

CONGRATULATIONS!

YOU'VE BEEN

CHOSEN

BY YOUR

COMPANY

TO BE THE

DATABASE
CORRESPONDENT



2008

DATABASE CORRESPONDENT

Role

The "Database Correspondent" position is very important and is not one to be taken lightly. These motivated individuals defend the front lines of damage prevention & public safety by ensuring their companies U/G facilities are registered with Sask 1st Call.

Sask 1st Call's location screening is only as good as the data in it's databases. Sask 1st Call depends on membership "Database Correspondents" for accurate and complete information. Information that serves to protect the public, digging community and prevent damage to equipment & property.

Database Correspondents should be made aware or have at their disposal the location of any U/G facility installation or removal. They should also have knowledge or information on the location of all existing U/G facilities.

Field staff that locate U/G facilities and second level screening personnel will at times question coverage and request information. The Database Correspondents contact information should be made available to these personnel for just such requests.

Database Correspondents must be registered with Sask 1st Call. Forms are available to make changes and will be provided on request to the member company. All database information MUST be submitted by a registered Database Correspondent to be processed by Sask 1st Call.

The Database Correspondent will receive all documents and confirmations related to facility coverage. Sask 1st Call recommends that these documents be kept readily available for discussion internally and with Sask 1st Call's Mapping Administrator.

The Mapping Administrator is the Database Correspondent's primary contact at Sask 1st Call. The Mapping Administrator is an expert available to answer questions and provide advice on facility coverages. Questions and submissions should be sent to the Mapping Administrator at

mapadmin@sask1stcall.com

Coverage Setup

To protect your company's assets with Sask.1st Call, simply create a polygon that contains your U/G facilities and submit it to the Sask 1st Call Mapping Administrator. The polygon represents the area of coverage required to protect the facilities. Asset safety can be increased or decreased by adjusting the distance of the polygon around the facilities. Typically Sask 1st Call sees three levels of detail in company polygons.

Level 1 - Polygons are developed from very accurate graphics residing in GIS or CAD systems. Buffers are simply applied to the facility graphics and submitted as polygons.

Level 2 - Polygons are created by Sask 1st Call. The member company submits a list of legal land descriptions and communities affected by their U/G facilities. Sask. 1st Call extracts from their database the geographic features listed and converts them to polygons. This type of coverage is referred to as a "Land Extraction Polygon"

Level 3 - Polygons are created to blanket an area. Blanket polygons are a cost effective way to protect your U/G facilities when detailed data is unavailable. One consideration when choosing blanket polygons is that they do produce more tickets.

For more information see page 2 of this brochure for graphic illustrations of each level of coverage.

Maintenance costs need to be considered when determining the level of detail needed for a company's facility polygon. Factors that may effect maintenance costs:

- U/G facility installation or removal frequency
- Effort required to accomplish the detail level
- Resources available (Personnel & Software)
- U/G Facility documents (Paper or digital)

Fact: As of 2008, Sask 1st Call's screening database contained ninety coverage areas protecting over 250,000 kilometers of U/G facility.

QUICK REFERENCE

DATABASE CORRESPONDENT

Maintenance Choices

There are two maintenance choices for Level 1 polygons. The first choice "**Coverage Change**", has the member company submit polygons which represent additions or removals to their existing polygon. The second choice "**Coverage Replacement**" has the member company submit a polygon which will replace the active polygon.

There is only one maintenance choice for Level 2 polygons (Land Extraction Polygons). A "**Spreadsheet**" is submitted that contains legal land descriptions and communities which need to be added or removed. Legal land descriptions require the following format, SW 26 12 15 3 (Quarter, Section, Township, Range & Meridian). Community lists are available and can be obtained by submitting a request to the Sask 1st Call Mapping Administrator.

Level 3 maintenance choices are the same as Level 1.

Submission Requirements

When submitting coverage to the Sask 1st Call Mapping Administrator please ensure the following information is identified.

