

# Appendix A: Glossary of Terms & Definitions

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- **Abandoned:** with reference to underground infrastructure, taken out of service permanently but left in place.
- **Accurate or Accuracy:** the closeness of results of observations, calculations, or estimates compared to the true value.
- **Alternate Locate Agreement (ALA):** A contractual agreement between a facility owner and an excavator that allows the excavator to proceed with their excavation work without receiving a traditional field locate.
- **American Society of Civil Engineers (ASCE).**
- **Attributes:** numbers, abbreviations, and words that describe the physical and spatial properties of the underground utility infrastructure used to provide an aesthetic and useful map display.
- **As-built:** A representation of the as-constructed situation showing the position and features of components as actually put in place.
- **Backfill:** The act of filling the void created by excavating or the material used to fill the void.
- **Canadian Radio-television & Telecommunication Commission (CRTC)**
- **Canadian Standards Association (CSA)**
- **Cathodic Protection:** The process of arresting corrosion on a buried or submerged structure by electrically reversing the natural chemical reaction. This includes, but is not limited to, installation of a sacrificial anode bed, use of a rectifier based system, or any combination of these or other similar systems. Wiring is installed between the buried or submerged structure and all anodes and rectifiers; wiring is also installed to test stations which are used to measure the effectiveness of the cathodic protection system.
- **Commission for Environmental Cooperation (CEC)**
- **Compliance:** Adherence to acts and regulations.
- **Control Survey Monuments (horizontal):** Existing survey monuments with published coordinates that are geographically referenced with high accuracy.
- **Control Survey Monuments (vertical):** Existing survey monuments, commonly referred to as benchmarks, with published elevations that are accurately referenced to a known vertical datum (mathematical reference plane).
- **Damage:** Any impact, stress and/or exposure that results in the need to repair an underground facility due to a weakening or the partial or complete destruction of the facility, including, but not limited to, the protective coating, lateral support, cathodic protection or the housing for the line, device or facility.

- **Damage Reporting:** The immediate reporting to appropriate authorities and the owner of any damage made or discovered in the course of excavation or demolition work.
- **Daylighting:** The exposure of underground utility infrastructure by minimally intrusive excavation practices to ascertain precise horizontal and vertical position or other attributes. (Note: may also be referred to as “potholing” or “test pitting”.)
- **Demarcation Point:** The demarcation point (DM) is the point at which the Facility Owner’s ownership of a distribution system, including connection assets, ends. Privately owned infrastructure may continue from this point that is not owned by or known to the Facility owner.
- **Demolition Work:** The intentional, partial or complete destruction by any means of a structure served by, or adjacent, to an underground line or facility.
- **Depth:** The vertical distance below grade.
- **Designer:** Any architect, engineer or other person who prepares or issues a drawing or blueprint for a construction project or other activity that requires excavation or demolition work.
- **Electronic Mapping Data:** Geospatial data that is in a format that can be stored, edited, retrieved, viewed and shared electronically.
- **Emergency:** A sudden or unforeseen occurrence involving a clear and imminent danger to life, health, or property; the interruption of essential utility services; or the blockage of transportation facilities that requires immediate action.
- **Excavate or Excavation:** An operation using equipment or explosives to move earth, rock or other material below existing grade. (Note: Excavation can include augering, blasting, boring, coring, digging, ditching, dredging, drilling, driving-in, grading, plowing-in, pulling-in, ripping, scraping, trenching and vacuuming).
- **Event:** The occurrence of an underground infrastructure damage, near miss or downtime.
- **Excavator:** Any person proposing to or engaging in excavation or demolition work for himself or for another person.
- **Facility:** See Utility Infrastructure.
- **Geospatial Data:** Data that identifies the geographic location (latitude/longitude) and characteristics of natural or constructed features and boundaries on the earth. Also includes facility location information and notification areas.
- **Geographic Information System (GIS):** An organized collection of software and data that is geographically referenced and used to capture, store, update, maintain, analyze, and display geographically referenced information.

