



# DIGGING IN TO BEST PRACTICES

## Sharing Locates With Subcontractors

### What you need to know..

Ontario One Call recommends each company responsible for an excavation has their name associated with the locates that are on-site. If you plan to share your locates with a subcontractor, be sure to include the subcontractor on your request at the time of submission.

You can include additional companies/contacts on an Ontario One Call request within the “Caller Info” section under the “Alternate contact” field. If more room is required, you could put additional contacts into the “Remarks” 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 detailed description of the excavation.

Please ensure that anyone digging is provided with a complete locate package to keep with them while on-site.

To find out more information on how to share a locate be sure to review the Canadian Common Ground Alliance’s Best Practices section 4-7. In addition, other regulators such as the Ontario Ministry of Labour or the TSSA may have additional rules and regulations in regards to having a subcontractor work under the locates you have requested.

### Caller info

Project #:	<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="?"/>
* ID:	<input type="text" value="12345"/>	<input type="button" value="v"/>	

### Communication

* Phone #:	<input type="text" value="(519) 265-8006"/>	<input type="button" value="..."/>	<input type="button" value="?"/>
Fax #:	<input type="text"/>	<input type="button" value="..."/>	
Cell phone #:	<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="?"/>
Pager/work #:	<input type="text" value="( ) -"/>		
Email:	<input type="text" value="solutions@on1call.com"/>	<input type="button" value="..."/>	<input type="button" value="?"/>
Best time:	<input type="text" value="9-5"/>		
Working for:	<input type="text"/>	<input type="button" value="v"/>	
	<input type="button" value="Same"/>		

### Caller

* Caller name:	<input type="text" value="OOC Staff"/>	<input type="button" value="..."/>	<input type="button" value="?"/>	Title:	<input type="text"/>
Alternate contact:	<input type="text" value="Subcontractor Staff"/>	<input type="button" value="..."/>	<input type="button" value="?"/>	Phone #:	<input type="text"/>

### Contractor

* Company name:	<input type="text" value="ONTARIO ONE CALL"/>	<input type="button" value="..."/>	
* Address:	<input type="text" value="104"/>	Suite:	<input type="text" value="1"/>
* Street:	<input type="text" value="COOPER"/>		
Street type:	<input type="text" value="DRIVE"/>	Direction:	<input type="text"/>
* City:	<input type="text" value="GUELPH"/>		
Province:	<input type="text" value="ON"/>	* Postal code:	<input type="text" value="N1C 0A4"/>
Type:	<input type="text" value="CONTRACTOR"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>