1. **Company Name:** ABC Company Ltd.
2. **Request Type:** Addition, Removal, New Coverage Area
3. ****Coverage Area Name:** ABC Southwest
4. ****Coverage Area ID:** 470019
5. **Polygon Information:**
Coordinate System: UTM Nad 83, Zone 13, Latitude / Longitude
Units: Meters, feet, etc
Format: AutoCad, Microstation, ESRI, MapInfo, etc.

** Assigned by the Sask 1st Call Mapping Administrator at the time coverage is first setup.

QUICK REFERENCE

Documents

Sask 1st Call requires member companies to sign-off on coverage areas prior to "activating" them in the screening system. Currently Sask 1st Call sends the Database Correspondent two CDs, one for their records and one to be signed and returned. A set (2) of CDs are sent for each coverage area. A CD may contain one or all of the following documents depending on the location of the U/G facilities.

Quarter Section Notification Document(s) (QSN) - A graphical illustration of the coverage area's polygons and the quarter sections impacted.

Defined Area Notification Documents (DAN) - A listing of communities impacted by the U/G facilities.

Street Segment Notification Documents (SSN) - A graphical illustration of the Coverage area's polygons and the streets impacted.

Even after a CD containing the documents is signed and the coverage areas are activated for screening in Sask 1st Call, members will still require changes to their polygons due to new installations, purchases, divestitures etc. These submissions will not pass through the CD sign-off process described above. These change requests will be submitted and a "Confirmation" of the completed request returned. The confirmation will contain a "**Coverage Area Log**" which is system generated identifying all changes made in conjunction with the submission. The Database Correspondent is required to check all changes listed in the Coverage Area Log against the submission.

After a significant amount of time or changes, a member company may wish to get another set of documents like those initially signed. Through a request to the Sask 1st Call Mapping Administrator, a member company can obtain an updated set of documents (on CD) for sign-off.

The Sask 1st Call Mapping Administrator recommends that Database Correspondents file their documents and confirmations using the Coverage Area ID. This number is assigned when the coverage area is first setup. All documents and confirmations sent to the member company contain this identifier.

Questions

GIVE US A CALL

1-306-777-9033
or
1-306-777-9613
(Ask for the Mapping Administrator)

SEND US AN EMAIL

mapadmin@sask1stcall.com

WRITE US A LETTER

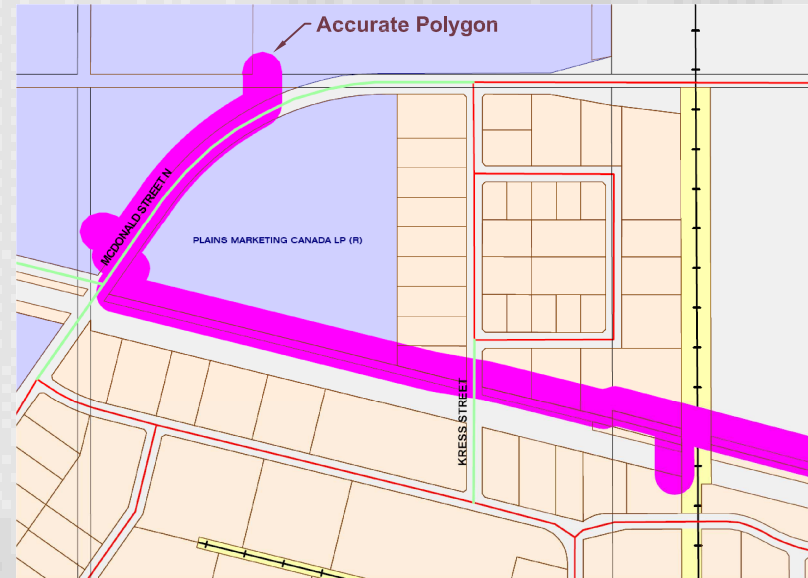
Mapping Administrator
600-1777 Victoria Ave.
Regina, Saskatchewan,
S4P 4K5

