



Fundamental Steps to Locating & Marking

Key steps to a successful locate.

If you follow the same routine on each job can reduce the chances of error. The task of line locating involves much more than simply knowing how to operate an electronic line detector.

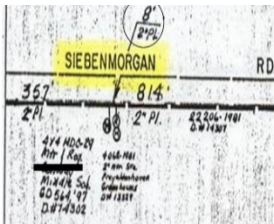
Step 1: Follow Safety Procedures and Use Your Safety Equipment and Knowledge



Try to make the right choices and take a personal approach to your safety and the safety of others around you. You are ultimately responsible for your safety during the day while driving to and performing line locate. The choices you make on the jobsite will often not only affect your own safety but also the have an impact on the safety of others. Start by identifying the hazards that exist or may exist on the jobsite and then choose the appropriate personal protective gear and equipment you will need to perform this task safely.

Step 2: Review Site Documentation and Records

- Read 811 ticket carefully to confirm location details and visually confirm scope of locate request.
- Contact caller if dig area is not clearly identified
- Review site facility records and as built maps.



A facility locator always documents what work was completed on a locate request. This assists in the locate process by requiring a locator to review what was located and then to verify that all facilities within the requested area were marked. Careful documentation helps ensure that there is an accurate record of the work performed by the locator and helps eliminate confusion over what work was requested by the excavator. During the planning stages of the job, you should thoroughly read your excavation notice to gain a clear understanding of the dig area. If you



are unclear of the exact location of the dig site, contact the caller of the ticket for additional details. Access your area maps, prints and records for the dig area and identify your dig area on your prints. Determine the number and type size of buried lines you have in the area along with the location of the top side access point best suited

for applying the transmitter to each buried metallic line or tracer wire. Prints should be considered a guide and not a fact. If your print shows that you have a line buried near the dig area but not in the dig area, it's always a good idea to hook up and locate the line for good measures.

Step 3: Visual Site Survey

- Investigate topside indications of underground lines
- Look for signs of newly installed underground facilities not indicated on prints.
- Determine if any conditions exist which could affect your safety or the locatable signal
- Determine if any AOC's are present on site

A visual inspection of the job-site is a very important step to ensuring that all of your lines located in the requested area are marked. Start by visually confirming the entire scope of work on the locate ticket by doing a jobsite walk through. While on your walk through, confirm the location of your access points that you identified on your prints. Take a close look at the landscape to search for topographical clues of utility construction like trench lines, cracks, patches or cuts in the pavement. A good visual inspection can also help you identify other buried facilities that may not have been documented on your prints. Be on the lookout for any conditions that might affect the accuracy of your locate like chain link fences, guard rails, guy wires and overhead lines that may interfere with your locatable signal. Line locators always be on the lookout for safety hazards. abnormal conditions such as a dead spot of grass located over a gas line, leaking product, unauthorized excavation.

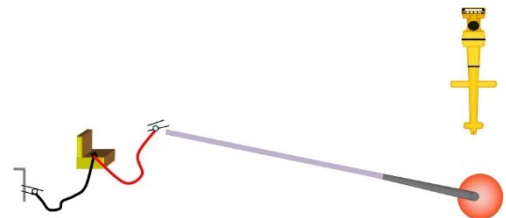


Step 4: plan and



Make a locate work your plan

When making a locate plan for multiple utilities, consider the big picture first. Locate one type of network at a time. If you are responsible for marking several types of buried networks remember to focus on one line at a time. Start with one type of utility or pipeline network one at a time and one target line at a time. When faced with locating congested right of ways or easements begin with locating the shallowest and most conductive lines first before attempting to locate the deeper or harder to find buried lines.





Step 5: Trace, Pinpoint and Mark

NOTES:

The temporary markings placed on a site is a form of nonverbal communication between the line locator and the person requesting the buried facility markings. The color of the markings will identify the type of product flowing through the pipe or cable being identified and the path of the buried line. A line

locators temporary marking should clearly identify the estimated horizontal location and pathway of buried line and more if known. Other valuable information you could provide with your location markings could include size of line, type of line or pipe material as well as the number of lines in a single trench or conduit package. It's also important to indicate owner of the marked line.

Step 6: Document, Document, Document

There is an old saying that "if it wasn't documented it never happened" which often applies to line locating work. It is important to document any and everything related to the excavation notice including all time, date and names of individuals you had communicated with about the job. Note all phone calls, voice mails and special arrangements made with the excavator or property owner.



Many locating technicians take several pictures of their markings as well as written documentation of any changes relative to the excavation area shown on the locate request, any conversations with the excavator either on site or over the phone any other clarifications that relate to

information shown on the dig notification. Many pipeline operators and utility operators require a representative be on site when excavation is taking place near the critical line. If your situation warrants, notify the excavator that there is a critical line buried on their job site and arrange a high profile meet. After arrangements are made, document the conversation to include the date and time the meeting will take place.

Step 7: Double check and restore the site

Carpenters live by the golden rule to measure twice and cut once. As a line locator, it's important to take another look at your locate ticket and prints to make sure you've accounted for all lines buried on or near the jobsite to prevent a cut. When your satisfied that everything is located and accounted for it is time to restore the site. Be sure to close all lids, boxes, caps or covers that you may have opened or removed during the job. Retrieve and load all your tools and equipment. Shut all gates that you may have opened and do not leave.

