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Utility Locates

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1.0 Background

Brock University has numerous "buried services" on their property, as well as in street "right-of ways", including potable and fire water mains, natural gas piping, power, communication and irrigation lines. When performing any excavation or work on the campuses that involves disturbing the surface at a depth greater than 2", it is necessary to obtain "locates" (e.g. confirmation of buried utilities or services) or "clearances" (e.g. confirmation of absence of buried utilities or services). This includes digging, drilling, boring, auguring, tunneling, driving stakes, as well as plowing in cable/pipe into the earth. Anyone who digs is subject to all Ontario laws in relation to obtaining locates.

The Ontario Underground Infrastructure Notification System Act, 2012 designates ONTARIO One Call (ON1Call) as the single point of contact in Ontario to request the location of underground infrastructure, prior to digging or excavation. In 1996, ON1Call established a call centre that receives excavation "locate" requests and notifies registered owners of underground utilities/services within the vicinity of the dig-site of the planned excavation. As of January 2014, Brock has become a member of ON1Call.

2.0 Purpose of Procedure

"Locates" and "clearances" are required to prevent serious harm to employees and contractors performing work, potential damage to infrastructure, buildings and the environment and to comply with legislation. Facilities Management Customer Service Coordinator (FM CSC) coordinates all requests for internal or external locates/clearances, and coordinates as required with ON1Call.

Employees and contractors need to be aware of Brock University's Occupational Health and Safety Policy (http://www.brocku.ca/webfm_send/18814) found on the Brock University Environment, Health & Safety website (http://brocku.ca/hr-ehs/environment-health-safety). All persons working on Brock's premises shall conduct their business in accordance with this operating procedure, and the Occupational Health & Safety Act.

3.0 Roles and Responsibilities

3.1 Requestor

The Requestor must provide a scale drawing (see Section 4.1) indicating locations to be verified to the Facility Management Customer Service Coordinator (FM CSC), a minimum of five (5) full working days in advance of the projected start work date, in order for internal locates to be completed.

- 3.1.1 If the requestor is a Brock University employee, external locates will be arranged by the FM CSC directly with ON1Call.
- 3.1.2 If the requestor is a contractor that has been hired to perform work for Brock University, external locates must be arranged by the contractor

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directly with ON1Call. The contractor initiating the external locates directly with ON1Call must provide the FM CSC with completed copies of the external locates provided to the contractor by ON1Call (see 6.0 External Locates Through ON1Call) before authorization to proceed will be granted by the FM CSC.

3.2 Facilities Management Customer Service Coordinator

The Facility Management Customer Service Coordinator (FM CSC) coordinates all internal or external requests for locates/clearances on Brock University property, and coordinates as required with ON1Call.

3.3 Facilities Management and Information Technology Services Departments

Facilities Management Electrical Services, Mechanical Services and Information Technology Services (ITS) staff complete physical markings for all locates *in situ* and confirm clearances, if no buried services are within the work area.

3.4 Excavator

Consult the approved documents and plan your excavation work accordingly. The completed Annex A - "AS LOCATED - Record Form" needs to be dated no more than 30 days previously, or the locates/clearances must be repeated. These documents must be in the excavator's possession at all times during the excavation. Hand digging is required within 1 metre or 3.28' of the markings on the documents.

4.0 Procedure

The following steps are to be used when underground services are required to be located.

- 4.1 To initiate the process, obtain a scale drawing of the worksite from the Facilities Management website: https://brocku.ca/webfm_send/24204. If a large scale map is required, contact the Facilities Management Real Property Asset Management Coordinator (FM RPAM) at extension 4476.
- 4.2 Clearly mark and identify the proposed area on the drawing where underground work will occur.
- 4.3 Forward the marked drawing to the FM CSC at the Central Utilities Building (by telephone: 905-688-5550 ext. #3717, by fax: 905-688-6894 or by email: facilities.management@brocku.ca).
- 4.4 The Requestor will be advised by FM CSC if the Utility Locate request is subject to cost recovery. For internal locates, the Facilities Management labor required to complete the locate/clearance will be charged to the requestor. There is no charge for external requests received through ON1Call.
- 4.5 Locates from the following Brock University Service groups/departments are completed:

