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UNDERGROUND FACILITY LOCATOR FIELD TASK COMPETENCY MANUAL

A manual developed for Underground Facility Locators (UFL) and endorsed by the Canadian Association of Pipeline and Utility Locating Contractors (CAPULC).

Version 4.0 - 2022

DISCLAIMER

The information provided in this field task manual is for general application only and is not for use as a comple in this manual vary between facility owners and jurisdictions. It is not a definitive guide to government regul hs nor mitigatio to the practices and procedures applicable to every locate circumstance nor a guide to safety hazards Appropriate regulations, company-specific work practices and manufacturers' equipment instructions m d and e cons applied with due diligence. Canadian Association of Pipeline and Utility Locating Contractors (CAPULC), L agement Institute and advertisers assume no responsibility whatsoever, for any injury, loss or damage arisis its us ocate Management Institute and CAPULC do not endorse or recommend any company or commer lepic in this orog manual

ce. Terms a guide

ACKNOWLEDGEMENTS

This manual was developed by Locate Management Institute with the assis ice from the Ca Utility Locating Contractors (CAPULC) members, industry, facility owners, an equipment man and dedication to the development of the UFL Field Task Competency Manual Locate Management Institute.

dian Association of Pipeline and acturers. Their collective input e greatly ap ciated by the Association and

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LOCATE MANAGEMENT INSTITUTE



INTRODUCTION

This fourth edition of the Underground Facility Locator Field Task Manual (Manual) specifies Locator training standards and competency requirements in an effort to increase the accuracy and reliability of locates. By the nature of their role as critical stakeholders in the damage prevention process, Locators have a significant influence on the success of a ground disturbance. The UFL is responsible for locating underground facilities within urban and rural settings, and for creating and updating records (drawings) indicating the approximate horizontal alignment of underground facilities. Locators have an obligation to provide sufficient information to anyone undertaking a ground disturbance to allow the ground disturber to complete their work safely and in compliance with governing regulations and industry best practices. The Manual contains task descriptions developed by experienced Locators with input from industry stakeholders.

Note: For the purposes of this manual, the term Locator is used to identify an individual who performs locating activity of their employer.

Competencies are identified as every day work tasks that make up the knowledge, skills, attitudes, and technogy us by Locators in accomplishing their day-to-day employment. The Manual developed for UFL's is endorsed by Canadian ssociation Pipeline and Utility Locating Contractors – CAPULC (refer to Section 6.2). The tasks in the Manual are derived from the externel base of 3200+ competencies assembled by Locate Management Institute. Use Section 6.3: UFL Competency Assessment Observations and Recommendation to document a Locator's competencies and skills assessment.

Field task competency training, work performance, experience, and successful completion of dustry-specific location course(s) or program(s) are requirements for Underground Facility Locators.

The UFL Competency Cycle consists of three stages:

- 1. Knowledge development (preferably industry specific) course(s),
- 2. Industry specific field training (hands-on or OJT), and
- 3. Industry specific final assessment (verification of knowledge and kills).

The Manual represents the third and final stage in the UFL Competency Cycle. Len this is completed, the UFL will have the necessary knowledge and skills to work within an industry specific ector(s).

Topics such as safety, personal protective equipment (PPE) of environmental considerations relating to underground facility locating are not addressed in this manual. UFL's must be can fapplicable safety and environmental requirements within their industry specific sector and/or the jurisdiction.

The manual is periodically revised with advances introducing, education and training, industry feedback and regulatory changes.

TO EMPLOYERS OF UNDERGROUND FALLTY LOCA

An Employer is responsible to ensure that the UFL Competering Cycle is completed. From an Employer's point of view, the Manual verifies that the Employer has assessed the UFL in the applice le task descriptions relating to their industry sector. The Manual is the Employer's and UFL's record that the UFL us demonstrued competencies within industry specific sector(s).

TO UNDERGROUND FACILITY LOCAT

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The Manual is the property and the valid, the UFL's competencies through consistent evaluation and assessment. The Manual contains task descript, is which we will ambled by experienced Locators with input from industry stakeholders. We wish to reaffirm our commitment to the ampetencies of UFL's and the safe working environment in which they work.

