



COMPLETE LOCATE PACKAGE

What you need to know...

A complete locate package is an essential document to be kept at an excavation site. It contains important safety information that will help protect your crew.



IMPORTANT: Do NOT dig unless ALL utility companies have cleared or completed the locates.

Who should have access to it?

Whoever is operating digging equipment and the foreman should have a copy of the locate package.

Locate validity period

The law has changed! Each completed locate must have a validity period of **60 days**.

What is included in the package?

1. Ontario One Call **CONFIRMATION** (first page)
2. Responses from the Members notified
3. Responses from any other sources
4. Any other relevant information (emergency contacts if buried cables/pipes are found and were not on the locate, specific safety protocols, company Best Practices)

Sharing Locates

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".

[Click here](#) to learn more about sharing locates.

Instructions to the Locate Coordinator on how to use this LOCATE PACKAGE COVERSHEET

As a template, please insert your company's logo or other messaging in the top right box.

[Click here](#) to download the coversheet.

- For each locate, write out the job description (ex: 123 Pine Street) in the Job Field.
- Record when the locate expires directly underneath.
- Circle whether the locate has a sticker on it or not.
- If the locate has a sticker, write out the details (Call 1-416-555-5555 to schedule meeting)
- Change the name of the listed members (telcom 1, telcom 2, Electrical, gas, etc) with the names of the members on your locate sheet.
- Remove the coloured bubbles next to any member you delete.

Note – the colour of the bubble corresponds to the colour of the markings in the field.

- Circle whether the locate response recorded is Clear or is a field locate.

Job: Insert Logo Here

Locate Expires: / /

Sticker: [Y] / [N]

Sticker details if applicable:

Package Contents:

●	Telecom 1	{ CLEAR } / { LOCATE }
●	Telecom 2	{ CLEAR } / { LOCATE }
●	Electrical	{ CLEAR } / { LOCATE }
●	Gas	{ CLEAR } / { LOCATE }
●	Water	{ CLEAR } / { LOCATE }
●	Sewer	{ CLEAR } / { LOCATE }
●	Traffic	{ CLEAR } / { LOCATE }
●	Reclaimed Wtr	{ CLEAR } / { LOCATE }

●	Private Electrical	{ CLEAR } / { LOCATE }
●	Private Gas	{ CLEAR } / { LOCATE }

