

Sample Auxiliary Locate Sheet (Back)

Date of issue

Page Number & Number of Pages

List of utilities marked by locator

Page 2 of 2
Request No. 1234
Request number or unique identifier of locate



Auxiliary Locate Sheet

[LSP company name]
[LSP phone / fax / email; minimum of 2]

Date Locate (dd/mm/yyyy) 28/04/2009
[Void after 30 days]

Written description of limits of locate, i.e. area covered by this sheet of locate report

Gas Water Hydro Telecom Street Lighting Sewer
 Other _____

New

3 Services at #1,2,3,4,5,6

W of NBL of #1,3,5 TO: Edge of SBL of #2,4,6
W of WBL of #1,2 TO: 5m E of EBL of #5,6

AREA: EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE

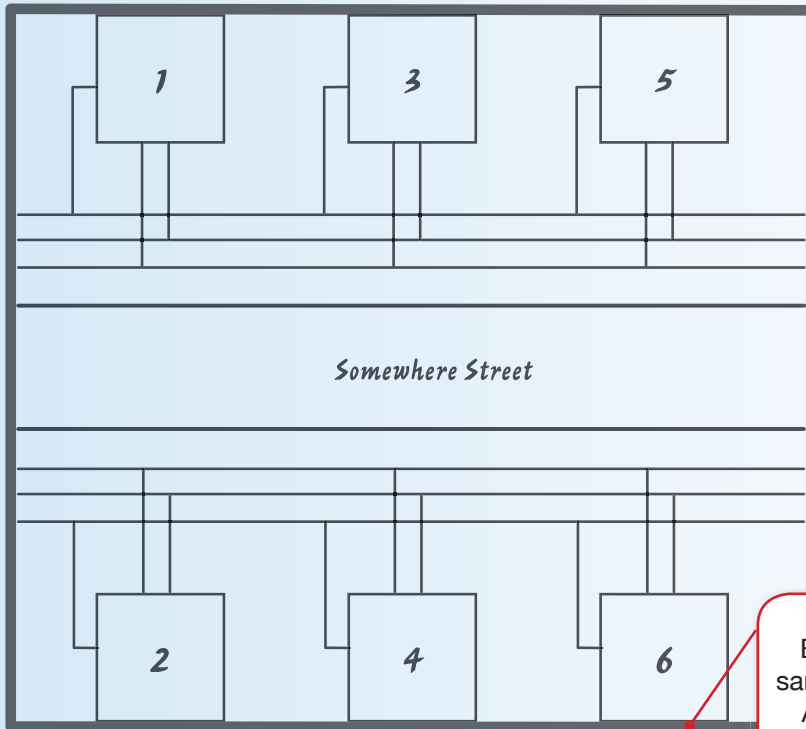
AREA HAS BEEN ALTERED AS PER:

Hand dig cautiously within 1m as measured horizontally from the field markings to avoid damaging the underground utilities. If you damage the plant, you may be held liable.

If you damage underground plant, contact the utility owner immediately.
Depth varies and MUST be verified by hand digging or vacuum excavation.

Legend describing symbols used on sketch

- [example]
- Building Line — BL—
- Fence Line — FL—
- Face of Curb — CL—
- Road Edge — RE—
- _____ PL—
- _____ LA—
- _____ DW—
- _____ CB
- Sidewalk SW
- Demarcation DM
- Railway -----
- Pole O
- Flush to Grade
- Pedestal FTG
- Pedestal X
- Bell Buried Cable — B—
- Bell Conduit — C—
- Bell buried Service Wire —BSW—
- Manhole MH
- Bell Fibre Optic Cable —FO—
- Gas Main —GM—
- Gas Service —GS—
- Gas Valve
- Hydrant O
- Transformer ▲
- Hydro —H—
- Hydro Pole X
- Street light Cable —SL—



The Locate Area is in BOLD and must be the same as the written Locate Area Description in the Caller's Remarks section from page 1

Warning auxiliary sheet is only valid in combination with primary locate sheet

Regulatory warnings about use of locate information

THIS FORM VALID ONLY WITH Primary Locate Sheet
Any privately owned services within the located area have not been marked- check with service/property owner.
A copy of this Auxiliary Locate Sheet(s) and the Primary Locate Sheet must be on site and in the possession of the Excavator during work operations. Should sketch and markings not coincide, excavator must obtain a new locate.