The challenge will be to make sure the new procedures and changing technologies are incorporated into the Manual. In order for the Manual the one to provide the necessary and relevant assessment now and into the future, we need your input. As an experience a UFL, your adback is vital, and we appreciate your help with the ongoing enhancement of the Manual.

ustry best practes, certificates are valid for three years.

to a specific individual to track their specific task assessment(s).

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ers (operators) must request to see that the UFL has completed (or is working toward completing) the Manual or Certificate of Achievement.

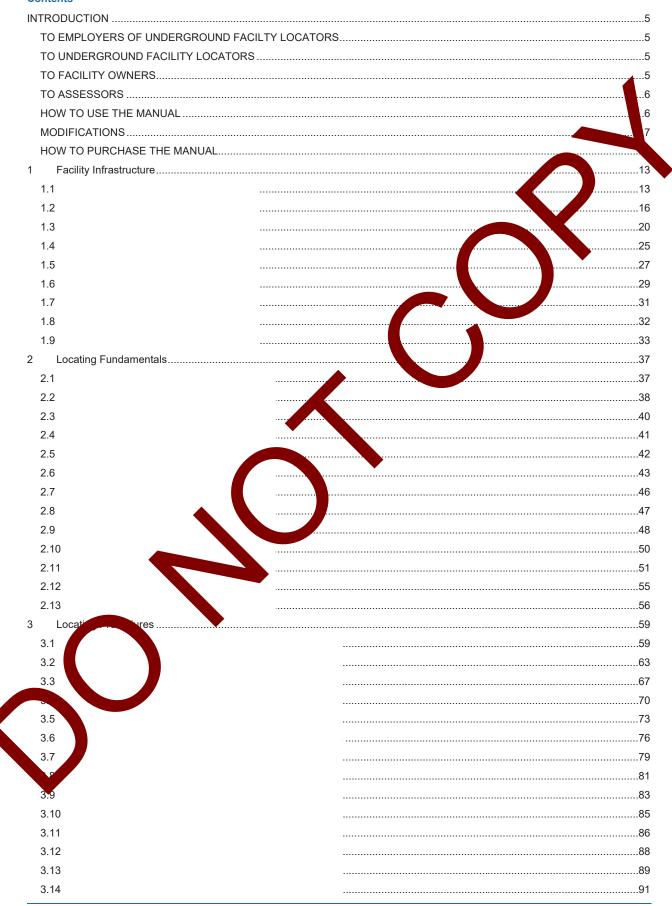
ners are encouraged to participate and support in the ongoing enhancement of the Manual.

LM

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Underground Facility Locator Field Task Competency Manual





Acknowledgement by the UFL and the Assessor at the end of each task description indicates an understanding and a demonstrated capability of the subject matter. © Locate Management Institute 2022



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The Canadian Certified Locator program offers certification for locators working with facility owners and ground disturbers.

Certification recognizes locators who demonstrate a high level of understanding and practical expertise.

Our mission is to deliver skills development and certify locators of the highest standard to protect people and infrastructure.

Our vision is to have safer communities through skills development and locator certification.



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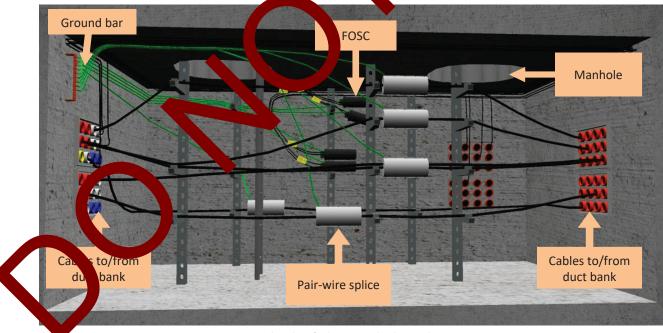
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Telephone network cables originate from a central office (CO) and run through a series of vaults/manholes, housings, and local distribution terminals. Fibre-optic cables are sliced together in fibre-optic spice closures (FOSC).



