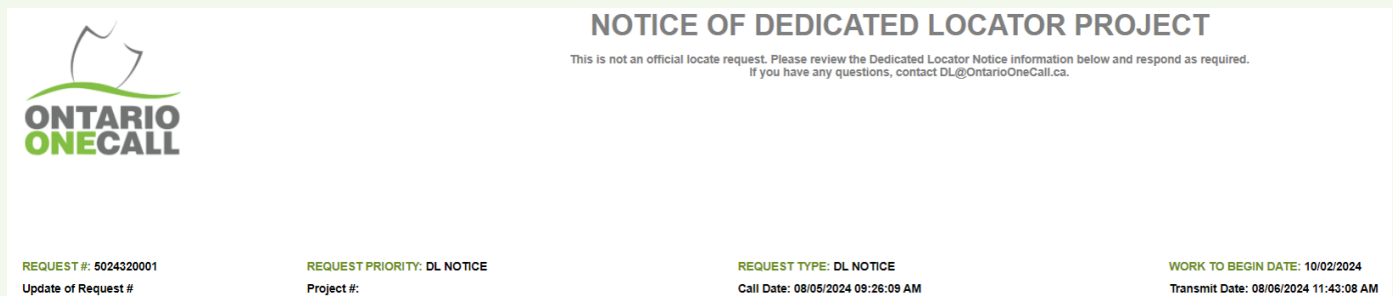


This guide is for **Underground Infrastructure Owners**. For more information on how to use the web portal visit <https://ontarioonecall.ca/infrastructure-owners/how-to-videos/>

Preliminary Checklist

- ✓ Ensure your DL Contact information listed on your '**Notification Instructions**' is up-to-date.
- ✓ Confirm you have a web portal username associated with your station code(s). Contact the DL team if you need to register a web portal username.
- ✓ Establish a process for responding to a DL Notice within 10 business days
- ✓ Review each '**Notice of Dedicated Locator Project**' email sent from Solutions@OntarioOneCall.ca.
- ✓ Keep an open line of communication with the DL team, the project owner, and the DLSP.

Steps for updating Infrastructure Owner decision of proposed DLSP



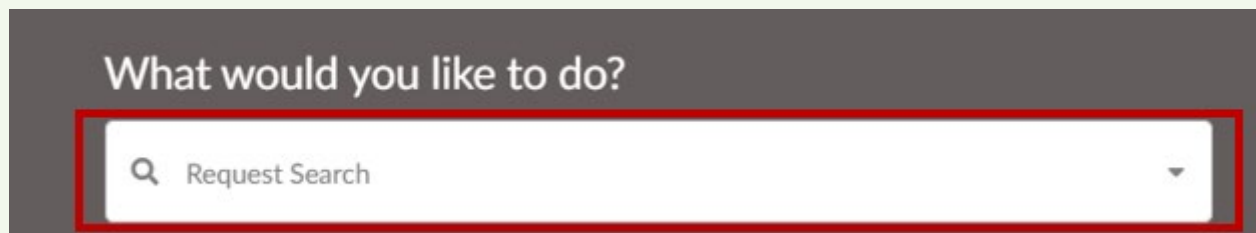
NOTICE OF DEDICATED LOCATOR PROJECT

This is not an official locate request. Please review the Dedicated Locator Notice information below and respond as required. If you have any questions, contact DL@OntarioOneCall.ca.

ONTARIO ONECALL

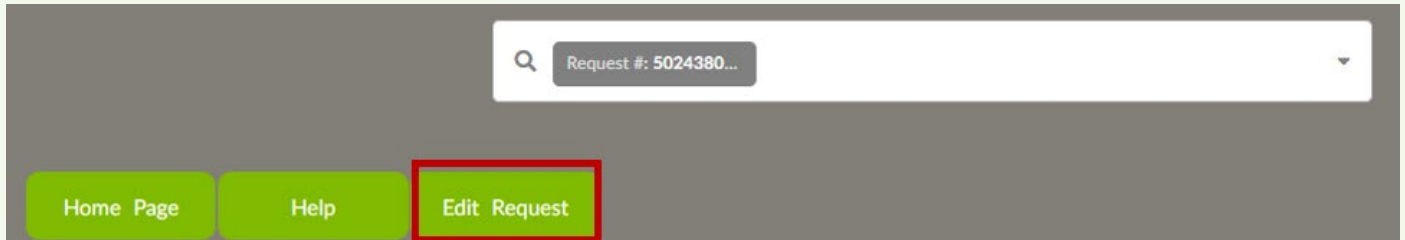
REQUEST #: 5024320001 Update of Request #	REQUEST PRIORITY: DL NOTICE Project #:	REQUEST TYPE: DL NOTICE Call Date: 08/05/2024 09:26:09 AM	WORK TO BEGIN DATE: 10/02/2024 Transmit Date: 08/06/2024 11:43:08 AM
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1. Log in to the web portal.
2. **Basic Search:** Click on the '**Request Search**' box, enter the '**DL Notice Request #**', & click '**Search**'.



3. Review the '**Notice of DL Project**' and take note of the following changes:
 - Project Owner
 - Dedicated Locator
 - Larger map selection(s) to encompass the entire Project area
 - Amount of different projects within the proposed area

4. Contact the Project Owner or the Ontario One Call DL team directly if you require clarification.
5. Agree in writing with the Project Owner upon the DLSP.
6. Provide the DLSP with mapping and other information required.
7. When you are prepared to provide your decision of proposed DLSP click **'Edit Request'**.

