



YOUR CURRENT CONNECTION

Procedure No. ENG-DD-024

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Creation Date: November 2, 2016

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DEPARTMENTAL PROCEDURE

SUBJECT: Searching and Querying Tickets on Locatorbase

This Policy/Procedure is the first of its kind and is open for future revisions.

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Regulatory References, Codes and Standards

- PowerStream Inc. Policies and Procedures
- CSA C22.3 NO. 7-15 - Underground systems
- OHSA
- ORCGA Best Practices

Objective

To provide a standard PowerStream procedure that shows how the Inspections & Locates staff member can search and query locate ticket drawings on Locatorbase for use in Dig-In Investigations, Quality Assurance, and Auditing Purposes.

Background

As an ambassador of safety and to ensure contractors and locators are following the ORCGA's Dig Safe practices the Inspections & Locates staff member may need to access the Locatorbase online database to search for Locate tickets and drawings that can be used for Dig-In Investigations, Quality Assurance, and Auditing Purposes.

Purpose

Locatorbase is an online databases used to search all locate tickets completed for PowerStream either by the Inspections & Locates staff member or a third-party Locator. The information on locator base is valuable to the Inspections & Locates department as they are used during Dig-In Investigations, Quality Assurance, and Auditing Purposes.

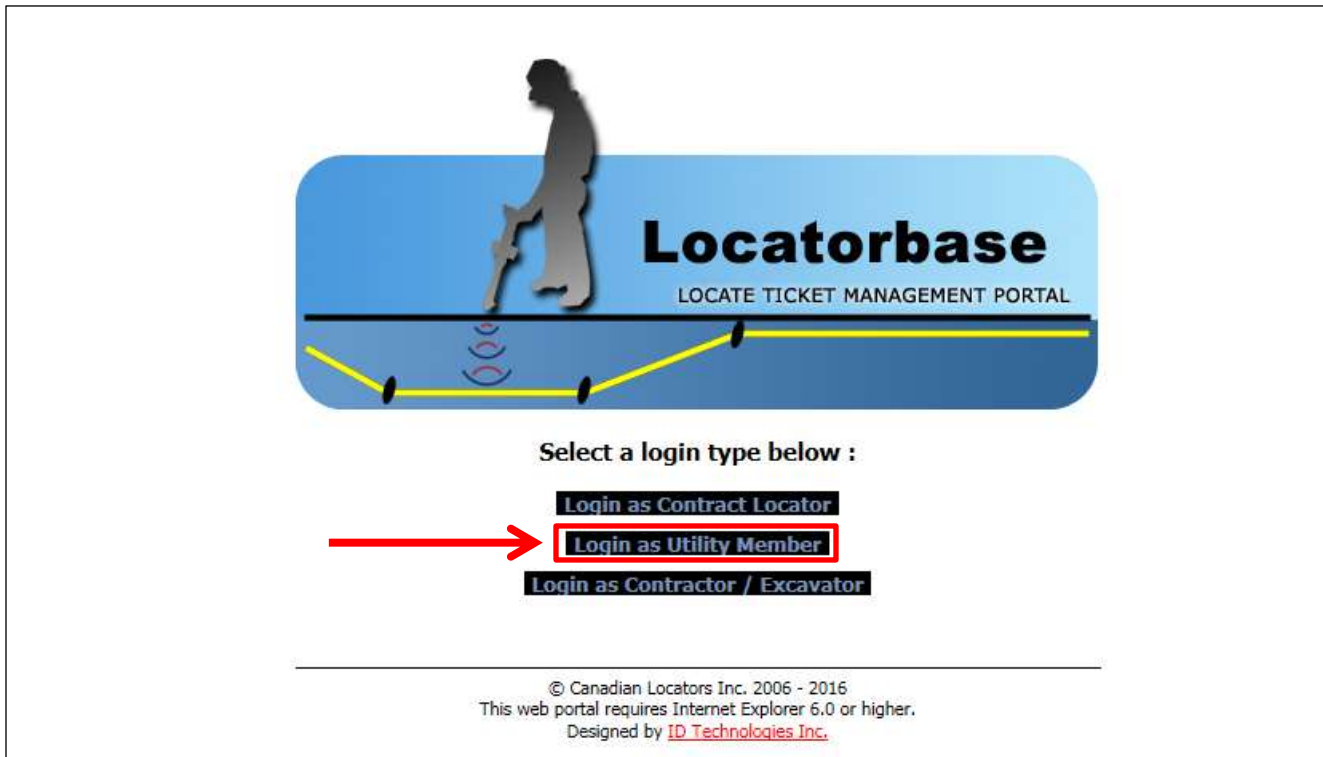
Training

Familiarization with analyzing Locate Markings, Locate Drawings, and Construction Drawings.