Teleco cables entering an exiting a full through conduits via duct banks



Interior of telecommunication vault





Customer optical network terminal (ONT)

<image>

Generally, privately-owned facilities are for the sole use of the registered with a notification service (one-call centre).

roperty owner. Privately-owned or customer-owned lines will not be



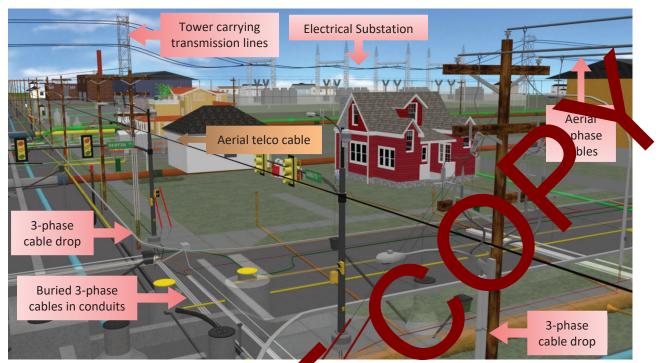
Privately owned fibre

Service pair cable in and four private cables out

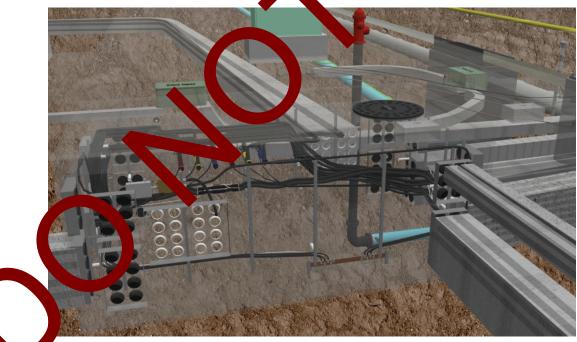


1.3 Electrical Distribution Infrastructure

The electrical power grid begins at the generation sites, stretching out to substations and eventually to the end users.



Electrical substation (background) vicing urban area via overhead power lines



Power cables entering and exiting a vault through conduits via duct banks

Three-phase transmission lines carry electricity from generation sites to substations.

High-voltage cables may be installed for short distances within tunnels/duct banks or enclosed in pressurized steel pipes in highdensity urban areas or buried in environmentally sensitive areas.

Power below 150 kV (after the substation transformers) is typically considered to be distribution electricity.



1.4 Transmission Pipeline Infrastructure

Transmission pipelines transport oil and natural gas products within a province and across provincial or international boundaries. These pipelines range in diameter from approximately 100-1200 mm (\sim 4 - 48 in.) and are almost exclusively constructed of steel. Transmission pipelines generally operate at very high pressures.



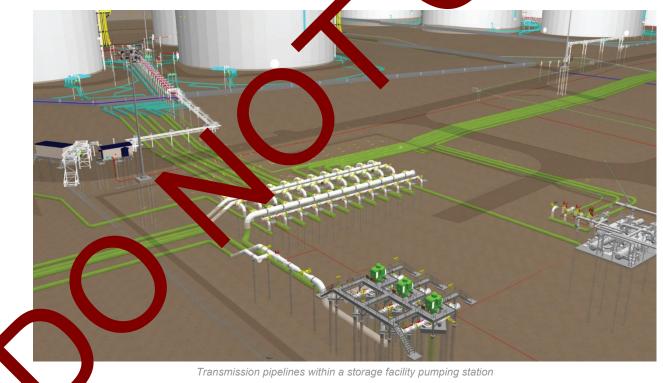
Pipeline risers within a compressor station

Crude oil transmission pipelines carry several types of liquids including crude or refined petroled (NGLs). Natural gas transmission pipelines typically only transport natural gas and NGLs.

s, and natural gas liquids

These products are metered into the transmission pipeline system, from upstimm oil & gas procompressed for transport to refineries, storage sites, and shipping terminals. Furtucts, such a distribution centres near population areas where it is metered from the transmission line applied.

Licers' facilities, and pumped or atural gas, may be transported to o local distribution systems.

