



# Ground Disturbance Authorization

Document Number: <b>RGP09012</b>	<b>Procedure – Administrative</b>	Applies To: <b>Regional Wood Buffalo</b>
Revision Date: <b>2017/05/05</b> Revision: <b>2</b> Review Cycle: <b>3 years</b>	Document Owner (Title): <b>NPAS Ops &amp; Mtce</b>	

## Summary of Changes

Rev No.	Section Changed	Revision Made
1	ALL	New Document
2	Numerous	<ul style="list-style-type: none"> <li>Removed the statement <i>a GDA is not required if you are....performing routine mining and tailings operations activities where a Safe Work Permit is not required and replaced with a <b>GDA is not required if you are.... performing ground disturbance activities within areas defined as per APPENDIX 7 – GDA EXEMPTION AREAS.</b></i></li> <li>Added a form to request and obtain approval (GM or director level) for GDA Exemption areas (refer to APPENDIX 8 – GDA EXEMPTION AREA REQUEST FORM).</li> <li>Added a definition for GDA Exemption Areas.</li> <li>Clearly stated GDA's are not required for performing ground disturbance activities on road berms or material stockpiles.</li> <li>Added a Postpone GDA status that allows a Job Coordinator to place a GDA on hold.</li> <li>Renamed Preliminary Risk Assessment to Preliminary Hazard Identification Checklist.</li> <li>Added more rigor to discovering unknown facilities during ground disturbance activities.</li> <li>Simplified Surveyor and As-Built Coordinator steps.</li> </ul>

### Scope

This procedure applies to all ground disturbance activities performed at Suncor Energy Inc. operating sites in the Wood Buffalo region including: Oil Sands and In Situ, East Tank Farm and the Fort Hills site when fully transitioned to operations.



In the event of an emergency, **STOP WORK IMMEDIATELY** and refer to [RGM12001](#) - Oil Sands and In Situ Emergency Preparedness Plan Manual.

For any ground disturbance activities outside Suncor Energy Inc. operating sites in the Wood Buffalo region, refer to procedure [P302](#) – North American Onshore Ground Disturbance. For any ground disturbance activities outside Suncor Energy Inc. operating sites and within 30 m of Suncor Energy Logistics Corp (SELC) right-of-ways, refer to procedure [700-07](#) – SELC Ground Disturbance and Trenching.

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**Purpose**

This document outlines the process and steps to obtain and then close or cancel a Ground Disturbance Authorization (GDA) in a manner that enhances worker and public safety, environmental protection and prevents damage to buried facilities. A GDA is required to obtain a Safe Work Permit before any ground disturbance activities are performed.

**General Overview**

The Ground Disturbance Authorization procedure contains six primary steps to be completed in order.

**Prerequisites**

- All Job Coordinators and Ground Disturbance Supervisors must have:
  - Valid supervisory level ground disturbance training endorsed by the Alberta Common Ground Alliance (ABCGA).
  - Comprehensive knowledge of this procedure.
- When working within 30 m of a pipeline right-of-way or an above ground structure, the Job Coordinator must ensure the appropriate approvals are obtained and are valid for the duration of ground disturbance. For additional information, contact [osrealestate@suncor.com](mailto:osrealestate@suncor.com). Be aware that, additional agreement(s) can take up to 20 business days to issue.
- When working within Geotechnical Control Areas, a Geotechnical Work Scope Authorization is required. For additional information, refer to [RTS0003A](#) - Civil Construction within Geotechnical Controlled Areas.
- Specific authorization(s) required to work within a Transmission and Distribution (T&D) right-of-way or controlled area.
- Regulatory agreements, surface rights, permits, licenses and approvals required as applicable to the Scope of Work.

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**Roles and Responsibilities**

The following individuals and groups have the following roles and responsibilities:

**Asset Representative**

- Ensure operational excellence through the safe, environmentally sustainable, reliable, and profitable operation of business assets, with the goal of preventing operational incidents such as equipment damage, fires, explosions, spills, or leaks that may harm people and the environment and downgrade corporate assets. Asset representatives include Cross Functional Teams, Information and Process Management (I&PM) – Networks, Suncor Energy Logistics Corporation (SELC - Pipelines) and Transmission and Distribution Services (T&D).
- Provide authorization to proceed with ground disturbance activities by signing the GDA Form.
- Complete **Section F – Authorization** and **Section G - Expose Buried Facilities** (as required) of the GDA Form.
- Report all incidents to Job Coordinator and/or GDA Issuer.

**As-Built Coordinator**

- Update and maintain the Buried Facilities Management System.
- Generate the GDA number.
- Generate GDA Composite Drawing(s).
- Correlate Buried Facilities Management System with Engineering Record(s) and Locate Report(s).
- Review As-Built Survey Package(s) to ensure submission meets minimum quality standards.
- Report all incidents to Job Coordinator and/or GDA Issuer.

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**Roles and Responsibilities** *Continued***Ground Disturbance (GD) Supervisor**

- Must have valid supervisory level ground disturbance training endorsed by the Alberta Common Ground Alliance (ABCGA).
- Obtain Safe Work Permit(s) as per [RGF0004A](#) buried facility locating and ground disturbance activities.
- Supervise all buried facilities locate and marking, ground disturbance and backfill activities.
- Assess and mitigate hazards in coordination with Job Coordinator.
- Ensure barriers such as railings, fencing and/or barricades are installed.
- Ensure work site is cleaned by removing and disposing of marking flags, survey tape, stakes, fencing, barricades and/or signage.
- Report all incidents to Job Coordinator and/or GDA Issuer.

**Ground Disturbance (GD) Team**

- Expose buried facilities.
- Perform ground disturbance activities.
- Install barriers such as railings, fencing and/or barricades.
- Perform installation, relocation, and/or removal of facilities.
- Report all incidents to Job Coordinator and/or GDA Issuer.

**Document Owner**

- Ensure this document is reviewed according to the required revision cycle.
- Ensure the document is updated to accommodate changes to Suncor, provincial, and federal regulation and to mitigate risks found as the result of an incident.
- Ensure changes to this document are communicated to affected personnel.

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**Roles and Responsibilities** *Continued***Document Approver**

- Ensure this document is necessary, and aligns with management and company direction.
- Provide resolution of any interpretation issues associated with this document.

