

This guide is for **Project Owners** with previous web portal experience. For more information on how to use the web portal to create map selection(s), visit <https://ontarioonecall.ca/contractors/how-to-videos/>

## Preliminary Checklist

- ✓ Contract with a dedicated locator
- ✓ Detailed map showing DL project area
- ✓ Contact the OOC DL Team
- ✓ Preliminary discussions with Underground Infrastructure Owners (UIOs) in the project area(s)
- ✓ Ensure you have DL web portal access



## Step by Step walkthrough

1. Log in to the Web Portal
2. Select the “I AM Digging” option and click on “Dedicated Locator Notice”.
3. **Step 1: Contact Information**
  - Select your Project Owner ID from the drop-down menu.
  - Ensure the main contact and company information is correct.



**Important:** *This person may be contacted by the UIOs and should be able to answer questions and discuss the project details.*

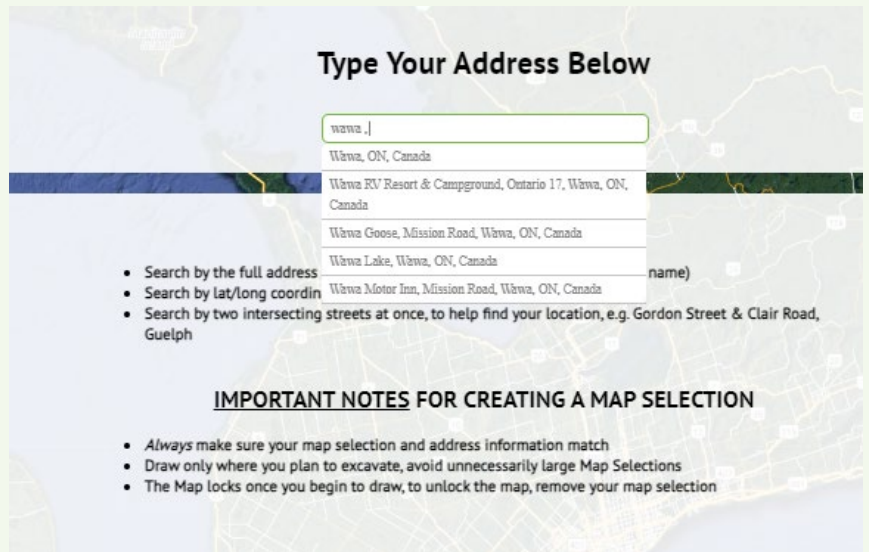
4. **Preferred Dedicated Locator**
  - Select the preferred dedicated locator from the drop-down menu.
  - Ensure DLSP contact information is correct.
  - Contact [DL@OntarioOneCall.ca](mailto:DL@OntarioOneCall.ca) if your preferred DLSP does not appear on the list.
5. **Provide Billing Information**

## 6. Step 2: Dig Location

**Important Note!** Notification to UIOs is generated from the map selections created. Future DL Locate Requests submitted for this project will be limited to the map selection(s) you make.

- Enter the Municipality, City, or Town where your project is planned.
- Zoom to an appropriate level and center the image over the project area.