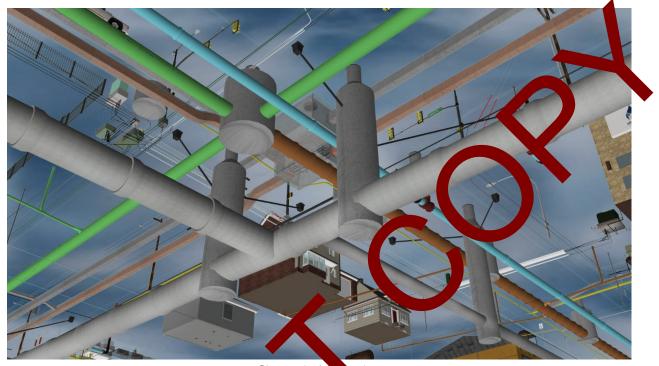




1.8 Storm Sewer Infrastructure

Storm sewer lines (drains) carry large amounts of water that accumulate (sometimes very quickly) from rainstorms or melting snow. These lines are generally the deepest and largest buried pipes. Many old storm drains were constructed of brick, however new storm drains are usually built of concrete.

Water flows into storm drains through inlets (grate-covered hole at the surface) and/or catch basins (rectangular storage tank).



Storm water infine vucture

Storm sewer lines less than 760 mm (~30 in a diameter many e constructed of clay, iron, PVC, plastic, or occasionally steel. Larger trunk lines are typically built of reinforced concrete.

Normally, storm main lines are instant below ster lines to revent cross contamination in the event of a leak.

Storm systems rely almost entirely on grave flow. At every major change in direction or grade of a gravity-flow line, a manhole is constructed to provide a characteristic on point. At some point in the system, a lift station may either pump the storm water to another gravity-flow pipe at a signer storm water into a pipeline.

Storm lines are often the most divergent to locate due to pipe material and depths. Fish tapes, conductive rodding tools or sondes may be required to locate with EM equiperent. GPR may be another alternative. Records and visual inspection may be a feasible way to determine the entry of the



Looking inside a storm manhole



Catch basin tying into a main line manhole

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Utility-owned facilities such as telephone, power, and gas end at a customer's network device or meter, also known as a demarcation point. Ownership transfers from the utility company to the property owner at the demarcation point (typically attached to a house or building but may also be attached to power poles, placed along property boundaries, and sometimes hidden amongst vegetation).



Locating electrical facilities at an auto-pay station



Direct hook-up on a givate gas line



g privately owned facilities on a hotel property



Irrigation main valves



Sprinkler control valves



2.3 Active Signals

Active signals are deliberately applied to a facility from the transmitter.

There are three ways (methods) to apply an active signal:

 Direct Hook-Up – the positive clamp is connected to a suitable access point and the negative clamp is connected to a ground rod.





2. Inductive Clamp – the inductive clamp is placed around the facility.



Inductive clamp around a fibre-optics cable

3. Inductive (Industry) – the transmitter is positioned above and in line with the suspected path of the facility.



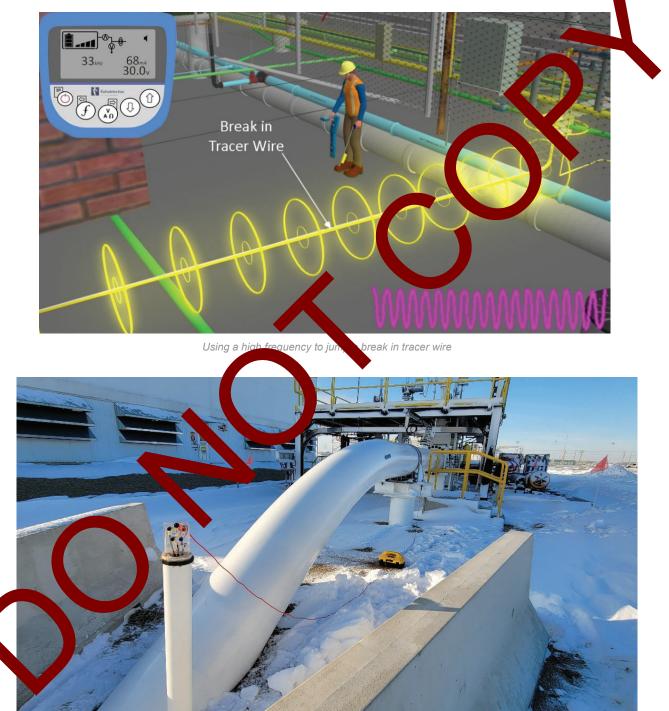
Inductive (various transmitters)