**GDA Issuer**

- Review and issue GDA(s).
- Schedule locating and marking of buried facilities.
- Track and update all GDAs in a log.
- Inform Job Coordinator(s) when As-Built Survey Package submissions are overdue.
- Inform Job Coordinator(s) when GDA has expired and has not been closed, cancelled or extended.
- Assist Job Coordinators in determining correct Asset Representative(s) to review and authorize GDA(s).
- Provide GDA subject matter expertise and Respond to ground disturbance related questions in an expedited manner.
- Actively promote ground disturbance awareness.
- Train and communicate the GDA Standard and Procedure to other Roles, including Permit Centre(s).
- Report all incidents as per [RGP15001](#) - Incident and SIF Hazard Management, regardless if the situation resulted in IWL or INL.
- Conduct audits and reporting for compliance.
- Ensure Job Coordinators have valid supervisory level ground disturbance training endorsed by the Alberta Common Ground Alliance (ABCGA).
- Has valid supervisory level ground disturbance training endorsed by the Alberta Common Ground Alliance (ABCGA).

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**Roles and Responsibilities** *Continued***Job Coordinator**

- Must be a Suncor Employee, or a Contractor working under a valid PSA (Personal Service Agreement) or working with written consent from the Area CFT lead.
- Initiate GDA process.
- Ensure GDA Form is completed and GDA and procedure is followed correctly.
- Gather Engineering Record(s) in relation to the scope of work, such as IFC drawings.
- Supervise locate and marking of buried facilities activities.
- Assess and mitigate hazards in coordination with Ground Disturbance Supervisor.
- Ensure As-Built Survey Package(s) are submitted.
- Ensure Ground Disturbance Supervisors have valid supervisory level ground disturbance training endorsed by the Alberta Common Ground Alliance (ABCGA).
- Work with GDA Issuer to report all GDA incidents as per RGP15001 - Incident and SIF Hazard Management, regardless if the situation resulted in IWL or INL.
- Has valid supervisory level ground disturbance training endorsed by the Alberta Common Ground Alliance (ABCGA).

**Locator**

- Review GDA Composite Drawing(s) and Engineering Record(s) to locate and mark known buried facilities.
- Use non-destructive methods including Electromagnetic Indication (EMI) and Ground Penetrating Radar (GPR) locators to assist in identifying buried facilities.
- Locate and mark all buried facilities within GDA boundary.
- Mark GDA boundary.
- Correlate buried facilities identified in the field to those shown in the GDA Composite Drawing(s) and/or Engineering Record(s). If the location of identified item(s) is different than what is shown in the GDA Composite Drawing(s) and/or Engineering Record(s), red-line the GDA Composite Drawing(s) and capture the location(s) using GPS.
- Communicate non-conclusive locate results to Job Coordinator and Ground Disturbance Supervisor.
- Generate Locate Report(s). Locate Report(s) must be submitted to the Job Coordinator within 48 hours after the locate activities have been completed.
- Report all incidents to Job Coordinator and/or GDA Issuer.

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**Roles and Responsibilities** *Continued***Surveyor**

- Survey all installed, relocated and/or removed underground facilities.
- Create the As-Built Survey Package and send it to the Job Coordinator within 30 days after the GDA expiry date.
- Report all incidents to Job Coordinator and/or GDA Issuer.

**References**[Alberta OH&S Code](#)

Part 32 - Excavating and Tunnelling

[Pipeline Act](#)

Province of Alberta Pipeline Act

[Corporate Technical 100 Series Standards](#)

Asset Information Standards

[CTS 1506](#)

Corporate Technical Standard – Earthwork

[CTS 1508](#)

Excavation, Backfill and Compaction for Structures

[CTS 1516](#)

Construction of Underground Utilities

[Damage Prevention Process](#)

Alberta Common Ground Alliance (ABCGA) buried facility damage prevention process. Includes best practices for locating and marking buried facilities.

[LMS0019A](#)

Erection, Identification, and Removal of Flagging

[LMS0037A](#)

Confined Space Entry

[NIP0019A](#)

Road Closure Authorization

[P302](#)

North America Onshore EH&amp;S Practice

[RGM02002](#)

Field Level Hazard Assessment

[RGM09002](#)

Safe Work Practices Business Process Manual

[RGM12001](#)

Oil Sands and In Situ Emergency Preparedness Plan Manual

[RGP0004A](#)

Safe Work Permit (SWP)

[RGP0005A](#)

Control of Hazardous Energy (CHE)

[RGP15001](#)

Incident and SIF Hazard Management

[RGS09004](#)

Ground Disturbance Authorization Standard

[RTS0003A](#)

Civil Construction within Geotechnical Controlled Areas

[SunMaps](#)

GDA Project Site within SunMaps

[TDS0012](#)

Working in Proximity to Underground Power Cables

[UTP0070A](#)

Working in Proximity to Overhead Power Lines

[700-07](#)

SELC Ground Disturbance and Trenching

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**Terms, Definitions and Acronyms** The following terms, definitions and acronyms are used in this procedure:

<b>As-Built Survey Package</b>	The deliverable product of an as-built survey containing detailed documentation and data for all installed, relocated and/or removed underground facilities. Refer to step 5.14 for more information.
<b>Barrier</b>	<p>Ground disturbances are to be guarded by appropriate means. Hard railings, barricades and/or fencing (metal/wood) must be used as barriers to prevent personnel from falling into an excavation. High risk, high density traffic areas must have hard railings, barricades and/or fencing. Barricades must be positioned no more than two feet apart and in a manner so that the railing of the barricade is 2 feet back from the edge of the excavation. If adjacent to a travelled roadway, adequate provisions to indicate the location of the physical barriers shall be placed to warn traffic of the sub-standard condition or incomplete work area (for example, flashing hazard warning lights).</p> <p><b>Note:</b> Flagging to cordon off an area is not the preferred method of guarding excavations. For cases where circumstances make the use of hard barricades impractical, appropriate coloured flagging and tagging is to be used to indicate the hazard in accordance with <a href="#">LMS0019A</a>.</p>
<b>Buried Facilities</b>	Anything buried or constructed below ground level that relates to the collection, storage, transmission or distribution of electricity, communications, water, sewage, oil, gas, steam, chemicals or other substances including, but not limited to, the pipes, conduits, ducts, cables, wires, valves, manholes, catch basins and attachments to them.
<b>Buried Facilities Management System</b>	<p>A spatially referenced information management system used by As-Built Coordinators to manage, update and visualize the as-built location and information of buried facilities. The system must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Maintain a high level of spatial accuracy (x, y and z).</li> <li>• Contains relevant supporting information such as facility type, Functional Location (FLOC), product and/or depth.</li> <li>• Leverages 3D (x, y and z) capabilities to effectively manage and visualize buried facilities depth.</li> <li>• Made easily accessible for Suncor employees and contractors to aide in business activities (for example, facility design planning and emergency response).</li> <li>• Managed in Autodesk AutoCAD Drawing(s), GIS Database(s), 3D models, CERLL, LiveLink, CS10 and EB (Enterprise Bridge).</li> </ul>
<b>CFT</b>	Cross Functional Team.