VISIT OUR WEB SITE

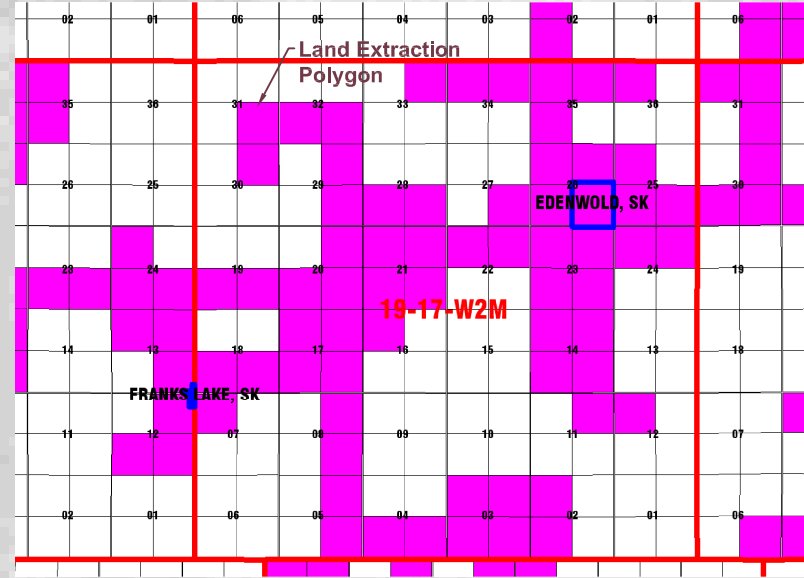
www.sask1stcall.com

Call before you dig
1-866-828-4888

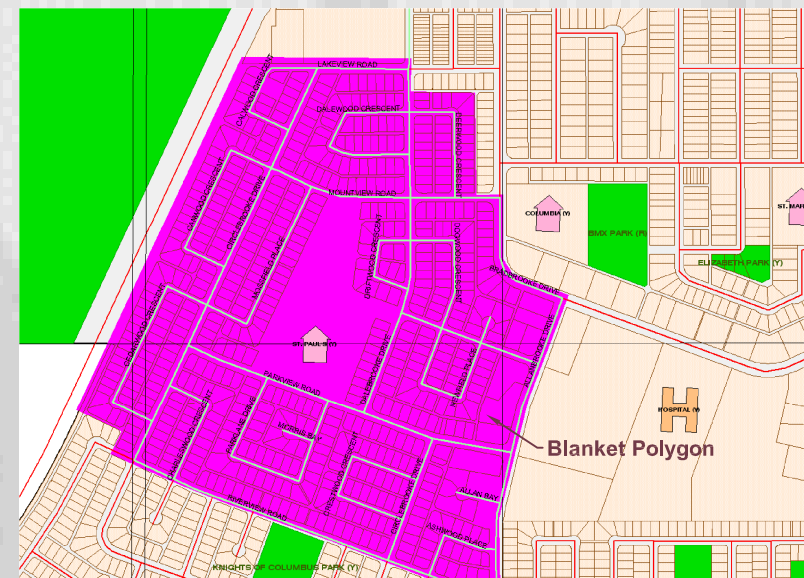
Level 1



Level 2



Level 3



Definitions

Territory - Another term frequently used to refer to a Coverage Area

Coverage Area - A selection of U/G facilities assigned to a member company's office or representative for the purpose of field locating.

Polygon - A geometric shape representing a closed path or circuit, composed of a finite sequence of straight line segments. These segments are called edges or sides.

Facility Coverage - Polygon(s) created to contain U/G facilities.

Coverage Area ID - A unique number (ex: 470006) assigned to a member company's coverage area.

Territory or Coverage Area Names - A name given to a coverage area that is recognizable to the member company.

Things you should know!

Sask 1st Call offers U/G facility screening at Street Level in the following communities only: Regina, Saskatoon, Prince Albert, Weyburn, Estevan, Yorkton, Swift Current, Moose Jaw, North Battleford, Lloydminster.

First Nation Reserves, Hudson Bay Reserves & Riverlots have been included as dig selections in Sask 1st Call's screening system.

Areas in Saskatchewan not covered by a community or 1/4 section (ex. Northern Saskatchewan) are selected using caller information and mapping tools. Customer Service Representatives at Sask 1st Call identify the dig site; once selected the area is compared to the member's coverage polygons. If the selected area intersects a polygon, the member is notified by ticket of dig activity occurring near U/G facilities.

