



# DIGGING IN TO BEST PRACTICES

## Use of Renegotiation

There are instances where it may be necessary to delay the completion of a locate, such as with large work areas or the Excavator's timelines have changed and they don't need the locate within the designated 5 business day delivery window. Changing the due date of a locate is called a renegotiation.

Renegotiating the locate due date is permissible, providing both parties mutually agree to the new date.

### What you need to know...

A renegotiated date changes the legal timeframe to complete a locate. This new date needs to be beneficial for both the excavator and the member. Excavators do not have to accept renegotiated dates. If a member / Locate Service Provider (LSP) tells an excavator that a locate will be late, the excavator can still insist that the original start date be respected.

### How to do this...

After agreeing to a new date with an excavator the member must input the information into 360 feedback. To change the renegotiation date, a member is required to do the following:

- 1) Change the locate status to renegotiated
- 2) Enter the renegotiation date
- 3) Enter details of the renegotiation in the notes field

### Misuse ...

A renegotiation date changes the legal timeframe for a locate response, and it must not be misused. Entering a false renegotiation date is a breach of the OUINS Act and Schedule 2 to By-Law 2 and could result in Compliance action.

### Best Practices for Renegotiation:

- ✓ If planning to renegotiate, plan to do this before the designated 5 business day window to avoid being late to respond.
- ✓ When providing the required notes, put in details surrounding the renegotiation. For example: your name, who you spoke with, what date they agreed to, and the date you spoke to them.
- ✓ If you need to renegotiate a locate request multiple times, make sure to add a note which includes the details of each renegotiation.





# DIGGING IN TO BEST PRACTICES

## Use of Renegotiation

Ticket #: 2021178536  
Member name: PROMARK FOR PEEL STORM (PBPR03)

\* Ticket status: **RENEGOTIATED**  
Renegotiated date: [dropdown]  
Closed date: [dropdown]

\* Processed by: [dropdown]  
Accepted by: [dropdown]  
Work started: [dropdown]  
Area was marked: [dropdown]

Notes:  
(max. 500 characters)

11 carriage returns max.

Clearance #: [input]  
Type: CHOOSE A TYPE [dropdown]  
Segment billed: [input]  
Last update: 4/29/2021 12:06:04 PM  
Locator: [dropdown]  
Internal order #: [input]  
Region: [input]

No network present:   
Flags on site:   
Stakes on site:   
Paint on site:   
Site visit:

Save Cancel

- Renegotiating a locate request means the locate due date is being changed
- Great for large projects. Sections of the locate can be completed as the work progresses.
- The Excavator MUST agree to this change. No exceptions

\*Note: Assigning a renegotiated status without the explicit approval of the excavator is considered false reporting and could result in Compliance action

Ticket #: 2021178536  
Member name: PROMARK FOR PEEL STORM (PBPR03)

\* Ticket status: RENEGOTIATED  
Renegotiated date: 5/10/2021  
Closed date: [dropdown]

\* Processed by: RENEW NEW DATE MAY 10<sup>th</sup>.  
Accepted by: AGREED TO BY SAM HARDY ON  
MAY 3<sup>rd</sup> at 1:00pm. Name: J.  
Work started: PARKER  
Area was marked: [dropdown]

Notes:  
(max. 500 characters)  
AGREED TO BY SAM. MUST BE COMPLETED BEFORE  
MAY 10

1 / 11 carriage returns max.

Clearance #: [input]  
Type: CHOOSE A TYPE [dropdown]  
Segment billed: [input]  
Last update: 4/29/2021 12:06:04 PM  
Locator: [dropdown]  
Internal order #: [input]  
Region: [input]

No network present:   
Flags on site:   
Stakes on site:   
Paint on site:   
Site visit:

Save Cancel

- If the excavator has agreed to a different locate completion date, this is how that should be indicated
- Ticket Status: Renegotiated
- Renegotiated Date: Enter the agreed upon date
- Accepted By: Include the name of the person that approved the changed due date
- Processed By: Add the name of whomever is updating the status
- Notes: Add your name, who you spoke with, what date they agreed to, the date you spoke to them, and any other pertinent information that would validate the renegotiation
- Click Save