Procedure

Steps for Logging into Locatorbase to Search for Locate Tickets

- 1) Go to <http://www.locatorbase.com/>
- 2) Click "Login as Utility Member"



3) Login Credentials

Username: powerstream

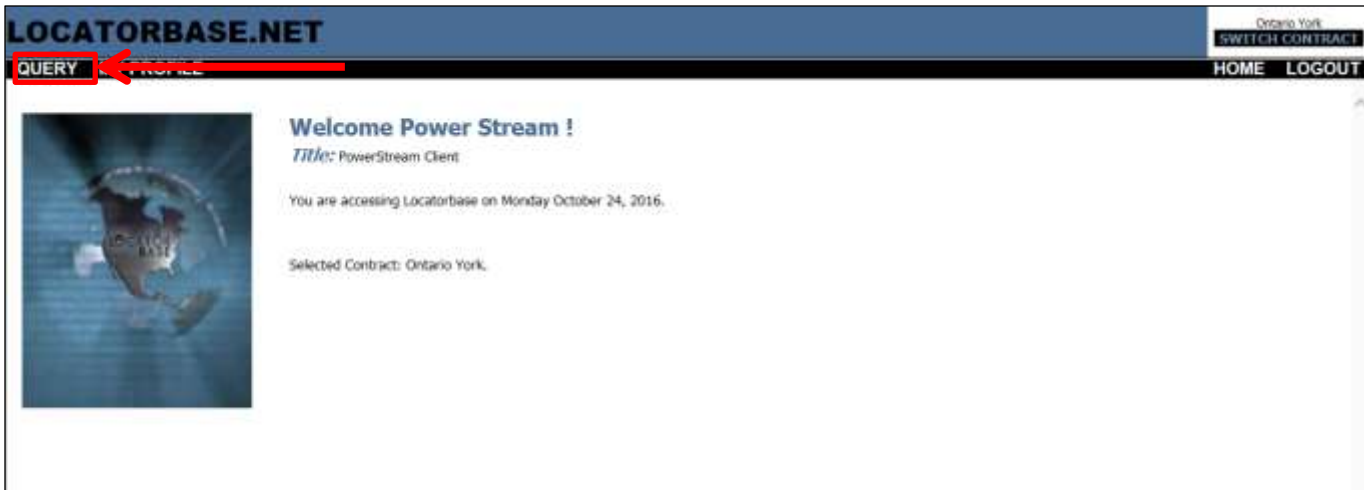
Password: powerstream



4) Select Region from dropdown list then click continue.



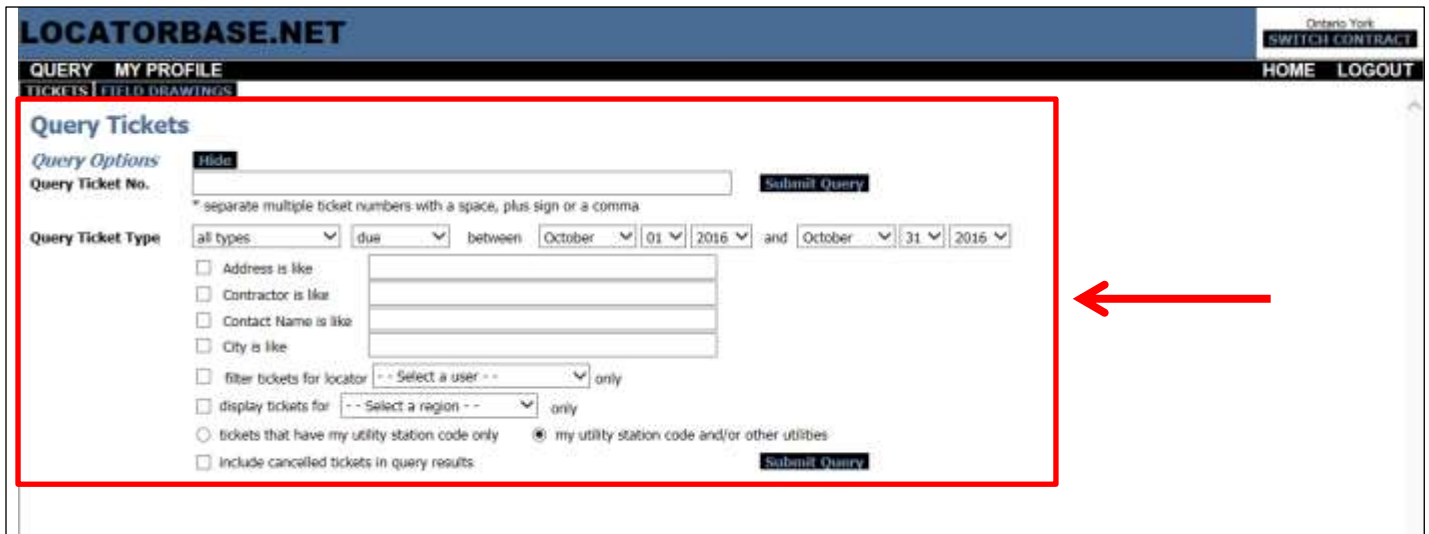
5) Click "QUERY" to search for ticket.



