



# Before You Dig Partners

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## One Call Mapping System

Western Canada's One-Call partners are switching to a new one-call system on January 11, 2019. This new software simplifies the process to request a locate and allows one-call centres to process requests automatically, notifying members of proposed ground disturbances faster than ever before!

## Mapping Your Work Area

When users request a locate on the new one-call software they will be required to draw their work area using the built-in mapping system.

**It is extremely important that the work area drawn on the map is accurate.** If the area drawn on the map is smaller than the actual work area, a facility within the work area may not be identified. If the area drawn is larger than the actual work area, excavators may need to wait for a response from facilities who are not present in the work area.

One-call centres in Western Canada will no longer review and process tickets submitted through the website. These tickets will be automatically sent to the affected facility owners. The system will identify which facilities need to be notified based on the work area the excavator draws on the system map.

## Using the One-Call Mapping Tool

There are three steps to complete when mapping the work area: finding the dig site, drawing the work area, and confirming the location.

### Step 1: Searching For Your Dig Site Location

There are several methods for finding the dig site location, they include searching by street, by intersection, through a legal-land description grid (LLD), or x and y co-ordinates. In British Columbia, it is also possible to search

for a dig site using the petroleum and natural gas grid (P&NG).

**Note: This information is used for searching purposes only** and does not need to reflect the address of the dig location. It is simply to find the work area on the map. Search information does not show up on the outbound copy of the ticket.

To begin, select a search method from the dropdown menu: either Street, Intersection, LLD Grid, P&NG Grid or X & Y Co-ordinates. Then search for your dig site using the search method you selected.

### Searching by Street:

Step 1: Search for dig site location

Search Type: Street

Street: portage av

Portage Avenue	MB R3K 0X6
Portage Avenue	ON L4E
Portage Avenue Ottawa	ON K1G
Portage Avenue North Bay	ON P1A
Portage Avenue Saskatoon	SK S7J
Portage Avenue	ON P0J 1H0

The cross-hair indicates the center of the dig site using the drawing tool.

Circle diam ( min 25m - max 3000m ), Line ( min 0.01m - max 500m ), Area ( min 0.01m<sup>2</sup> - max 10km<sup>2</sup> )

### Searching by Intersection:

Step 1: Search for dig site location

Search Type: Intersection

First Street: 7 street se

Second Street: 42 ave se

Town/City: Calgary

Search Reset

### Searching by LLD or P&NG Grid:

Step 1: Search for dig site location

Search Type: LLD Grid

Grid Reference: NW-02-24-01-W5

Search Reset

## Searching by X & Y Co-ordinates:

Step 1: Search for dig site location ?

Search Type	XY
Projection/Datum	Longitude / Latitude (WGS 84)
X-Coord (Long)	-123.0092567
Y-Coord (Lat)	49.2552234

## Step 2: Draw Your Dig Site

Now that you've located your dig site on the map, you need to outline the work area using the map tools provided.

**Reminder:** The size and shape of the work area you draw on the map determines which facilities are notified. If the area drawn on your map is larger than your actual dig site, you may be required to wait for a response from facilities located outside your work area. If the area is smaller than your actual dig site, some facilities may not be notified, which puts you or your workers at risk of coming in contact with a buried facility.

### Navigation Tools:



Use the **Pan** tool to navigate around the map.



Use the **Zoom** tool to control how much of the map you see in the map view.

### Mapping Tools:

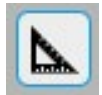


The **Polygon** tool is used to draw borders around your work area. Your work area will be the area within the borders you've drawn.

### Example:



You can use the **Edit** tool to make edits to your drawing.



The **Measure** tool will provide a measurement between two points on the map in metres.



The **Layers** tool can be used to toggle the map view between a map image and a satellite image. The satellite image will be the image sent on the outbound ticket.

**Example:**





## Reminder: Maximum Area per Ticket Type

Different ticket types have different **maximum sizes** for the work area, and therefore for the map drawing.