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**Terms, Definitions and Acronyms** *Continued*

<b>Competent Worker</b>	A worker who has: <ul style="list-style-type: none"> <li>• Adequate qualifications</li> <li>• Suitable Training</li> <li>• Sufficient experience to safely perform work without supervision, or with a minimal degree of supervision</li> </ul>
<b>Crossing Agreement</b>	An agreement required if equipment is traversing a third party's right-of-way, easements or any other land dispositions or interests.
<b>EMI</b>	Electromagnetic Indication. Refer to <b>Locate</b> for more information.
<b>Encroachment Agreement</b>	An agreement required if equipment or any work is occurring within a third party's right-of-way, easements or any other land dispositions or interests.
<b>Excavation Boundary</b>	Refer to <b>GDA Boundary</b> .
<b>Exposing Buried Facilities</b>	The act of uncovering and exposing buried facilities to daylight. Exposing includes hand exposing and hydro-vacing. Refer to <b>Alberta OH&amp;S Code Part 32, Subsection 448 – Exposing buried facilities</b> for more information.
<b>GDA</b>	Ground Disturbance Authorization.
<b>GDA Boundary</b>	Defines the locate limits and the area that must be reviewed and approved by Asset Representatives. The GDA boundary is typically larger than where actual ground disturbance will take place to account for nearby buried facilities.
<b>GDA Composite Drawing</b>	A drawing that displays the GDA boundary and buried facilities within the GDA boundary. The drawing is intended to indicate known buried facilities as well as any hazards.
<b>GDA Duration</b>	Reflects the lifespan of locates. Locates may be valid for up to 30 calendar days from the date they were provided, subject to the following conditions being met: <ul style="list-style-type: none"> <li>• Locate marks remain visible, more permanent references have been installed, or the Ground Disturbance Team has exposed the buried facilities and documented their actual location for the entire GDA duration.</li> <li>• The ground disturber's presence at the site remains evident for the entire GDA duration (for example, fencing, barricades, signage, equipment on site, job shack and/or evidence work in progress).</li> </ul>

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**Terms, Definitions and Acronyms** *Continued*

<b>GDA Exemption Areas</b>	Defined areas that are exempt from the Ground Disturbance Authorization Standard ( <a href="#">RGS09004</a> ) and Procedure (RGPO9012). GDA Exemptions are defined as per <a href="#">Appendix 7 – GDA Exemption Areas</a> . Unsafely disturbing the ground can result in a serious incident. Exercise Suncor’s Operational Discipline behaviours when disturbing the ground, regardless if the area is GDA exempt. To request a GDA Exemption, complete <a href="#">Appendix 8 – GDA Exemption Area Request Form</a> . If any buried facilities are installed within an existing GDA exemption area, contact the GDA Issuer immediately to ensure the area is removed from the exemption map.
<b>GDA Package</b>	The GDA Package consists of the GDA Form and supporting documentation including Engineering Record(s), GDA Composite Drawing(s) and Locate Report(s). GDA Package is filed permanently for future reference and audit purposes.
<b>GPR</b>	Ground Penetrating Radar. Refer to <b>Locate</b> for more information.
<b>GPS</b>	Global Positioning System.
<b>Ground Disturbance</b>	For the purpose of this procedure, ground is disturbed if a work operation or activity on or under the ground surface results in a disturbance or displacement of the soil.
<b>Ground Scan</b>	Refer to <b>Locate</b> .
<b>Hand Exposing</b>	The manual task of removing soil away from buried facilities to prevent damage that might otherwise occur if mechanical equipment were used.
<b>Hazards or Interferences</b>	Refer to <b>Buried Facilities</b> .
<b>Hydro-Vac</b>	Hydro-excavation. A process that uses a powerful vacuum and high pressure water to cut precise holes, trenches and tunnels in the soil. Because compressed water is used to loosen the earth, the risk of damaging buried facilities is less and contractors can safely find and expose them. This is an alternative to hand exposing.
<b>IFC Drawing</b>	Issued for Construction Drawing. A drawing authenticated by Professional Engineer(s) within the Province of Alberta.
<b>INL</b>	Incident No Loss – also known as a near miss. An incident that did not, but under different circumstances could have resulted in injury to a person or damage to or loss of; equipment, material, quality, product, process, the environment, business loss, and financial harm.

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**Terms, Definitions and Acronyms** *Continued*

<b>IWL</b>	Incident With Loss – An incident that has resulted in injury to a person or damage to or loss of; equipment, material, quality, product, process, equipment, the environment, business loss, and financial harm.
<b>Locate</b>	The act of locating and marking buried facilities using non-destructive methods including Electromagnetic Indication (EMI) and Ground Penetrating Radar (GPR) locators. Before ground disturbance activities actually begin, the location of buried facilities must be located and clearly marked within the GDA boundary.
<b>Locate Limits</b>	Refer to <b>GDA Boundary</b> .
<b>Locate Marks</b>	Paint, stakes or flags that clearly identify the horizontal alignment of buried facilities. Marking buried facilities in Alberta follows the Uniform Color Code introduced by the American Public Works Association.

<b>Black or White</b>	GDA Boundary during winter or non-winter conditions.
<b>PINK</b>	Temporary survey marks.
<b>RED</b>	Electric power lines, cables, conduits and ducts or lighting wires and cables.
<b>YELLOW</b>	Gas, oil, petroleum, steam or gaseous materials.
<b>ORANGE</b>	Telecommunications, communications, alarm or signal lines, wires, cables, conduits or ducts.
<b>BLUE</b>	Potable water lines or pipes.
<b>GREEN</b>	Sanitary sewer, storm sewer, culvert or drain lines.
<b>PURPLE</b>	Irrigation, reclaimed water or slurry lines or pipes.