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- Facilities Management Electrical Services power;
- Facilities Management Mechanical Services generally storm or sanitary sewers, and water mains, as well as man-holes. Also includes natural gas supply after distribution meters (upstream of meters; downstream of meter locates is done by Enbridge Gas or Union Gas) and irrigation lines and related valving;
- o Information Technology Services Department (ITS) communications or fibre optic cables or other related services.
- 4.6 The FM CSC enters work requests for FM Electrical Services, and Mechanical Services staff, and submits an online ITS Request Form initiating a request for the ITS Department to complete Annex A "AS LOCATED Record Form". Locates are to be completed within five (5) working days for standard requests. In the event of an "emergency request" (ON1call or internal), then the locate/clearance is to be completed within 2 hours, including the marking done *in situ* and the completed Annex A returned to FM CSC within this time frame.
- 4.7 Maps showing underground services will be provided to staff completing the locate/clearance by the FM CSC. Staff completing locates for underground services for the required discipline, will mark the area *in situ* with colored paint, stakes or flags if services are present, and return the completed "AS LOCATED Record Form" Annex A form to FM CSC. If there are no services in the vicinity this information is marked on the Annex under "locator's notes". Any changes, including additions or omissions are to be marked on the map provided by the FM CSC and a copy provided to Facilities Management Real Property Asset Management Coordinator (FM RPAM), so the Brock's site records can be updated. Originals of the Annex A, including changes, are to be provided to the FM CSC.
- 4.8 If the requestor is a contractor that has been hired to perform work, external locates must be arranged by the contractor directly with ON1Call. (See Section 6.0) The contractor initiating the external locates on or near Brock's property directly with ON1Call, must provide FM CSC with completed copies of the external locates/clearances provided to the contractor from ON1Call before authorization to proceed will be granted by the FM CSC.
- 4.9 The completed Annex A "AS LOCATED Record Form" will be returned to the FM CSC by FM Electrical Services, Mechanical Services and the ITS Department. The FM CSC will provide a completed, signed copy of Annex A "AS LOCATED Record Form" to the Requesting Party, from each group/department. Once all internal locates and a confirmation of external locates from ON1Call has been received, a full package will be sent to the Requesting Party, indicating authorization to proceed. A copy of the full locate package must be in the possession of the excavator performing the work at all times during the excavation.
- 4.10 If the excavation work on the campus is undertaken in other than the designated area, or if excavation not started within 30 working days of this report, the requestor shall call for new locates/clearances.
- 4.11 Hand digging ON1Call only considers use of shovels, spades and picks as hand digging. If you are using anything else to pierce the ground, you must indicate machine digging (e.g. driving stakes, hand augers, etc.)

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5.0 Markings (Legends)

The following legend will be used on Utility Locate drawings:

- Blue Mechanical: "San" or "S" sanitary, "St" storm and drainage.
- Red Electrical.
- Yellow Gas.
- Orange Communications, CATV, fibre optic.
- Multi Colour Irrigation.

6.0 Requesting External Locates Through ON1Call

To request an external locate, go through ON1Call. For standard requests, a minimum of five full working days advance notice is to be provided. County, municipality, street, and intersection information are required for the locate. In the event of an emergency, an "emergency request" can be made through the ON1Call operator. Please let them know that the intersection for Brock University is St. David's and Lockhart Drive.

Website http://www.on1call.com/ to request an ON1Call e-ticket

Email: <u>wwwlocatesend@niagararegion.ca</u>

Telephone: 1-800-400-2255 Fax: 1-800-400-8876

6.1 Required ON1Call Response Times for Locate or Clearance Requests

- 6.1.1 Emergency Locate Request (loss of essential service by a utility and an excavator work crew is on site or has been dispatched, or there is an imminent safety hazard) requiring a locate response by Brock University within two hours. Emergency Locate Requests are transmitted to ON1Call within 15 minutes of completion by Brock staff.
- 6.1.2 Priority Locate Request, is defined as an emergent situation and a locate needs to be completed <five business days. Priority Locate Requests are transmitted ON1Call within twelve (12) hours of completion by Brock University staff;
- 6.1.3 Standard Locate Request, is defined as planned work and a locate to be completed with a minimum notification period of five business days or as agreed with the excavator if the work is not completed within 30 days. Standard Locate Requests are transmitted to ON1Call within 24 hours of completion by Brock University.

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6.2 Consequences on Not Meeting Required Timelines

Non completion of the locate service requests in the required time frames by Brock University can carry a fine of up to \$10,000 per occurrence.

7.0 References

7.1 Legislation & Standards

The following legislation, regulations or standards apply to this procedure:

- Ontario Underground Infrastructure Notification System Act, 2012
- Occupational Health and Safety Act RSO, 1990 Ontario
- Industrial Establishments Regulation RRO 851, 1990 Ontario

7.2 Brock Documents

- Occupational Health & Safety Policy
- FMOP 2-10 Job Risk Assessments (future)

Annexes

Annex A AS LOCATED - Record Form

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