

TOOLBOX TALKS

Maintaining Locator Marks

Company Name _____

Date _____

Presenter Name _____

Job Site/Project _____

During long or complex jobs the marks for underground facilities may need to be in place longer than the locating method is durable. This requires the excavator to request a remark by the locator or to refresh marks before they are lost. Locator marks should be documented soon after they are laid to avoid damages and to protect the excavator from liability in the event a utility damage occurs.

- Common Ground Alliance (CGA) Excavation Best Practice 5-11 recommends documenting locating marks before you dig. As soon as locator marks are laid, document the placement of the marks through photographs, video or a rough sketch of the job site. If locate markings are adequately documented through the use of photographs, video tape, or sketches before excavation work begins, it will be easier to resolve disputes if an underground facility is damaged due to improper marking, failure to mark, or markings that have been moved, removed, or covered.
- If photographs are used for documentation the following photographs should be taken:
 - Wide angle shots capturing entire job site from three different angles with landmarks which make the job site identifiable.
 - Close ups of each marked facility from two different angles. Document the relationship of the locator marks to permanent landmarks, if necessary use a large ruler like those available in a HIT kit.
 - Document any pedestals, poles, transformers, meters, risers, vault covers or other utility related structures which may be present.
- Use the following diagram as a guide for documenting locator marks at your job site.