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**Terms, Definitions and Acronyms** *Continued*

<b>Locate Report</b>	<p>Proof that the requested locates have been completed. The locate report must include the following:</p> <ul style="list-style-type: none"> <li>• Company, surveyor contact details, date/time locate was completed and list of equipment used.</li> <li>• Non-conclusive locate results.</li> <li>• If the location of identified item(s) is different than what is shown in the GDA Composite Drawing(s) and/or Engineering Record(s), red-line the GDA Composite Drawing(s) and capture the location(s) using GPS.</li> <li>• If the depth of interference(s) can be determined in the field, include depth information in the Red-Line GDA Composite Drawing(s).</li> </ul>
<b>Pipeline Proximity Agreement</b>	<p>Has the meaning assigned to it by the Alberta Pipeline Act.</p> <p>An agreement required if equipment or any work is occurring within 30 m of a right-of-way, easements or any other land dispositions or interests. An agreement is also required if drilling activities are within 100 m of a right-of-way.</p>
<b>Red-Line GDA Composite Drawing</b>	<p>Identifies the location of item(s) discovered during locate activities that is different than what is shown in GDA Composite Drawing(s). All red-lined items must be captured using GPS to reflect the as-installed location in the field.</p>
<b>Red-Line IFC Drawing</b>	<p>Identifies any revisions made to the IFC Drawing during ground disturbance activities to create the as-built plans of the installation, relocation and/or removal of facilities. All red-lined items must be captured using GPS to reflect the as-installed location in the field.</p>
<b>Supporting Documentation</b>	<p>A digital or physical collection of drawings, reports, forms, and other documentation that supports the Ground Disturbance Authorization approval and activities. All supporting documentation must be described in <b>Section C – Supporting Documentation</b> of the GDA Form and attached to the form.</p>
<b>SIF</b>	<p>Serious Injury and Fatality Potential – Any event (IWL or INL) regardless of the actual consequence level that has the potential to cause a serious injury or fatality.</p>
<b>SOW</b>	<p>Scope of Work.</p>
<b>Underground Infrastructure</b>	<p>Refer to <b>Buried Facilities</b>.</p>

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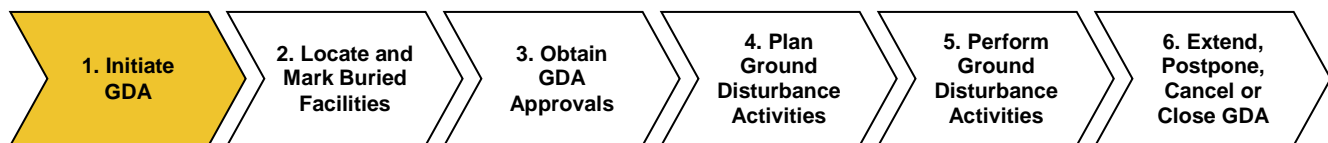
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**Violation of this Procedure**

- This procedure must be followed at all times unless a deviation per [RGP11007 – Deviations to Governing Documents](#) is performed.
- Failure to comply with this procedure (without an approved deviation), may result in a hazardous situation, which could result in:
  - Personnel injury or death
  - Harm to the environment
  - Equipment or property damage



**IF YOU ARE IN DOUBT AT ANY TIME DURING THIS PROCEDURE, STOP AND ASK YOUR SUPERVISOR.**

**Procedure****1. Initiate GDA****Responsibility****Step****Action**

Job Coordinator

1.1

Determine the need to obtain a Ground Disturbance Authorization (GDA).

You do **NOT** need a GDA if you are:

- Hand-digging to a depth of no more than 300 millimetres (12 inches) below the ground surface, so long as it does not permanently remove cover over a buried facility.
- Performing routine and minor surface maintenance not exceeding a depth of 300 millimetres (12 inches) below the ground surface.
- Performing ground disturbance activities within areas defined as per [Appendix 7 – GDA Exemption Areas](#).
- Performing ground disturbance activities on road berms or material stockpiles.

Job Coordinator

1.2

Ensure compliance with prerequisite requirements.

Job Coordinator

1.3

Obtain a copy of the GDA Form as per [Appendix 1 – Ground Disturbance Authorization Form](#).

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<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
Job Coordinator	1.4	<p>Perform a field walk-down of the GDA boundary to identify items that may be associated with buried facilities. Items discovered during the field walk-down must be noted and attached to the GDA Form. Items to look for during a field walk-down include:</p> <ul style="list-style-type: none"> <li>• Warning signage</li> <li>• Buildings or trailers</li> <li>• Fire hydrants</li> <li>• Electrical boxes</li> <li>• Items that stick out of or rest on the ground including above-ground evidence that buried facilities exist</li> </ul>
Job Coordinator	1.5	<p>Complete <b>Section A – Work Details</b> of the GDA Form.</p> <p>At a minimum, the Scope of work will include the following:</p> <ul style="list-style-type: none"> <li>• Description of the ground disturbance activities.</li> <li>• Description of the buried facilities being installed, relocated and/or removed.</li> <li>• Provide ground disturbance method.</li> </ul>
Job Coordinator	1.6	<p>Complete <b>Section B – As-Built Survey</b> of the GDA Form. Indicate if a GDA As-Built is required and the due date.</p> <p><b>Note:</b> An as-built survey is required if any underground facilities are installed, relocated and/or removed. Failure to submit the as-built survey within 30 days after the GDA expiry date will result in Incident and SIF Hazard Management actions as per <a href="#">RGP15001</a>.</p>
Job Coordinator	1.7	<p>Gather Engineering Record(s) related to the ground disturbance scope of work. Refer to the <b>Corporate Technical 100 Series Standards</b> for detailed requirements. Documentation could include:</p> <ul style="list-style-type: none"> <li>• Controlled Engineering Record(s)</li> <li>• Issued for Construction (IFC) drawing(s)</li> <li>• Red-Line drawing(s)</li> </ul> <p>Complete the <b>Engineering Record(s)</b> portion of <b>Section C – Supporting Documentation</b> of the GDA form. Include drawing numbers and titles. Attach documentation to the GDA Package.</p>