Higher frequencies are more likely to bleed onto other conductors and therefore decay faster than lower frequencies. High frequencies are best used for:

- large diameter, deep or well insulated facilities, and
- jumping breaks in tracer wire
- Induction methods

It may be necessary to utilize a high frequency in direct hook-up mode on a highly resistant facility.



Using a high frequency on a cathodic test lead attached to a large diameter pipe

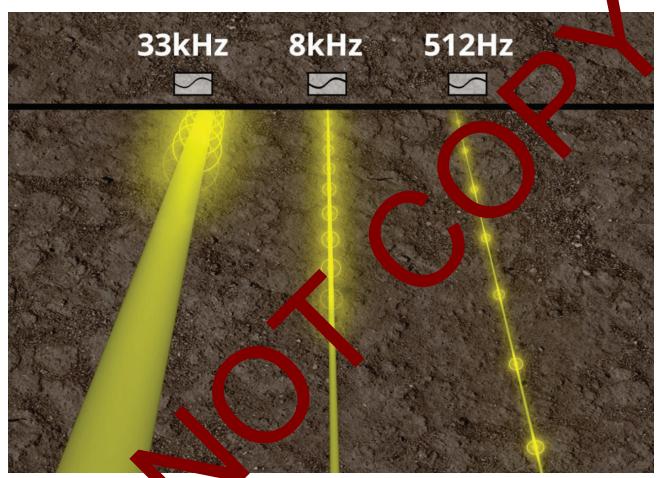


2.8 Capacitance

Capacitance is the rate at which signal bleeds off a facility and into the ground. Higher frequencies and large diameter facilities contribute to greater capacitance which cause signals to travel less distance than lower frequencies and those on smaller facilities.

High frequencies and output power have a greater chance to cause unwanted coupling; however, they may be required to detect a signal on highly resistant facilities.

Larger diameter facilities provide more surface area for signals to bleed off into the ground compared to smaller diameter facilit



Illustrating t

ng In vate of capacitance (signal loss) with different frequencies and facility diameters

High frequence but power may required for resistance factors including:

- acility diamet
- facility depth
 - cility material, pating, sheathing, insulation, and condition
 - ther or not de facility is grounded at both ends
- cility housing if directly connected (electrical or telecommunication)
- e method (mode) being used
- il conditions
 - o damp soil carries the best signal
 - o in dry soil a signal dissipates (weakens) faster



2.11 Antenna Configurations

There are several receiver antenna configurations including:

- 八 Peak
- √ Null
- -→ Dual Null
- Peak & Null Arrows
- Reak, Null Arrows & Bar Graph Needle
- O Broad Peak
- (1) Omni/360º Peak
- Compass antenna

Regardless of the antenna configuration, receiver faceplates commonly display the following adicators:

- Antenna configuration
- Signal strength (bar graph & numeric value)
- Gain (dB)
- Null arrows
- Compass
- Current
- Depth

The most accurate readings are determined (displayed)

- perpendicular to the ground, and
- parallel to and directly over the centre

It is good practice to utilize more than one Fack and Null and na configuration to pinpoint and mark the location of a target facility, especially if there is signal distortion.

eceiver is:

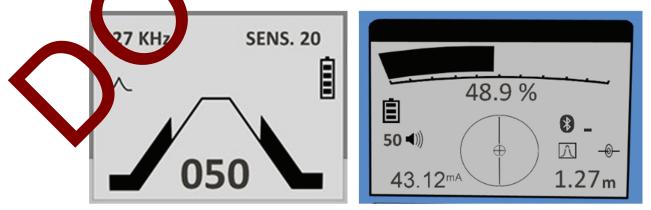
The following antenna symbols (icon are general represent tions and may not precisely correlate to a specific manufacturer.

et facility

J Peak

Peak (Horizontal) antennae are hoppone to the effects of signal distortion and provide the most accurate signal, current, and depth readings.