- **Regular Ticket:** Maximum size is **900 square meters** with no one side exceeding 50 meters in length.
- **Project Ticket (in Urban Area):** Maximum work area is **15,000 square meters**, with no one side exceeding 1,000 meters in length. Up to 10 dig-site locations can be included in the drawn area.
- **Project Ticket (in Rural Area):** Maximum work area is **108,000 square meters** with no one side exceeding 1,800 meters in length. An unlimited number of dig-site locations can be included in the drawn area.

If the drawn work area exceeds the maximum size for that ticket type, you will need to change your ticket type or reduce the size of the drawn work area on the ticket and request an additional ticket for the remaining work area.


**The system will issue a warning whenever the drawn area exceeds the maximum size for your ticket type.**

## Step 3: Confirm Your Dig Site

Once you have finished drawing your work area on the map, the address information will automatically populate based on your search criteria.


The last step is to review the provided address and confirm that it is accurate, or update it as necessary and enter any required information that did not automatically populate.

**Confirming Street Address:**

**Step 3: Confirm your dig site** 

Prefix	<input type="text"/>
Street	<input type="text" value="4299 Canada Way"/>
Town/City	<input type="text" value="Burnaby"/>
Province/Territory	<input type="text" value="BRITISH COLUMBIA"/>
Nearest cross street	<input type="text"/>

### Confirming Intersection Location:

**Step 3: Confirm your dig site** 

Prefix	<input type="text"/>
Street	<input type="text" value="Portage Ave"/>
Town/City	<input type="text" value="Winnipeg"/>
Province/Territory	<input type="text" value="MANITOBA"/>
Nearest cross street	<input type="text" value="Spence St"/>

### Dig Site Description:

After you confirm the address of your dig site, you will have the opportunity to provide a brief description of your dig site in the **Remarks** field to accompany your drawing.

The **Remarks** field can be configured in the user profile and automatically added to every ticket. You can then insert additional information to each ticket over and above your pre-configured description.

### Continuing Your Ticket:

If your work area exceeded the maximum size available for your ticket type, you can select **Continue Ticket** as soon as you've confirmed the address of your dig site and completed the ticket.



Selecting **Continue Ticket** creates another ticket with the same dig site information. When you go to the map, the work area you drew during the previous ticket will be indicated so you can match up the remaining work area with the work area that was submitted on the previous ticket.

### Example:



## Help Menus:

Need help? Each field has a **Help Bubble** that pops up once you click on the field. The help bubbles explain the information that needs to be provided in that field and provide examples.

Step 3: Confirm your dig site

Prefix

Street

Town/City

Province/Territory

**Street** Required

Enter the street address in full including street number, name and street type. The system will attempt to autocomplete on what you type. Once a list appears you may choose from it by either using the mouse or using the up and down-arrows on your keyboard.

Text  
Max characters:80  
Min characters:3

## Video Walkthroughs:

There are multiple video walk-throughs available throughout the website.



Click the **Question Mark** at the top of each section to view the video walkthrough and receive additional information and instructions about that section.

## Ticket Testing

Members are encouraged to sign up for ticket testing. By signing up, you will receive test tickets from the new One Call system before the changes going live.

[Sign Up for Ticket Testing](#)

**Join us for:**  
**Before You Dig Partners Webinar Series**

Want to learn more about the new one-call software before it launches in January?

Before You Dig Partners are hosting a series of user webinars for the new one-call software in Western Canada.

[Click Here to Sign Up](#)

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Thank you again for your time, and for helping us spread the word about the new One Call System in Western Canada. For more information or questions, please reach out to us on our forum at [BeforeYouDigPartners.com](http://BeforeYouDigPartners.com).

Sincerely,  
Sher Kirk, Project Manager

[www.BeforeYouDigPartners.com](http://www.BeforeYouDigPartners.com)