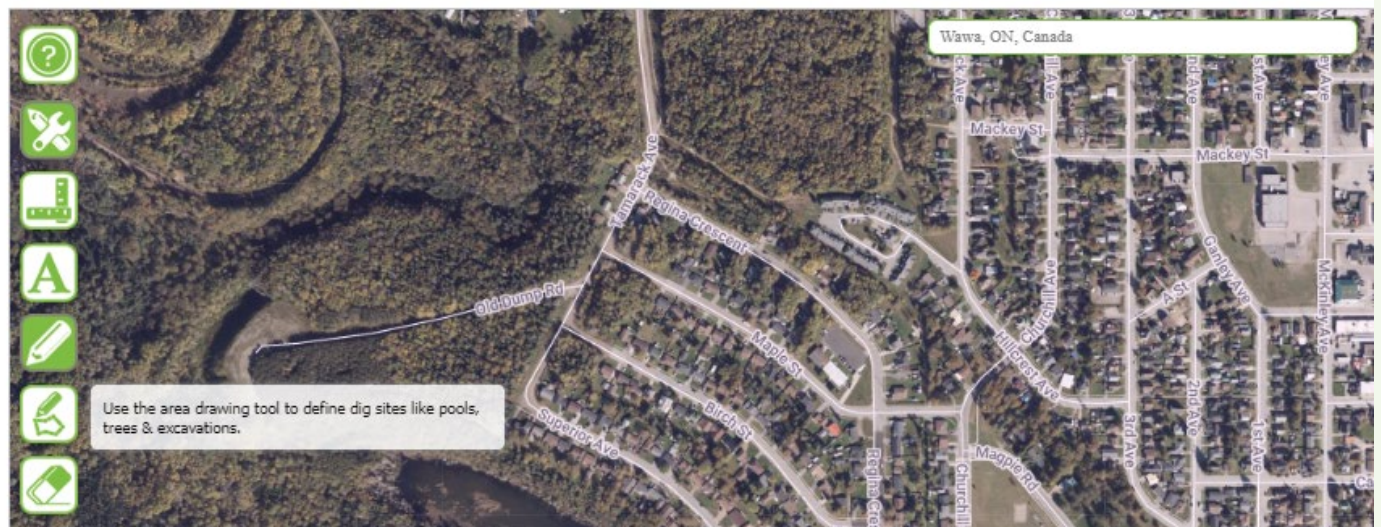
- Select the Tools Menu  and click on the drawing tools 
- Use the area drawing tool to create accurate map selection(s) encompassing the entire project area.



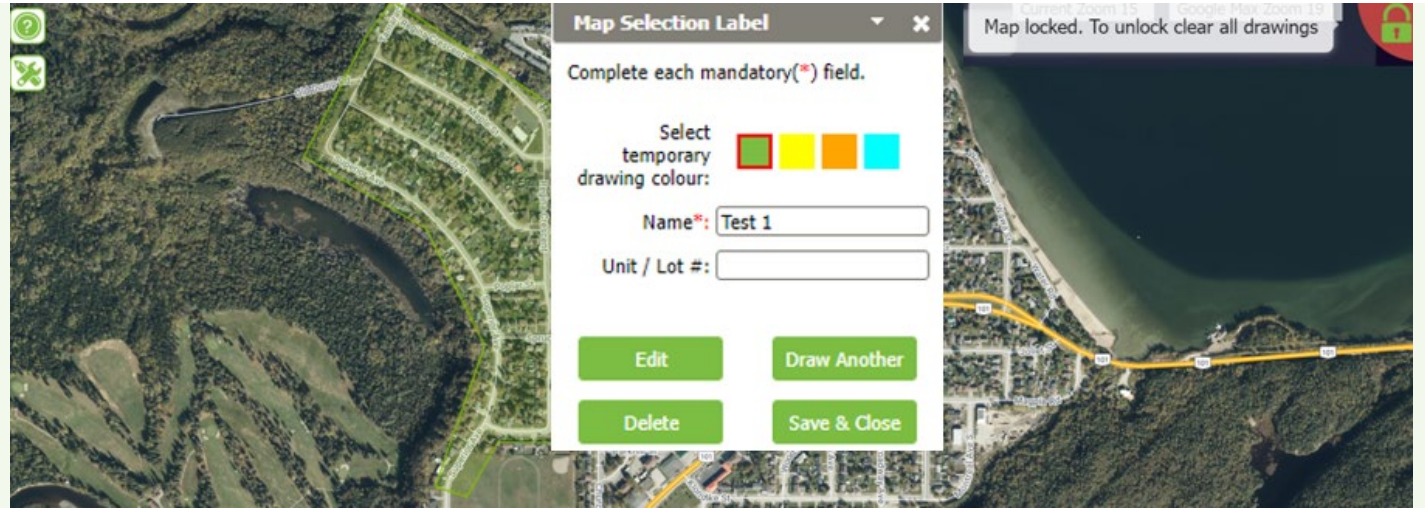
### Step 2: Dig Location - Show us where you will be digging by drawing on the map below.

Creating a selection on the map below is mandatory

For assistance, please click [here](#) to watch the provided training videos. 