Maximum processing the (highest signal level) is indicated as the highest signal (tone) and displayed as the highest numeric value and/or bar graph. The small level will decrease as the receiver is moved further away from the centre of a target facility.





2.12 Depth Measurements

WARNING! — Depth measurement relies on a number of factors which can result in inaccurate readings; therefore, it should be used as a guide only. Exposing a facility is the best method to determine its actual depth.

Facilities are buried at depths of less than 30 cm (1 ft.) to more than 50 m (163 ft.). Increasingly, facilities are being installed with directional drilling resulting in facility profile changes along the length of a directionally drilled facility.

Varying depths can cause distortion, unwanted coupling and/or a complete loss of signal, which can lead to mis-locates.

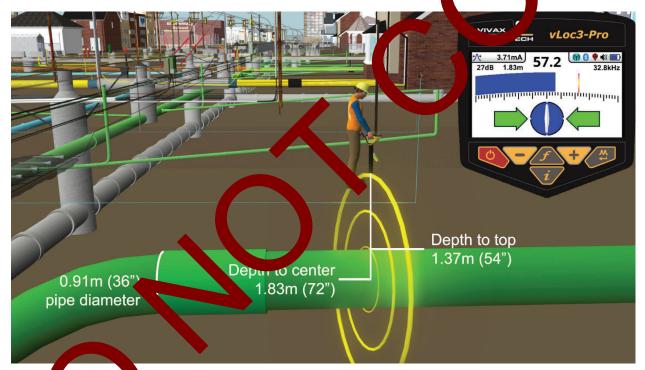
Most receivers are designed with depth measurement functionality; some can provide continuous depth measurements. General a signal will generally begin to deteriorate at depths of 2-3 metres and will continue to degrade as the facility goes dependent of the longer detectable. The deeper the facility the more unreliable the depth readings.

The most accurate depth measurements are when all antenna configurations point to the same location. Active meth direct hook-up generally being best, provide more accurate depth measurements as compared to passive mods.

with the

Depth is measured to the centre of a signal, not to the top of a facility. For example, a large diameter pipe is puch a ser to the surface than the depth reading. To determine the top of a facility, subtract the facility's radius (half the diameter prior the depth display.

In the image below, the receiver depth reading is 1.83m (72 inches) and the diameter of the pe is 0.91m (3 inches), herefore, the top of the pipe is 1.83m – 0.91m = 1.37m (54 inches) below the surface.



Measuring the depth of a facility

Do not provide depth menurements unless the readings indicate that the facility is dangerously shallow or deeper than normal.

- ear the transmitter
- ere the facility is changing in depth
- bse to tees or y-lats
- n congested areas
- whenever the signal is distorted





Pre-Locate Procedures - Field

- 1. Consult with ground disturber/excavator and/or field personnel to validate locate request and any safety or access (landowner) requirements, including receiving hot work permits and the use of gas detectors/monitors. Acquire permission (written preferred) from facility owners to take photographs of work area. Ensure the photos include work area and points of reference.
- 2. Create safe work plan.
- 3. Conduct a job briefing.
- 4. Implement safe work plan.
- 5. Utilize available facility owner-supplied records and any other available information sources. Perform a visual inspection to ensure that facilities at the site match those shown on the records. Check facility/housing identification and safe, the facility Records must never be used as a stand-alone locating procedure. Records are guidelines that must be proven through Visual inspection and locate signals.
- 6. Use appropriate locating methods to locate facilities under the scope of the locate request.
- 7. Mark located facilities using the APWA color code best practices.





