



# DIGGING IN TO BEST PRACTICES

## Sharing Locates

An excavator can share locates with another excavator, as long as the other excavators contact information was included in the locate request, or the excavator who submitted the request provides Ontario One Call with the contact information – [OUINS Act, Section 11](#)

### Include in Locate Request - What you need to know..

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 additional companies/contacts 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 member 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”.

Additional contacts can be added to a request until the work to begin date

### 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



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

Available 24/7

OntarioOneCall.ca



# DIGGING IN TO BEST PRACTICES

## Sharing Locates

### Additional Names After the Work to Begin Date - What you need to know..

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

**Until further notice**, Ontario One Call asks Excavators to keep a written record of all they plan to share locates with, including contact information. This document must be presented to Ontario One Call, if asked.

### Responsibility of Excavator Who Receives a Shared Locate Package ..

Anyone digging must be provided with a complete locate package that they keep with them while on-site.

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 - [OUINS ACT, Section 10 \(1\) & \(2\)](#)

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 - [OUINS Act, Section 13](#)

