



DIGGING IN TO BEST PRACTICES

Sharing Locates

As per the [OUINS Act](#), an excavator can share locates with another excavator, as long as:

- 1) the other excavator’s contact information is included in the locate request, or
- 2) the locate requestor provides Ontario One Call with the other excavator’s contact information

Include in Locate Request - What you need to know

Important: Each company responsible for an excavation needs to have their name associated with the locates that are on-site. 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**”. If more room is required, you could put additional contacts into the “Additional Information” section. These two fields should provide enough space to ensure that all of the parties working under the locate request are listed on it.

Excavators are required to **wait for a written response from each underground infrastructure owner (UIO)** and to ensure that there is no conflict between the markings provided and the written information.

The information provided on the locate request **must reflect the most invasive dig parameters** as many infrastructure owners issue clearances based on those parameters. Any less invasive work should be included in the “Additional Information”.

Please note that only the excavator who submits the request (main contact) will receive responses from the UIOs. The requester will be responsible to share them with the other excavator (Additional contact).



Additional contacts can be added to a request **until** the work to begin date (WTBD).

Step 1: Contact Information - Let us know who you are and where we can reach you.

The * indicates a mandatory field.

Main Contact: Requester (You)

*Select your Contractor ID

12345

*Full Name

OOC Staff

*Primary Phone # (including extension)

(519) 265-8006

Secondary Phone #

*Email

Solutions@OntarioOneCall.ca

Additional Contact: Optional ?

Select the type of Additional Contact

ON-SITE CONTACT

Full Name

Subcontractor Staff

Primary Phone # (including extension)

(519) 265-8000





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Additional Names After the Work to Begin Date

After the WTBD passes, the excavator who submitted the locate can no longer change the locate request, including adding additional contact information for sharing locates.

If you would like to share locates with another excavator after the WTBD has passed, **you are still required to notify Ontario One Call**, as the OUINS Act prescribes. To do so, please fill out [this web form](#) with the contact information of the excavator you plan to share locates with.

Responsibilities of Excavator Who Receives a Shared Locate Package

1. **Anyone digging** must be provided with a [complete locate package](#) that they keep with them while on-site.
2. **Before digging**, excavators must confirm that all locates are complete and valid, are within the same dig parameters as the locate request, and have verified the markings on the ground match the locate paperwork
3. **Dig Safely** - An excavator shall not excavate or dig in a manner that the excavator knows or reasonably ought to know would damage or otherwise interfere with any underground infrastructure



**CLICK
BEFORE
YOU DIG**
FOR ANY SIZE
PROJECT

Please ensure you are referencing the most recent version of this document. Version 2.0

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