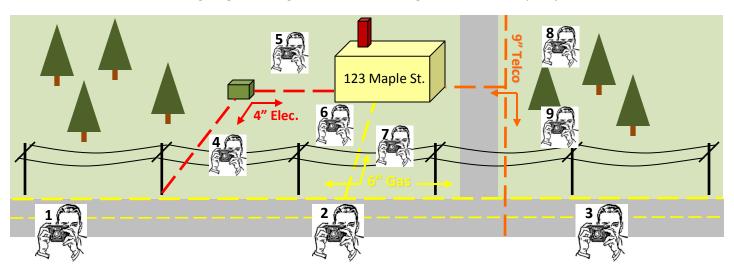
TOOLBOX TALKS

Maintaining Locator Marks

Lompany 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.



- Don't place construction or building materials on top of or obscuring locator marks.
- Avoid destroying locator marks with construction equipment or vehicles.
- Regularly refresh paint, stakes or flags before they are destroyed or fade. **DO NOT** attempt to refresh marks which have already faded or been destroyed, call Dig Safe to request a remark.

Attendees	