7. Label map selection and **Draw Another** or **Save and Close**.

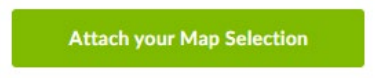
**Draw Another**

➤ Allows you to continue creating additional drawings on the locked map.

**Save & Close**

➤ Saves the map selection and closes the area drawing tool.

8. Select

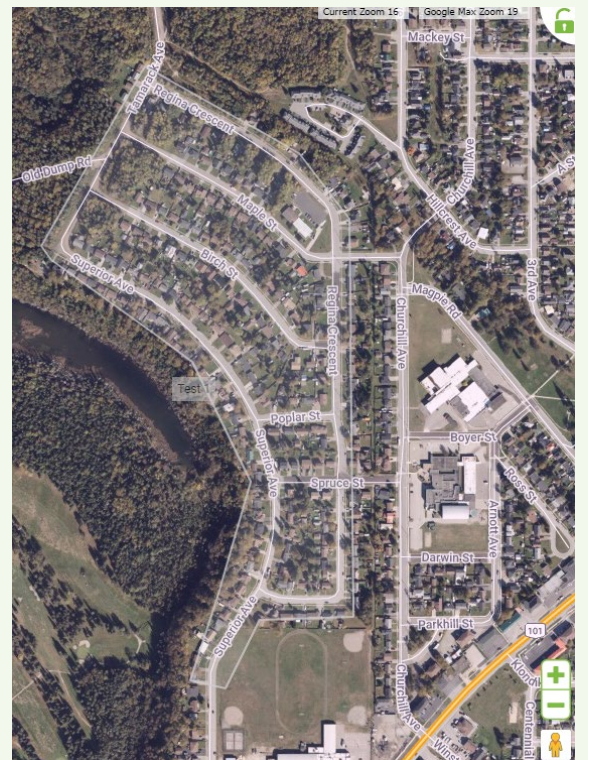


9. Optional: Reload map



If you want to add another drawing click button above to reload map


- Allows you to re-load the map, change the location and create additional drawings.
- The system shows an outline of previous drawing(s) and their labels in grey.






## 10. Confirm your dig location


**Important Note!** The System is designed to suggest a dig street and two of the closest intersection streets. However, a Notice of a Dedicated Locator Project does not require street information.


- Ensure the Municipality/Township is correct.
- Remove the Civic, Lot, Dig Street, 1<sup>st</sup> and 2<sup>nd</sup> Closest Intersecting Street information.



**Confirm your dig location** 


Municipality/Township  
\* MICHIPICOTEN ,ALGOMA --> WAWA 


Civic #  

Lot # 



Dig Street  

1st Closest Intersecting Street 

2nd Closest Intersecting Street 

## 11. Include Additional Sketches

- ❖ Attach a detailed map of the project area.

Your Additional Sketches *If you have your own sketches (such as site plans) to attach in addition to the above map selection, please do so here.* 

Acceptable files include: PDF, TIFF, JPG, GIF, PNG  
Maximum size: 5 MB per attachment  
Maximum 10 attachments

Attach your File 

**Important Note!** Providing a precise map selection increases the accuracy of the list of affected UIOs within the project area. This may improve response times as UIOs focus on providing mapping for specific area(s).

- Attach a detailed map.
- Alternatively, you can provide a link to an interactive map in the **Additional Information**. Contact the DL team for further assistance.
- For projects with many contractors attach a list of companies authorized to access your DL Notice.

## 12. Step 3: Dig Information

- Enter the information used for processing your DL locate requests.

**Important Note!** Future DL Locate Requests submitted for this project will auto-populate this Dig Information.

Excavators can change the dig information however; a DL locate request must not exceed the most invasive dig parameters set by the Project Owner on the DL Notice. For example, the work depth of the entire project is 10 feet however on Main St the excavators are only working to 6 ft.

- Select the most invasive type of work, depth, equipment, etc., and list other types of work in the Additional Information.

## 13. Additional Information


DL Project details to include:

- Description of project
- Estimated total distance of locates required
- Approximate amount of Metres/per week
- Infrastructure Ontario Lot # if applicable
- List of Contractors, additional DLSP, or Project Owner contacts.