ATTENTION EXCAVATORS!

IMPORTANT INFORMATION

Please review carefully before you start digging!



Please read this pamphlet before you begin to dig.

Thank you for contacting Ontario One Call.

This pamphlet is designed to help you understand some key pieces of information that you will find on your locate sheet so you can dig safely.

If you have any questions about your locate sheet, please contact the locate service provider listed at the top of the sheet.

It's important to:

- Read and fully understand your locate
- Make certain the sketch of the located area matches the markings on the ground.
- Hand dig cautiously (with non-mechanical equipment) within one metre of the locate marks. You must proceed cautiously to avoid damaging underground utilities. If you damage them, you may be held liable
- **DO NOT** dig outside the area located on your locate sheet
- Remember that your locate expires in 30 days. If you plan to dig after that date, you'll need to contact Ontario One Call again to request a new locate

www.on1call.com
1-800-400-2255

Sample Primary Locate Sheet (Front)

Name and address of locate service provider (LSP) providing locate. LSP contact information

Request number or unique identifier of locate

Page number and total number of pages

Request type, e.g. Std., Emerg., Priority

Utilities the LSP has been requested to mark

Excavation date as originally requested

Revised excavation date, if agreed to

Address where excavation is to take place

Type of intended work or method of excavation

Remarks or additional description of work provided as part of the original locate request

Method of field marking area where excavation will take place.

Utility and site records available to locator at time of locate

Site specific warnings and cautions from utility owners

Method used by locator to field mark utility positions

Method used to deliver locate report to party requesting locate. Name and signature of person receiving locate report

ABC Locates [LSP company name & address]
[LSP phone / fax / e-mail]

Page 1 of 2

Request No. **123456**

Priority

Category:
 Homeowner
 Contractor
 Project

Gas Water
 Telecom Street Lights Sewer
 Other _____

Excavation date (dd/mm/yyyy) **27/04/2009**
Revised excavation date (dd/mm/yyyy) **29/04/2009**

Requested by: _____ Company: _____ Phone: **555-1234** Fax/Email: **555-4321**

Address: **1-6 Somewhere Street** City: **Toronto** Date Requested: **20/04/2009**

Work: **Sewer Repair** Site Meet Requested Appointment Date: _____

Requestor Remarks:
We are replacing sewer lateral connections on Somewhere Street from the main to the property line from #1 to #6 somewhere Street.

Method of indicating (white lining) dig area: Paint Stakes Flags Offset Flags Sketch Other _____

WARNINGS AND CAUTIONS [per Utility Owner's Guidelines, see examples below]

Warning: Should Sketch and markings not coincide, excavator must obtain a new locate.
Caution: Locates provided are valid for a limited time frame. See attached Disclaimer for the specific Utility Owner's Guidelines.
Caution: Any changes to location or nature of work require new locate.
Caution: Privately owned services within the located area have not been marked - check with service/property owner.

LOCATED AREA: EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE.

Records Referenced: _____ Excavator shall notify & receive a clearance from Utility Prior to Excavation for the following:
 Third Party Notification _____

Locator's warnings:
 Altered Limits Unlocatable utilities
 Other _____

Locator Remarks: _____

Method of Field Marking: Paint Stakes Flags Offset Flags Other _____

Documents given to be used with this locate:

Locator name/ID#: **G. Smith 3456** Fax Left on Site Emailed
Start/End time: **13:45 / 14:45** Accepted By: _____
Date: **28/04/2009** Signature: _____
[Void after 30 days]

A copy of this Primary Locate Sheet and Auxiliary Locate Sheet shall remain in the possession of the Excavator

New Name or ID# of locator. Date of issue. Start and end time of locate. Notice of expiry period