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<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
Job Coordinator	1.8	<p>Send the GDA Package to the As-Built Coordinator requesting the following:</p> <ul style="list-style-type: none"> <li>• GDA number</li> <li>• GDA Composite Drawing(s)</li> </ul> <p><b>Note 1:</b> Include details of the proposed GDA boundary location.</p> <p><b>Note 2:</b> Refer to <a href="#">Appendix 4 – Key GDA Contacts</a> for As-Built Coordinator contact information.</p>
As-Built Coordinator	1.9	<p>Review the GDA Package. Generate a new GDA number from the GDA log and include it in the GDA Form.</p> <p><b>Note:</b> <a href="#">Appendix 5 – GDA Log</a> includes a sample of a GDA log</p>
As-Built Coordinator	1.10	Update the GDA Log with the Job Coordinator name.
As-Built Coordinator	1.11	Review Engineering Record(s) that identify buried facilities within the GDA boundary that differ from the Buried Facilities Management System.
As-Built Coordinator	1.12	Correlate and update the Buried Facilities Management System with Engineering Record(s).
As-Built Coordinator	1.13	<p>Create GDA Composite Drawing(s). At a minimum, the following information must be included in each GDA Composite Drawing:</p> <ul style="list-style-type: none"> <li>• Confirmed GDA boundary with all coordinate vertices labelled.</li> <li>• Existing known facilities from the Buried Facilities Management System.</li> <li>• Suncor and third party right-of-ways, if applicable.</li> <li>• Title block including GDA number, drawing number, drawing creation date and drawing creator.</li> </ul> <p>Refer to <a href="#">Appendix 9 – Acceptable GDA Composite Drawing Examples</a> for more information.</p> <p>Complete the <b>GDA Composite Drawing(s)</b> portion of <b>Section C – Supporting Documentation</b> of the GDA Form. Include drawing numbers and titles. Attach documentation to the GDA Package.</p>
As-Built Coordinator	1.14	Send the GDA Form and GDA Composite Drawing(s) to the Job Coordinator. Include Engineering Record(s), if applicable.
Job Coordinator	1.15	Review the GDA Form, GDA Composite Drawing(s) and applicable Engineering Record(s).

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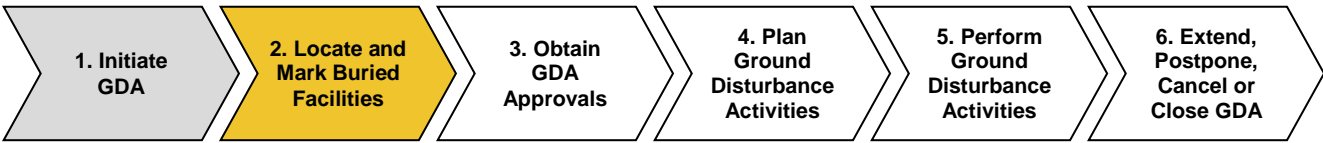
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Continued

Responsibility	Step	Action
Job Coordinator	1.16	Send the GDA Package to the GDA Issuer. Request to schedule the locate and marking of buried facilities. <b>Note:</b> Refer to <a href="#">Appendix 4 – Key GDA Contacts</a> for GDA Issuer contact information.
GDA Issuer	1.17	Review the GDA Package.
GDA Issuer	1.18	Determine if there are GDA boundary or timing conflicts. If GDA conflicts exist, modify the GDA boundary or its timing and confirm the new boundary with the Job Coordinator. <b>Note:</b> If GDA boundary changes, the As-Built Coordinator must update GDA Composite Drawing(s).
GDA Issuer	1.19	Update the GDA log with the GDA Form information.
GDA Issuer	1.20	Coordinate with the Job Coordinator to schedule locating and marking of buried facilities. Send the GDA Package to Locators.
GDA Issuer	1.21	Send the GDA Package and scheduled locate date to the Job Coordinator.
Job Coordinator	1.22	Review the GDA Package. Ensure the following sections of the GDA Form are complete: <ul style="list-style-type: none"> <li>• <b>GDA Number provided</b></li> <li>• <b>Section A – Work Details</b></li> <li>• <b>Section B – As-Built Survey</b></li> <li>• <b>Section C – Supporting Documentation</b> (as required)</li> </ul>

**2. Locate and Mark Buried Facilities**



Responsibility	Step	Action
Job Coordinator, GD Supervisor and Locator	2.1	Review the GDA Package.

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*Continued*

<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
Job Coordinator, GD Supervisor and Locator	2.2	Perform a field walk-down of all areas within the GDA boundary.
GD Supervisor and Locator	2.3	Obtain a Safe Work Permit (SWP) for locate activities as per <a href="#">RGP0004A</a> . <b>Note 1:</b> A hot work permit is required if EMI and GPR equipment is used where hazardous gases may be present. <b>Note 2:</b> GPR emits magnetic waves, which could be hazardous for individuals with pacemakers. Workers in the area must be aware of GPR activities before beginning the scan.
Locator	2.4	Perform a Field Level Hazard Assessment (FLHA).
Job Coordinator and GD Supervisor	2.5	Supervise locate and marking activities.
Locator	2.6	Mark the GDA boundary. <ul style="list-style-type: none"> <li>Mark corners of GDA boundary in the field using stakes, flags, paint, or other agreed upon marking system as specified by the Job Coordinator.</li> </ul>
Locator	2.7	Locate and mark all buried facilities. <ul style="list-style-type: none"> <li>Mark all known buried facilities within the GDA boundary as indicated in the GDA Composite Drawing(s) and Engineering Record(s).</li> <li>Mark all remaining buried facilities within the GDA boundary.</li> </ul> <b>Note:</b> Marked facilities must follow the Uniform Color Code as introduced by the American Public Works Association.

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*Continued*

<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
Locator	2.8	<p>Correlate buried facilities identified in the field to those shown in the GDA Composite Drawing(s) and/or Engineering Record(s).</p> <ul style="list-style-type: none"> <li>• Non-conclusive locate results or areas that cannot be located must be noted in the Locate Report and communicated to the Job Coordinator and GD Supervisor.</li> <li>• If the location of identified item(s) is different than what is shown in the GDA Composite Drawing(s) and/or Engineering Record(s), perform an as-built survey and red-line the GDA Composite Drawing(s). <ul style="list-style-type: none"> <li><b>Note:</b> As-built surveys must be submitted in Adobe PDF format and all x, y and z surveyed coordinates in a digital format such as Microsoft Excel, CSV, AutoCAD DWG/DXF or Esri Shapefile format.</li> </ul> </li> <li>• If the depth of interference(s) can be determined in the field, include depth information in the Red-Line GDA Composite Drawing(s).</li> </ul>
Job Coordinator, GD Supervisor and Locator	2.9	Perform a field walk-down of the GDA boundary to confirm locate marks.
Locator	2.10	<p>Compile the Locate Report. Include the as-built survey and Red-Lined GDA Composite Drawing(s), if applicable. Refer to <a href="#">Appendix 10 – Acceptable Locate Report Examples</a> for more information.</p> <p><b>Note 1:</b> Ensure the GDA number is noted on the Locate Report and any attached documentation.</p> <p><b>Note 2:</b> The Locate Report must be submitted to the Job Coordinator within 48 hours after the locate activities have been completed.</p>
Locator	2.11	Complete and sign <b>Section D – Locate and Mark Buried Facilities</b> of the GDA Form.
Locator	2.12	Send the GDA Form and Locate Report(s) to the Job Coordinator.
Locator	2.13	Send the as-built survey, Red-Lined GDA Composite Drawing(s), GDA Form and Locate Report(s) to the As-Built Coordinator, if applicable.
Job Coordinator	2.14	Review the GDA Form and Locate Report(s).
Job Coordinator	2.15	Attach Locate Report(s) and any applicable Red-Lined GDA Composite Drawing(s) to the GDA package. Update the Locate Report(s) portion of <b>Section C – Supporting Documentation</b> of the GDA Form.

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*Continued*

<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
Job Coordinator	2.16	<p>If locate results were non-conclusive, complete <b>Section G – Expose Buried Facilities</b> of the GDA Form.</p> <p><b>Note:</b> When locate results are non-conclusive due to conditions outside the control mechanisms, additional risk mitigation must be put in place to ensure the buried facilities are exposed to light. This must include hand digging or the use of non-destructive techniques acceptable to the Asset Representative(s) of the buried facility.</p>
Job Coordinator	2.17	<p>Complete <b>Section E – GDA Duration</b> of the GDA Form.</p> <ul style="list-style-type: none"> <li>• Start Date (Locate Date) is the date buried facilities were located and marked as per <b>Section D – Locate and Mark Buried Facilities</b>.</li> <li>• Expiry date is no more than 30 days after the Start Date (Locate Date).</li> </ul> <p><b>Note:</b> Refer to step 6.1 to extend, postpone or cancel a GDA.</p>
As-Built Coordinator	2.18	<p>Correlate and update the Buried Facilities Management System with the Locate Report, as-built survey and Red-Lined GDA Composite Drawing(s), if applicable.. Contact the Job Coordinator if there are any issues or concerns with the Locate Report submission.</p>
Job Coordinator	2.19	<p>Review the GDA Package.</p> <p>Ensure the following parts of the GDA Form are complete:</p> <ul style="list-style-type: none"> <li>• <b>Section C – Supporting Documentation</b> (Locate Report(s))</li> <li>• <b>Section D – Locate and Mark Buried Facilities</b></li> <li>• <b>Section E – GDA Duration</b></li> <li>• <b>Section G – Expose Buried Facilities</b> (as required)</li> </ul>

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**3. Obtain GDA Approvals**

Responsibility	Step	Action
Job Coordinator	3.1	Determine the Asset Cross Functional Team Lead(s) that are applicable to the GDA boundary. <b>Note:</b> Refer to <a href="#">Appendix 4 – Key GDA Contacts</a> for Asset Representative contact information.
Job Coordinator and Asset Representatives	3.2	Review the GDA Package with each Asset Representative. <b>Note:</b> All Asset Representatives listed in <b>Section F – Authorization</b> must review the GDA Package and sign, regardless if facilities exist.
Asset Representatives	3.3	Complete and sign <b>Section F – Authorization</b> of the GDA Form: <ul style="list-style-type: none"> <li>Indicate if known buried facilities exist, provide a facility description and include any conditions that must be met prior to or during ground disturbance activities (for example, Asset Representative must be present during ground disturbance activities).</li> <li>If buried facilities must be exposed prior to ground disturbance activities, update <b>Section G – Expose Buried Facilities</b>. Include the expose method (hydro-vac, hand expose or other) and additional details.</li> </ul>
Asset Representatives	3.4	Return the signed GDA Form to the Job Coordinator.
Job Coordinator	3.5	Ensure all Asset Representatives have reviewed and signed the GDA Form.

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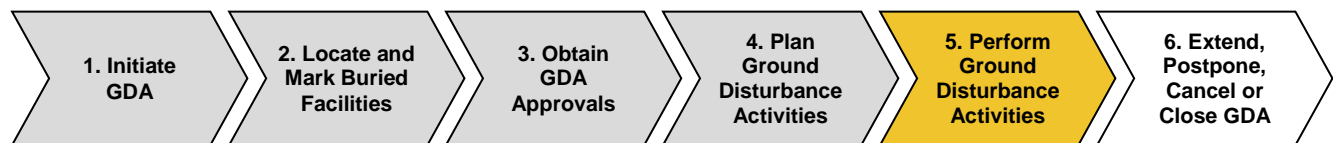
<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
Job Coordinator	3.6	<p>Complete <b>Section G – Expose Buried Facilities</b> of the GDA Form.</p> <p><b>Note 1:</b> Mechanical excavation is not permitted within 1 m of a buried facility or within 5 m of a pipeline until the buried facility has been hand exposed (or by using other non-destructive technique approved by the Asset Representative) and is clearly visible.</p> <p><b>Note 2:</b> The equipment operator must visually identify buried facilities before beginning any mechanical ground disturbance within the 1-m or 5-m zone.</p> <p><b>Note 3:</b> When locate results are non-conclusive due to conditions outside the control mechanisms, additional risk mitigation must be put in place to ensure the buried facilities are exposed to light. This must include hand digging or the use of non-destructive techniques acceptable to the Asset Representative(s) of the buried facility.</p> <p><b>Note 4:</b> In the event a pipeline is exposed during a work operation, the pipeline operator or licensee must be notified before backfilling the disturbed ground.</p> <p><b>Note 5:</b> In the event a cable is exposed during a work operation, T&amp;D or licensee must be notified before work continues as well as prior to backfilling the disturbed ground.</p> <p><b>Note 6:</b> All exposed buried facilities are to be protected and supported so that workers are not injured.</p>
Job Coordinator and GDA Issuer	3.7	Review the GDA Package.
GDA Issuer	3.8	Complete <a href="#">Appendix 3</a> - <b>GDA Issuer Checklist</b> .
GDA Issuer and Job Coordinator	3.9	Complete and sign <b>Section H – Acceptance</b> of the GDA Form.

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**4. Plan Ground Disturbance Activities**

Responsibility	Step	Action
Job Coordinator and GD Supervisor	4.1	Review the GDA Package.
Job Coordinator and GD Supervisor	4.2	Complete <b>Part 1: Preliminary Hazard Identification Checklist Of Section I – GDA Checklist</b> of the GDA Form.

**5. Perform Ground Disturbance Activities**


Responsibility	Step	Action
Job Coordinator and GD Supervisor	5.1	Review the GDA Package and complete <b>Part 2: Hazard Identification Checklist Of Section I – GDA Checklist</b> of the GDA Form.
GD Supervisor and GD Team	5.2	Review the GDA Package.
GD Supervisor	5.3	Obtain a Safe Work Permit (SWP) as per <a href="#">RGP0004A</a> for ground disturbance activities.
GD Team	5.4	Perform the FLHA.
GD Supervisor	5.5	Supervise all ground disturbance and backfill activities.

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*Continued*

<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
GD Supervisor	5.6	<p>Ensure the Ground Disturbance Team understands what constitutes an emergency situation and what actions are required on their part.</p> <p><b>If ground disturbers make contact or damage a buried facility, STOP WORK IMMEDIATELY and follow <a href="#">RGM12001</a> - Oil Sands and In Situ Emergency Preparedness Plan Manual. If ground disturbers discover unmarked or unknown facilities, STOP WORK IMMEDIATELY and notify the GD Supervisor and Job Coordinator.</b></p> <div style="text-align: center;">  </div> <p><b>When area is deemed safe, attach incident documentation to the GDA Form and resume ground disturbance activities.</b></p>
GD Team	5.7	Install barriers such as railings, fencing and/or barricades to ensure ground disturbance presence is clearly evident.
GD Team	5.8	<p>Expose buried facilities as indicated in <b>Section G – Expose Buried Facilities</b> of the GDA Form, if applicable.</p> <p><b>Note 1:</b> Ground Disturbance Team must comply with <b>Alberta OH&amp;S Code Part 32, Subsection 448 - Exposing buried facilities.</b></p> <p><b>Note 2:</b> The presence of Asset Representative(s) may be required when exposing buried facilities.</p>
GD Team	5.9	<p>Conduct ground disturbance activities in compliance with the following:</p> <ul style="list-style-type: none"> <li>• <b>Alberta OH&amp;S Part 32 - Excavating and Tunnelling</b></li> <li>• <a href="#">Corporate Technical Standard 1506</a> – Earthwork</li> <li>• <a href="#">Corporate Technical Standard 1508</a> – Excavation, Backfill and Compaction for Structures.</li> <li>• <a href="#">Corporate Technical Standard 1516</a> – Construction of Underground Utilities.</li> </ul> <p><b>Note:</b> Encountering unknown buried facilities during ground disturbance activities that are not indicated in the GDA Composite Drawing(s), Engineering Record(s) or Locate Report(s) require <b>Incident and SIF Hazard Management</b> actions as per <a href="#">RGP15001</a>. All unknown underground facilities encountered require an as-built survey prior to backfill. Provide as-built survey information to the As-Built Coordinator.</p>
GD Team	5.10	Complete the installation, relocation, and/or removal of facilities as per the SOW.

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Continued

Responsibility	Step	Action						
GD Supervisor	5.11	Notify the Job Coordinator when the installation, relocation, and/or removal of facilities are complete.						
Job Coordinator or GD Supervisor	5.12	Use the following information in the table below to determine your next action: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">SECTION B – AS-BUILT of the GDA Form indicates:</th> <th style="width: 70%;">Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>           Notify the Surveyor to conduct an as-built survey.   <b>Note 1:</b> An as-built survey is required if any underground facilities are installed, relocated and/or removed.   <b>Note 2:</b> Failure to submit the As-Built Survey Package within 30 days after the GDA expiry date will result in <b>Incident and SIF Hazard Management</b> actions as per <a href="#">RGP15001</a>.         </td> </tr> <tr> <td>No</td> <td>Proceed to step 5.16</td> </tr> </tbody> </table>	SECTION B – AS-BUILT of the GDA Form indicates:	Then...	Yes	Notify the Surveyor to conduct an as-built survey.  <b>Note 1:</b> An as-built survey is required if any underground facilities are installed, relocated and/or removed.  <b>Note 2:</b> Failure to submit the As-Built Survey Package within 30 days after the GDA expiry date will result in <b>Incident and SIF Hazard Management</b> actions as per <a href="#">RGP15001</a> .	No	Proceed to step 5.16
SECTION B – AS-BUILT of the GDA Form indicates:	Then...							
Yes	Notify the Surveyor to conduct an as-built survey.  <b>Note 1:</b> An as-built survey is required if any underground facilities are installed, relocated and/or removed.  <b>Note 2:</b> Failure to submit the As-Built Survey Package within 30 days after the GDA expiry date will result in <b>Incident and SIF Hazard Management</b> actions as per <a href="#">RGP15001</a> .							
No	Proceed to step 5.16							
Surveyor	5.13	Survey all installed, relocated and/or removed underground facilities.						
Surveyor	5.14	Create the As-Built Survey Package and send it to the Job Coordinator.  <b>Note 1:</b> As-Built Survey Package must be delivered within 30 days after the GDA expiry date. Failure to submit within 30 days after the GDA expiry date will result in <b>Incident and SIF Hazard Management</b> actions as per <a href="#">RGP15001</a> .  <b>Note 2:</b> As-Built Survey Package must contain all surveyed information delivered in one of the following formats: <ul style="list-style-type: none"> <li>• AutoCAD DWG or DXF.</li> <li>• Red-Line IFC Drawing in Adobe PDF format and all x, y and z surveyed coordinates in Microsoft Excel or CSV format.</li> </ul> <b>Note 3:</b> As-Built Survey information must be delivered in 3D format with adequate feature descriptions, such as feature type, shot location, diameter, material, or commodity.  <b>Note 4:</b> As-Built Survey information must be submitted in the correct coordinate system as per specific operating site requirements.  <b>Note 5:</b> As-Built Survey Package(s) will be reviewed and approved by As-Built Coordinator(s) to ensure minimum quality standards are met.						