## 14. Click Next Step: Review

- Ensure all information is correct.
- If corrections are required, click **Incomplete! More Options** to go back and make changes.

15. Click **Submit Requests** to receive a Dedicated Locator Notice Review email indicating the request was submitted and will be reviewed by the DL team.



### DEDICATED LOCATOR NOTICE REVIEW

This DL Notice is under review by Ontario One Call. Once it is processed, you will receive a confirmation. Please note this is not a Locate Request, you will be required to submit an official Dedicated Locator Locate Request 10 business days before your work to begin date. For more information [click here](#).

REQUEST #: 50243912679 Update of Request #	REQUEST PRIORITY: DL NOTICE Project #:	REQUEST TYPE: DL NOTICE Call Date: 09/25/2024 08:06:37 AM	WORK TO BEGIN DATE: 12/24/2024 Transmit Date: 09/25/2024 08:29:31 AM
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REQUESTOR'S CONTACT INFORMATION

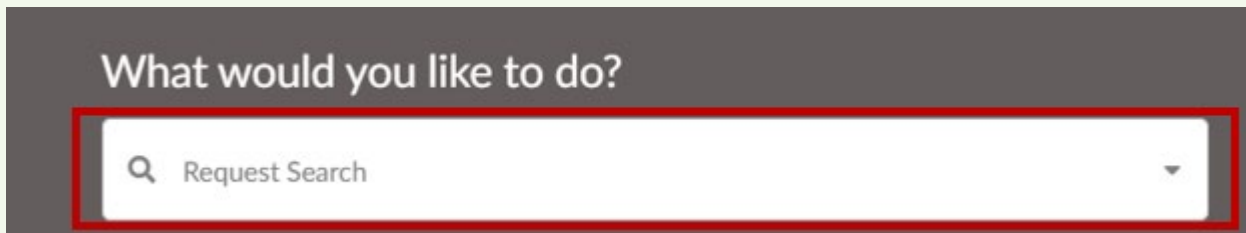
16. Wait for the **Confirmation** or a **Request For Clarification** email.

**Important Note!** The DL Team may request more information or clarification within 3 business days. You will have 72 Hours to make the required changes. Contact the DL team if you require further assistance.

17. **Keep an open line of communication and follow up with UIOs to ensure you receive a written agreement for the DLSP.**

## Review Infrastructure Owner Decisions of Proposed DLSP

1. Basic Search: Click on the **Request Search** box, enter the DL Notice Request #, and click Search.



2. Scroll to the **Infrastructure Owner Decisions of proposed DLSP**.

**Infrastructure Owner Decisions of proposed DLSP** Infrastructure Owners' decisions on the proposed Dedicated Locator Service Provider are listed below.

Member Name	Status	Contact	Action
BELL ALIANT (BAONE01)	WRITTEN AGREEMENT OBTAINED	(866) 480-5901	<a href="#">View</a> <a href="#">History</a>
G-TEL FOR ENBRIDGE GAS (LEGACY UNION GAS) (ENONW02)	WRITTEN AGREEMENT OBTAINED	(866) 692-0208	<a href="#">View</a> <a href="#">History</a>
G-TEL FOR ENBRIDGE GAS CRITICAL LINES (LEGACY UNION) (ENCLNW02)	WRITTEN AGREEMENT OBTAINED	(866) 692-0208	<a href="#">View</a> <a href="#">History</a>
G-TEL FOR HYDRO ONE (H1DONE01)	WRITTEN AGREEMENT OBTAINED	(866) 692-0208	<a href="#">View</a> <a href="#">History</a>
G-TEL FOR ONTERA - DIVISION OF NORTHERNTEL (ONTERA02)	NOT RESPONDED	(866) 480-5901	<a href="#">View</a> <a href="#">History</a>

3. Click **View** to review updates.

**Important Note!** Ensure you use the Next Steps DL Contact list provided via email by the DL team.

### Where can you find resources?

Contact the Ontario One Call Dedicated Locator team at [DL@OntarioOneCall.ca](mailto:DL@OntarioOneCall.ca) or 1-844-257-9490 Ext. 8221.

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

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

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