Utilizng facility records

NOTES:

Original Date	Review Date		Review Date
Assessor	Assessor		Assessor
Signature UFL		Signature Employer	



3.2 Locate Marking Procedures

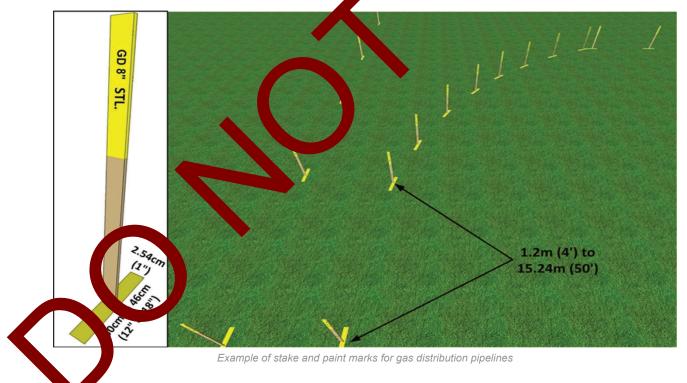
Underground Facility Locators should use the APWA Uniform Colour Code to mark buried facilities. To avoid confusion in congested areas, a Locator may need to use a site-specific color code.

WHITE	Limits of proposed excavation
PINK	Temporary survey marks
RED	Electric power lines, cables, conduits and ducts or lighting wire and cables
YELLOW	Gas, oil, petroleum, steam or gaseous materials
ORANGE	Telephone, cable, TV, communications, alarm/signal lines, wires, cables, conduits or ducts
BLUE	Potable water lines or pipes
PURPLE	Irrigation, reclaimed water or slurry lines or pipes
GREEN	Sanitary sewer, storm water, culvert or drain lines

APWA Uniform Colour Code

The following are general marking guidelines derived from the CGA Best Practices. Refer to the constant Practices "Guidelines for Operator Facility Field Delineation" for a complete description and examples. Site specific or cality owners, arking pocedures may vary from the CGA Best Practices.

- 1. Use paint, flags, stakes, whiskers or a combination in the appropriate colour for the fact (located and in ude company identifier (name, initials, or abbreviation) and a description of the facility (size and material type).
- 2. Paint marks in the appropriate colour are to be approximately 30 to 46 cr 12 to 18 in.) in lenge 2.54 cm (1 in.) in width.
- 3. Separate paint marks, stakes, flags, or whiskers by approximately 1.2 to 5.24 m (~4 to 5.11) in distance. Use more markers in areas where the line bends, deflects or tees.
- **Note:** Ensure the pipeline right-of-way is marked with pink stakes and paint. Property dexcare for areas should be marked with white stakes and paint.







Directly connected to a transmission pipeline

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Original Date	Review Date		Review Date
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Cross sections of electric power cables with valuing resistance fact



Direct hook-up to electrical housing



Flexible Clamp

Flexible clamps (strap clamps or wrap-around clamps) are generally 12" to 18" long. These clamps are limited to a few frequencies, such as 33kHz and 83kHz, which must be manually selected on both the clamp and transmitter.





Flexible Clamp being utilized around a light standard

Clamp Extension Rod

An inductive clamp can be threaded to an extension rod to reach cables in dem and/or difficult ccess points. Use the clamp's cable to open and close the clamp around a target.



sing a Clamp Extension Rod to reach a target cable

Current ignal Direction lamps

determining a great cable, some manufacturers have designed clamps capable of providing current/signal direction on ay. These comps use lower frequencies and are useful when there are adjacent facilities in close proximity. To use compare transmitter and receiver may require upgrades from the manufacturer. Refer to the manufacturer's for using these clamps.

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NOTES:



3.14 CPS Mode

Cathodic Protection System (CPS) Mode does not require a transmitter. Some receivers have a passive CPS Mode tuned to the same frequency (120 Hz) as the cathodic protection system. This method can be used to locate cathodically protected pipelines. If searching for unknowns perform circle and grid patterns.

When cathodic protection is applied to a pipeline with a cathodic rectifier, an electromagnetic field radiates from the pipe which can be detected by a CPS Mode-equipped receiver. If there is sufficient signal and separation between pipes (e.g., 3 m [~10 ft.] or pore) the CPS Mode can efficiently establish the approximate pipeline position. In areas where there is not sufficient separation the CPS signal will become distorted. Due to limitations and inconsistencies with the CPS Mode, it should be used in conjunction with an verified by other locating methods.

Note: CPS Mode is a great starting point for locating a cathodically protected pipe when the approximate alignment is a no access points are readily available.

- 1. Power on the receiver.
- 2. