

The data in Utility Safety Partners' database is used to determine when an asset owner will be notified of ground disturbance.

Asset owners who are members of Utility Safety Partners supply the locations where they need to be notified of proposed ground disturbance. These locations are plotted on the system basemap as member data. The dig site for each locate request is also plotted on the basemap. Whenever the mapped dig site overlaps with member data, that asset owner receives a locate notification.



Data Formats:

Asset owners can supply data in one of two formats:

- **Polygon Data** is comprised of GIS shape files representing the notification area surrounding the precise location of the asset owner's facilities. Whenever the mapped dig site overlaps with the locations in the GIS shape files, the member company is notified of the ground disturbance.

To submit this type of data, refer to the *Shape File Requirements* document.

- **Grid Data** is comprised of the Legal Land Description (LLD) locations that the asset owner's facilities run through. Whenever a dig site is mapped within one of the listed LLD locations, the member company is notified of the ground disturbance.

To submit this type of data, list the LLD locations on the *Data Submission Form*.

Data Process:

Each member company designates an authorized person within the company, or a third-party organization, to be responsible for preparing, maintaining and verifying the data. This person is referred to as the 'Database Contact'.

1. The Database Contact submits the data to info@utilityafety.ca. Alternative arrangements can be made for the data to be sent via FTP.
2. Utility Safety Partners imports the data into the database within 10 business days of receiving the update. Updates are queued and processed on a first come, first serve basis.
3. The updated data is exported from the database and sent to the Database Contact for verification.
4. The Database Contact reviews the exported data to ensure there were no processing errors and it accurately represents the member company's notification area.

If the exported data is not accurate, the Database Contact reports the details of the discrepancy to info@utilityafety.ca.

5. The Database Contact signs the *Verification of Update to Data Form*, indicating the exported data is accurate.
6. The signed *Verification of Update to Data Form* is emailed back to info@utilityafety.ca.
7. Utility Safety Partners activates the updated data.

The Database Contact can submit updated data as often as necessary to ensure the asset owner's member data accurately reflects their desired notification area. It is the member company's responsibility to ensure the database information remains accurate as Utility Safety Partners does not subscribe to outside sources of data.

VERSION CONTROL

Date (MM-DD-YY)	Completed by:	Approved by:	Briefly describe changes	Version of final copy
07-13-16	K Zaba	S Kirk	Document created	V1
09-30-19	K Zaba	S Kirk	Content updated	V2
09-27-21	K Zaba	K Zaba	Content updated to align with USP	V3