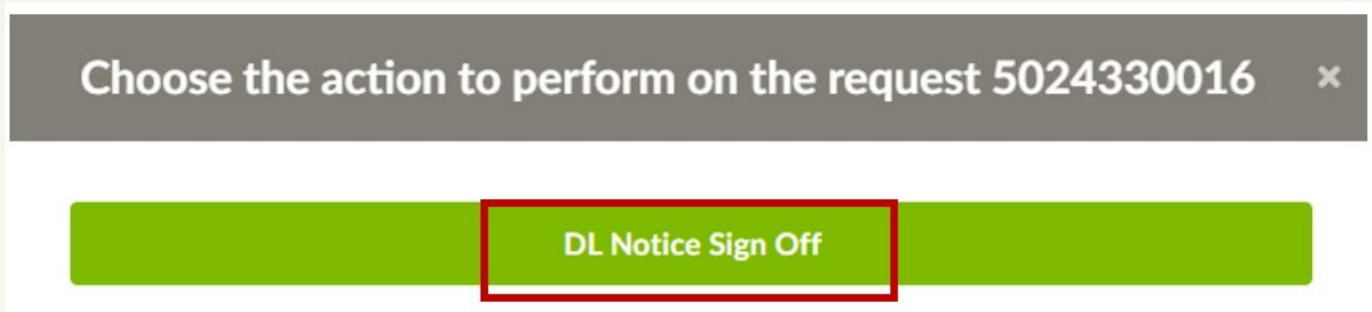


8. Scroll to the **'Infrastructure Owner Decisions of preferred DLSP'** section and click on **'Edit'**.

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 CANADA (BCOW01)	NOT RESPONDED	(977) 590-6102	Edit History
CITY OF GUELPH (GLPH01)	NOT RESPONDED	(621) 948-6738	Edit History
CLI FOR ROGERS (ROGWAT01)	NOT RESPONDED	(106) 581-6785	Edit History
G-TEL FOR ALECTRA UTILITIES (GHY01)	NOT RESPONDED	(977) 713-0309	Edit History
G-TEL FOR ENBRIDGE GAS (LEGACY UNION GAS) (ENOW01)	WRITTEN AGREEMENT OBTAINED	(977) 713-0309	Edit History
G-TEL FOR ENBRIDGE GAS PRE-ENGINEERING (LEGACY UNION) (ENPWAT)	NOT RESPONDED	(977) 713-0309	Edit History
G-TEL FOR ENBRIDGE GAS SEWER LATERAL (LEGACY UNION) (ENSLWAT1)	NOT RESPONDED	(977) 713-0309	Edit History
ROGERS COMMUNICATIONS - DESIGN & PLANNING (ROGSWOPL)	NOT RESPONDED	WTLJWX.RTH@VJQJHTS.HF	Edit History

9. Click on **"DL Notice Sign Off"** on the **'Choose the action to perform on the request'** pop-up box that appears.



10. Select a Status from the drop-down menu.

- **Written Agreement Obtained.** This indicates that UIO has complied with the OUINS Act.
- **More Information Required.** UIO requests additional information from the DL Notice.
- **Standard Locate Required.** This Station code is an exempt Transmission or Unaffected UIO.

Infrastructure Owner Decisions of proposed DLSP

Request Number 5024340001	Project Owner PROJECT OWNER
Proposed Dedicated Locator G-Tel Engineering	Project Start Date 11/20/2024 09:00
Status * NOT RESPONDED	Last Update 09/04/2024 09:35

NOT RESPONDED

WRITTEN AGREEMENT OBTAINED

MORE INFORMATION REQUIRED

STANDARD LOCATE REQUIRED

If you have selected WRITTEN AGREEMENT OBTAINED, you must confirm that the following have been completed:

(a) the affected members and the project owner shall agree in writing on a locator who will respond to all notifications made by the Corporation under clause (9.1) (a) in respect of the project; and

(b) the affected members shall give to the dedicated locator mapping information, such as the location of the member's underground infrastructure, and any other information that the dedicated locator considers necessary. 2022, c. 9, Sched. 2, s. 6 (1); 2024, c. 1, s. 9 (2).

It is important to note that selecting WRITTEN AGREEMENT OBTAINED confirms that you have complied with paragraphs (a) and (b) of subsection 7 (7) of the Ontario Underground Infrastructure Notification System Act, 2012.

11. Enter your name into the 'Status Provided By' field
12. Enter additional information into the 'Notes' field.
13. Click 'Confirm'

Infrastructure Owner Decisions of proposed DLSP

Request Number 5024340001	Project Owner PROJECT OWNER
Proposed Dedicated Locator G-Tel Engineering	Project Start Date 11/20/2024 09:00
Status * WRITTEN AGREEMENT OBTAINED	Last Update 09/04/2024 09:35
Status Provided By * John Smith	
Notes (Max. 500 Characters) UIO approves of GTel as DLSP, has an existing DL Agreement and has shared mapping with GTel	

If you have selected WRITTEN AGREEMENT OBTAINED, you must confirm that the following have been completed:

(a) the affected members and the project owner shall agree in writing on a locator who will respond to all notifications made by the Corporation under clause (9.1) (a) in respect of the project; and

(b) the affected members shall give to the dedicated locator mapping information, such as the location of the member's underground infrastructure, and any other information that the dedicated locator considers necessary. 2022, c. 9, Sched. 2, s. 6 (1); 2024, c. 1, s. 9 (2).

Where can you find resources?

Contact the Ontario One Call Dedicated Locator team at DL@OntarioOneCall.ca or 1-844-257-9490 Ext. 8221.

Dedicated Locator updates are on our website: [Dedicated Locator Resources – Underground Infrastructure Owners Ontario Underground Infrastructure Notification System Act, 2012](#)

For more information on how to use the web portal visit <https://ontarioonecall.ca/infrastructure-owners/how-to-videos/>