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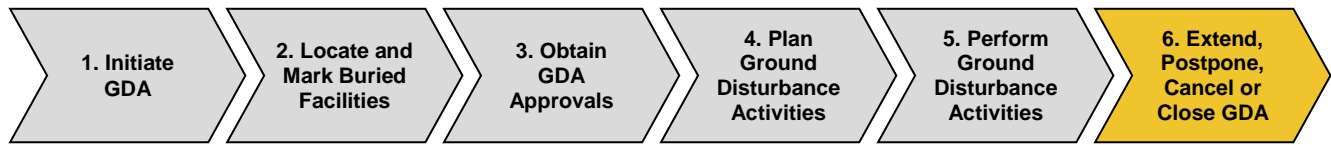
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<b>Responsibility</b>	<b>Step</b>	<b>Action</b>						
Job Coordinator	5.15	Confirm all installed, relocated and/or removed underground facilities have been surveyed and Surveyor is aware of the 30 day As-Built Survey Package submission deadline.						
Job Coordinator	5.16	Instruct the Ground Disturbance Team to commence backfill activities, if applicable.						
GD Team	5.17	Backfill exposed areas, if applicable.						
GD Team	5.18	Remove and dispose of marking flags, survey tape, stakes, fencing, barricades and/or signage.						
GD Supervisor	5.19	Notify the Job Coordinator that backfill and worksite cleanup is complete.						
Job Coordinator	5.20	Use the following information in the table below to determine your next action:						
		<table border="1"> <thead> <tr> <th><b>Section B – As-Built of the GDA Form indicates:</b></th> <th><b>Then...</b></th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Send the As-Built Survey Package and the GDA Form to the As-Built Coordinator for review. Proceed to step 5.21</td> </tr> <tr> <td>No</td> <td>Proceed to step 5.25</td> </tr> </tbody> </table>	<b>Section B – As-Built of the GDA Form indicates:</b>	<b>Then...</b>	Yes	Send the As-Built Survey Package and the GDA Form to the As-Built Coordinator for review. Proceed to step 5.21	No	Proceed to step 5.25
<b>Section B – As-Built of the GDA Form indicates:</b>	<b>Then...</b>							
Yes	Send the As-Built Survey Package and the GDA Form to the As-Built Coordinator for review. Proceed to step 5.21							
No	Proceed to step 5.25							
As-Built Coordinator	5.21	Review the As-Built Survey Package to ensure submission meets minimum quality standards as defined in step 5.14.						
As-Built Coordinator	5.22	Sign the <b>As-Built Coordinator</b> portion of <b>Section J – GDA Closure</b> of the GDA Form.						
As-Built Coordinator	5.23	Send the GDA Form to the Job Coordinator						
As-Built Coordinator	5.24	Update the Buried Facilities Management System with As-Built Survey Package information.						
Job Coordinator and GD Supervisor	5.25	Complete and sign <b>Part 3: GDA Closure</b> of <b>Section I – GDA Checklist</b> of the GDA Form.						

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**6. Extend, Postpone, Cancel or Close GDA**



**Responsibility**

**Step**

**Action**

Job Coordinator

6.1

Use the following information in the table below to determine your next action:

I want to...	Then...
Extend GDA	Complete <a href="#">Appendix 2 - Ground Disturbance Authorization Extension Form</a> and contact the GDA Issuer. Return to step 5.1
Postpone GDA	<p>Contact the GDA Issuer to postpone the GDA. GDA's with a postponed status do not require a GDA extension until ground disturbance activities resume.</p> <p>GDA's can be postponed indefinitely if the following conditions are met:</p> <ul style="list-style-type: none"> <li>• Barriers such as railings, fencing and/or barricades are installed to ensure ground disturbance presence remains clearly evident.</li> <li>• An as-built survey is required prior to backfill if any underground facilities are installed, relocated and/or removed. Send the As-Built Survey Package to the As-Built Coordinator, if applicable.</li> <li>• Ground disturbance activities will not occur while a GDA is postponed.</li> </ul> <p>To resume ground disturbance activities, complete <a href="#">Appendix 2 - Ground Disturbance Authorization Extension Form</a> and contact the GDA Issuer. Return to step 5.1.</p>
Cancel GDA	Proceed to step 6.2
Close GDA	Proceed to step 6.2

Job Coordinator & GDA Issuer

6.2

Review the GDA Package. If both parties are satisfied, close or cancel the GDA by:

- Completing and signing the **Job Coordinator** and **GDA Issuer** portions of **Section J – GDA Closure** of the GDA Form.
- Filing the GDA Package permanently for future reference and audit purposes.

GDA Issuer

6.3

Update the GDA log.

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**End of Procedure**

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## Appendices

Appendix	Title
1	<a href="#">Ground Disturbance Authorization Form</a>
2	<a href="#">Ground Disturbance Authorization Extension Form</a>
3	<a href="#">GDA Issuer Checklist</a>
4	<a href="#">Key GDA Contacts</a>
5	<a href="#">GDA Log</a>
6	<a href="#">Ground Disturbance Authorization Procedure Business Process Map (diagram)</a>
7	<a href="#">GDA Exemption Areas</a>
8	<a href="#">GDA Exemption Area Request Form</a>
9	<a href="#">Acceptable GDA Composite Drawing Examples</a>
10	<a href="#">Acceptable Locate Report Examples</a>

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The following individuals have approved and signed this document.

UserName: Stephen Young (syoung)  
Title: Dir OS NPAS Ops & Mtce  
Date: Monday, 08 May 2017, 06:52 AM Mountain Time  
Meaning: Approver 1 Signed

=====

UserName: Sam Veltri (sveltri)  
Title: Dir Site SE  
Date: Tuesday, 09 May 2017, 11:42 AM Mountain Time  
Meaning: Approver 2 Signed

=====

UserName: Tom O'Brien (tcobrien)  
Title: Dir Mine Reclamation Tailings Technical  
Date: Friday, 12 May 2017, 01:11 PM Mountain Time  
Meaning: Approver 3 Installed

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