



Alternate Locate Provider Program

Instructions for Infrastructure Owners Interested in Program Participation

General Program Information

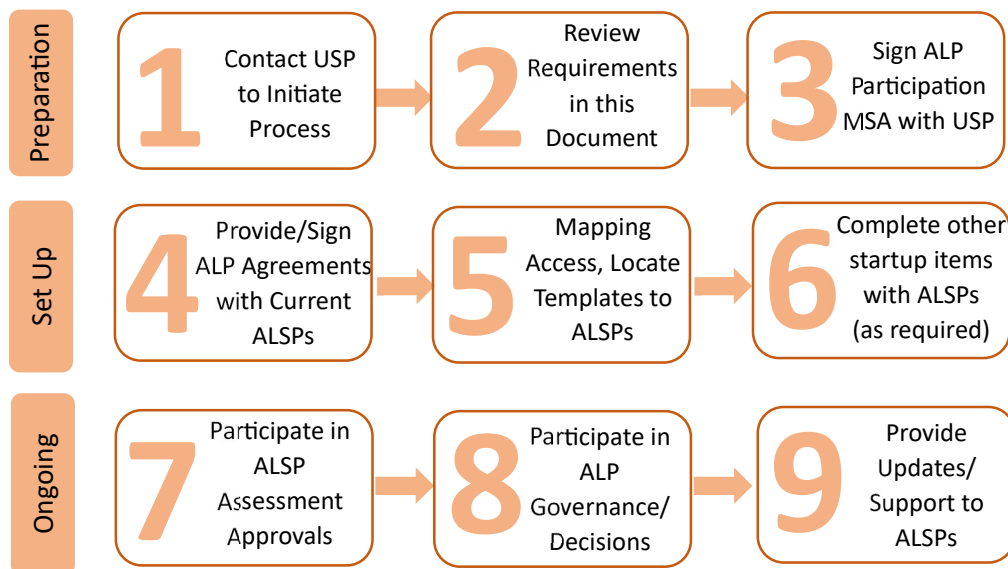
The Alternate Locate Provider (ALP) Program is an alternative approach to delivering locates in Alberta. As part of the ALP Program, a registered Alternate Locate Service Provider (ALSP) works for the Project Owner and must be registered for participation in the ALP Program.

Utility Safety Partners (USP) facilitates the Program in collaboration with participating infrastructure owners in Alberta. USP maintains governance of the ALP registration assessment program and facilitates the locate request process on behalf of the participating owners. A current list of participating owners can be found on the USP website. The ALP Program is structured to allow additional owners to participate, provided they agree to certain program requirements. Built-in flexibility also permits each owner to use their own business processes providing they align to general ALP requirements.

This document outlines the process to participate in the ALP Program as an infrastructure owner and outlines the key items required to participate.

ALP Participation Process

Below is a step-by-step process showing preparation, set up and ongoing participation:





Requirements and Considerations for ALP Owner Participation

ALP Master Service Agreement (MSA)

- Owner is required to sign an MSA with USP agreeing to maintain the required minimum program items and outlining ongoing program participation requirements.

ALSP Registration Assessment Program (RAP)

- Owner agrees to follow RAP requirements.
 - Owner may identify any potential business-specific items that do not align and exceptions will be considered. An example may be the insurance levels indicated.
 - Certain ALP-specific items are mandatory and no exceptions will be made.
- Owner agrees to follow registration assessment process for assessing ALSP company and individual locator applicants including approval and timing requirements.
- Owners agrees to onboard current list of approved ALSPs. Exceptions may be made due to specific business rationale.

ALSP Agreement

- Owner agrees to have in place an ALP agreement for use with current and future ALSPs.
- ALP agreement should address the following considerations:
 - Aligns to the RAP and does not include items that contradict the RAP.
 - Pricing and monetary considerations should be excluded.
 - Terms and Conditions can be business-specific, but it is recommended that a standard vendor agreement is not used given the fact ALSPs are not working directly for the owners or forming a monetary arrangement. Focus should rather be on ALP program specifics, owner processes, and liability.
- A sample ALP agreement currently in use by some owners can be provided to interested participants to review current best practices.

Locate Response Processes and Templates

- Owner must have documentation indicating owner locate response field processes to be followed including templates for use by locators. This may be included as an Appendix or Schedule to the ALP agreement above or as a separate document.
- Owner must have a locate response template for ALSPs to use for completing locates. Owner may choose to align to the Consortium-response templates in use.



Instructions to Potential ALP Participating Infrastructure Owners

Infrastructure Records and Mapping Access

- Owner must be able to provide accurate infrastructure mapping to ALSPs with minimal turnaround. It is recommended that this is done via an online geospatial platform.
- Owners may also choose to utilize the Consortium-led Multiviewer geospatial platform currently in use by ALSPs. Please contact USP for further details.

USP Program Management and Communication

- While owners may contact ALSPs and locators directly at any time, it is recommended that all set up activities, onboarding, and ongoing general ALP communications and updates be distributed through the USP ALP program contact. This ensures alignment and transparency to ALP processes and that information is reaching all participants equally.
- All assessment communications with ALSP applicants must be done through the USP ALP auditor to maintain program consistency, integrity, and structure.

Further Program Information

Additional documentation and information are available on the USP Website:

- Employer/ALSP and Individual Locator Assessment Checklists (available in fillable format)
- ALP Registration Assessment Program Info (available in the ALSP Applicant Instructions Documentation)
- Current list of participating ALP Infrastructure Owners
- Current list of registered Alternate Locate Service Providers

For further ALP program information: utility-safety.ca/wheres-the-line/alternate-locate-provider-alp/

For any other ALP questions or access to other documentation referenced in this document, email USP at: info@utility-safety.ca