- **Geographically Referenced:** a point on or near the Earth's surface that is defined horizontally by latitude and longitude or a defined coordinate system.
- **Global Positioning System (GPS) and Global Navigation Satellite System (GNSS):** Systems of satellites, ground stations, and receivers used to determine geographically referenced positions on the Earth.
- **Grade (noun):** The surface elevation.
- **Grade (verb):** The act of changing the surface elevation.
- **Grounding Systems:** A system of one or more ground conductors or ground rods providing a low resistance path to earth ground potential through a mechanical connection to structures, conductors and equipment.
- **Hand Digging:** any movement of earth using a hand shovel\*.
- **Infrastructure Health and Safety Association (IHSA)**
- **Joint Trench:** A trench containing two or more underground infrastructures that are buried together by design or agreement.
- **Land Base:** Electronic mapping data that depicts features of the surface of the earth and is tied to real-world geographic coordinates, such as latitude and longitude.
- **Latitude (Lat):** Distance measured north or south of the equator.
- **Limite of locate:** The North, South, East and West boundaries or other coordinates of the located area.
- **Locate (verb):** The process of an underground plant owner or their agent providing information to an excavator which enables them to determine the location of a facility.
- **Locate (noun):** The provision of location information by an facility owner (or their agent) in the form of ground surface markings and/or facility location documentation, such as drawings, mapping, numeric descriptions or other written documentation.
- **Locate Form:** Accompanying documentation for a locate which is completed by the party providing the locate. A locate form may or may not contain the specific facility location details and/or drawings, but should in all cases contain administrative aspects of the locate such as when, why completed, and who completed it.
- **Locate Request:** A communication between an excavator and the owner or their agent (usually the notification service) in which a request for locating underground facilities is processed.
- **Locate Ticket:** A locate request document created by the notification service or an owner marked with a unique identification number.

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\* This does not include picks, bars, stakes, or other earth-piercing devices. The preference is to use an insulated or wooden-handled shovel.

- **Locator:** A person whose job is to locate underground infrastructure.
- **Longitude (Long):** Distance measured east or west from the prime meridian reference (Greenwich).
- **LSP: Locate Service Provider** - a person authorized by the owner to locate and mark its underground facilities.
- **Map:** A to-scale visual representation of geographically referenced features on or near the Earth's surface.
- **Mapping:** The act or operation of making a map.
- **Marks or Markings:** Surface marking indicating the presence of underground infrastructure including but not limited to highly visible paint and/or labeled stakes or flags to indicate the approximate location of buried facilities within the Located area.
- **Ministry of Environmental & Energy (MOEE)**
- **National Best Practice Committee (NBPC)**
- **Near Miss:** An event where damage did not occur, but a clear potential for damage was identified.
- **Notifications:** Ticket data transmitted to underground infrastructure owners. (New 06/2014)
- **Notification Area:** The geographic limits of coverage where a owner has facilities and wishes notification of excavation activities.
- **Notification Service:** Also known as **One Call Centre**, is a non-profit organization governed by a Board of Directors that provides a single point of contact within a defined geographical area, receives locate requests and notifies its potentially affected members of any proposed constructions or excavations. (Note: The purpose of a notification service is to provide a single point of contact so that excavators can reach multiple owners of registered underground infrastructure).
- **Owner:** person, partnership, corporation, government, public agency, or other entity within a province/territory that owns, controls, and/or operates underground infrastructure.
- **Person:** Any individual or legal entity, public or private.
- **Planner:** person or persons responsible for planning the ground disturbance. (Note: This can include, but is not limited to, excavators, owners, homeowners, consultants, designers, and engineers).
- **Plant:** See Utility Infrastructure.
- **Practicable:** where possible in practice having due regard to limiting circumstances.
- **Regional Best Practice Committee (RBPC)**

- **Subsurface Utility Engineering (SUE):** A term used in CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data that refers to an engineering process for assessing the quality of underground utility information provided by a map, plan or record.
- **Survey Infrastructure:** Property boundary monuments and control survey monuments.
- **Technical Standards & Safety Act (TSSA)**
- **Test Holes:** Exposure of a facility by safe excavation practices used to ascertain the precise horizontal and vertical position of underground lines or facilities.
- **Ticket:** All data required from an excavator to transmit a valid notification to the owner.
- **Tolerance Zone:** The space in which a facility is located, and in which special care is to be taken.
- **Underground:** Beneath the ground surface or submerged, including where exposed by temporary excavation.
- **Utility:** a private, publicly, or cooperatively owned entity whose purpose is to deliver a commodity or service such as communications, television/ internet, power, electricity, light, heat, gas, oil, water, steam, and waste collection.
- **Utility Infrastructure:** a cable, line, pipe, conduit, or structure used to gather, store, or convey products or services. (Note: may also be referred to as "facility" or "plant".)
- **Vacuum Excavation:** A means of soil extraction through vacuum where water or air jet devices are commonly used for breaking the ground.