6) After selecting "QUERY" select "TICKETS"



7) Search by “Query Ticket No.” or “Query Ticket Type” by filling out the proper fields and then click “Submit Query”



LOCATORBASE.NET Ontario York SWITCH CONTRACT

QUERY MY PROFILE HOME LOGOUT

TICKETS | FIELD DRAWINGS

Query Tickets

Query Options Hide

Query Ticket No. Submit Query

* separate multiple ticket numbers with a space, plus sign or a comma

Query Ticket Type all types due between October 01 2016 and October 31 2016

Address is like

Contractor is like

Contact Name is like

City is like

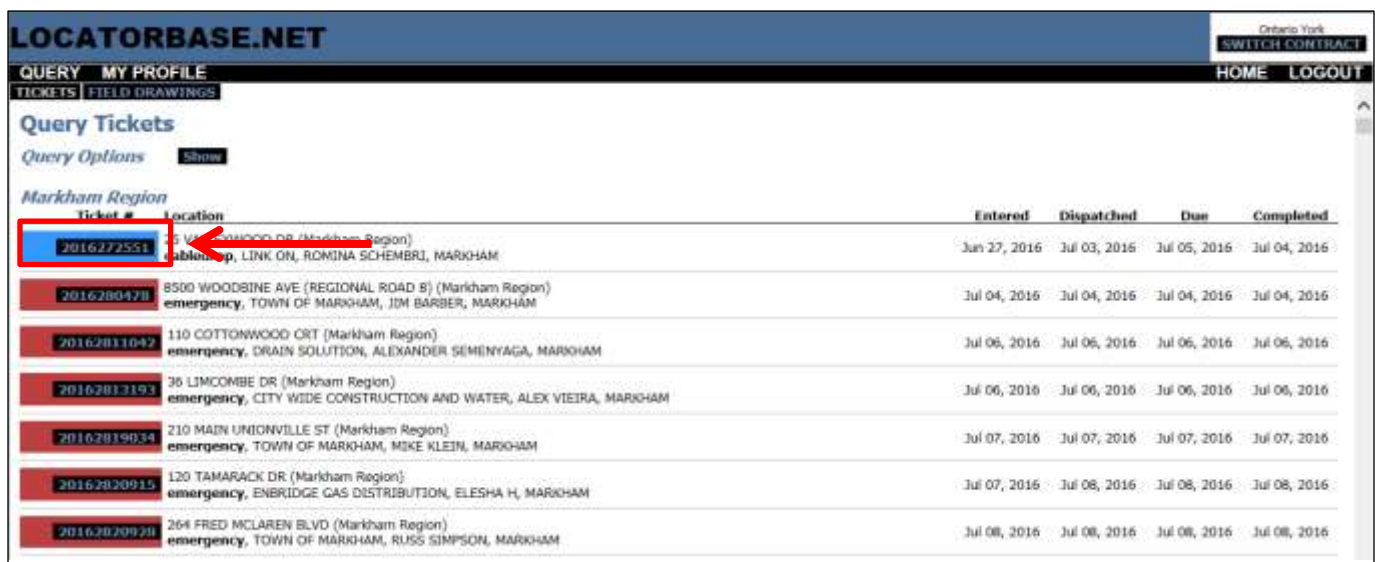
filter tickets for locator -- Select a user -- only

display tickets for -- Select a region -- only

tickets that have my utility station code only my utility station code and/or other utilities

include cancelled tickets in query results Submit Query

8) Select the ticket from the queried results by clicking on the Ticket Number in the leftmost column.



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TICKETS | FIELD DRAWINGS

Query Tickets

Query Options Show

Markham Region

Ticket #	Location	Entered	Dispatched	Due	Completed
2016272551	8500 WOODBINE DR (Markham Region) emergency, LINK ON, ROMINA SCHEMBRI, MARKHAM	Jun 27, 2016	Jul 03, 2016	Jul 05, 2016	Jul 04, 2016
2016280478	8500 WOODBINE AVE (REGIONAL ROAD 8) (Markham Region) emergency, TOWN OF MARKHAM, JIM BARBER, MARKHAM	Jul 04, 2016	Jul 04, 2016	Jul 04, 2016	Jul 04, 2016
20162811042	110 COTTONWOOD CRT (Markham Region) emergency, DRAIN SOLUTION, ALEXANDER SEMENIYAGA, MARKHAM	Jul 06, 2016	Jul 06, 2016	Jul 06, 2016	Jul 06, 2016
20162813193	36 LIMCOMBE DR (Markham Region) emergency, CITY WIDE CONSTRUCTION AND WATER, ALEX VIEIRA, MARKHAM	Jul 06, 2016	Jul 06, 2016	Jul 06, 2016	Jul 06, 2016
20162819034	210 MAIN UNIONVILLE ST (Markham Region) emergency, TOWN OF MARKHAM, MIKE KLEIN, MARKHAM	Jul 07, 2016	Jul 07, 2016	Jul 07, 2016	Jul 07, 2016
20162820915	120 TAMARACK DR (Markham Region) emergency, ENBRIDGE GAS DISTRIBUTION, ELESHA H, MARKHAM	Jul 07, 2016	Jul 08, 2016	Jul 08, 2016	Jul 08, 2016
20162820920	264 FRED McLAREN BLVD (Markham Region) emergency, TOWN OF MARKHAM, RUSS SIMPSON, MARKHAM	Jul 08, 2016	Jul 08, 2016	Jul 08, 2016	Jul 08, 2016

