – Project Owner](#)

[Ontario Underground Infrastructure Notification System Act, 2012](#) (OUINS Act).

[Non-LAC Locator Framework to Qualify for Dedicated Locator](#)

The Ontario One Call Dedicated Locator team is committed to liaison between Owners of Underground Infrastructure, Dedicated Locate Service Providers and Project Owners. Contact the DL team at [DL@OntarioOneCall.ca](mailto:DL@OntarioOneCall.ca) or 1-844-257-9490 Ext. 8221.

Click [here](#) to Subscribe to the Dedicated Locator Newsletter.





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### Benefits of Dedicated Locator for the Project Owner

The DL model gives you control over locate delivery to have locates completed where and how you require them. It promotes efficiency when the described work is time sensitive, spans a large area or will take a long time to complete.

90 Days of Notice provides the affected Underground Infrastructure Owners and the DLSP ample time to train, gather resources, collect mapping and ensure they can meet the standards necessary to complete locates.

### Recommended steps to take before submitting a DL Notice:

- ✓ Ensure your project has approval (i.e. design and planning, budget approval, permits, etc.)
- ✓ Contract a locator that meets the framework to qualify as a DLSP (click [here](#)) and discuss the project in advance to ensure resources will be available.
- ✓ Schedule an onboarding meeting with Ontario One Call and the DLSP to discuss the project set-up and your responsibilities and expectations as a Project Owner.
- ✓ Complete and submit the required DL Request Notice via the [Ontario One Call Web Portal](#) at least **90 days prior** to the commencement of the described work.
- ✓ **\*\*Recommended:** Attach a more detailed map of the project area
- ✓ Ensure that the Dig Location and Dig Information provided on the DL Notice are as accurate as possible

### Recommended steps to take after submitting a DL Notice:

- ✓ Review the Next Steps and Member Contact List sent via email by the DL Team.
- ✓ Work with the DL team and ensure the affected UIOs respond accordingly in the Web Portal; agreeing to the DLSP and providing mapping/information to the DLSP within 10 business days.
- ✓ Keep an open line of communication with Ontario One Call, Underground Infrastructure Owners, Excavator(s) and the DLSP.
- ✓ To identify special requests and notify any exempt infrastructure owners, ensure valid locate requests are submitted 10 business days prior to the commencement of the described work.
- ✓ Provide updates to Ontario One Call every 90 days and advise when the project is completed.



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### Benefits of providing a clear project area map

When you submit a Dedicated Locator Notice, you must include a map highlighting the specific work area. Ensure this map is as precise as possible, as locate requests will be confined to the area indicated on the Notice.

*Additionally, you can attach an alternative map to the notice to clearly show where the work will occur.*

The affected Underground Infrastructure Owners (UIOs) are determined by the map selection submitted with the Notice. Below are the pros and cons of using an *undefined* map selection versus a *defined* map selection:

#### Undefined:



#### **Benefits:**

- ✓ The map selection provides flexibility, allowing locate requests to be made anywhere within the chosen project area.

#### **Disadvantage:**

- ✓ A larger map selection will notify all UIOs in the chosen area, leading to a longer list of UIOs who need to approve the DLSP and provide their mapping information, which may extend the approval time.
- ✓ UIO's may or may not be affected
- ✓ Broader map selection may lead to UIO's requiring additional project details.

#### Defined:



#### **Benefits:**

- ✓ A more precise map selection results in a more accurate list of affected UIO's within the project area
- ✓ Having a more defined list may help to streamline the approval process
- ✓ Assists affected UIO's operating with limited/manual mapping resources to identify where exactly their infrastructure is affected.

#### **Disadvantage:**

- ✓ The map selection is restricted to the designated area. Locate requests must adhere strictly to this area, with no flexibility permitted.