

The data in Alberta One-Call's database is used to determine when a member company will be notified of ground disturbance.

Alberta One-Call members are notified of ground disturbance based on the relation between the location of the dig site and the location of the member's underground infrastructure (member data). Member data is plotted on Alberta One-Call's basemap. The dig site for each locate request is also plotted on the basemap. Whenever the mapped dig site overlaps with member data, that member company receives a locate notification.



Data Formats:

Alberta One-Call's database can accept data in two different formats:

- **Polygon Data** is comprised of GIS shape files representing the locations of the underground infrastructure. Whenever the mapped dig site overlaps with the locations in the GIS shape files, the member company is notified.

To submit this type of data, refer to the *Shape File Requirements* document for Alberta One-Call's system requirements.

- **Grid Data** is comprised of the Legal Land Description (LLD) locations the underground infrastructure runs through. Whenever a dig site is mapped within one of the listed LLD locations, the member company is notified.

To submit this type of data, list the LLD locations on the *Data Submission Form*.

Data Process:

Each member company designates an authorized person within the company or a third party organization to be responsible for preparing, maintaining and verifying the data. This person is referred to as the 'Database Contact'.

1. The Database Contact submits the data to info@albertaonecall.com. Alternative arrangements can be made for the data to be sent via FTP.
2. Alberta One-Call imports the data into the database within 10 business days of receiving the update. Updates are queued and processed on a first come, first serve basis.
3. The updated data is exported from Alberta One-Call's database and sent to the Database Contact for verification.
4. The Database Contact reviews the exported data to ensure there were no processing errors and it accurately represents the locations of the member company's underground infrastructure.

If the exported data is not accurate, the Database Contact reports the details of the discrepancy to info@albertaonecall.com.

5. The Database Contact signs the *Verification of Update to Database Form*, indicating the exported data is accurate.
6. The signed *Verification of Update to Database Form* is emailed back to info@albertaonecall.com.
7. Alberta One-Call activates the updated data.

The Database Contact can submit updated data as often as necessary to ensure the member company's database accurately reflects the locations of the underground infrastructure. It is the member company's responsibility to ensure the database information remains accurate as Alberta One-Call does not subscribe to outside sources of data.

VERSION CONTROL

Date (MM-DD-YY)	Completed by:	Approved by:	Briefly describe changes	Version of final copy
07-13-16	K Zaba	S Kirk	Document created	V1
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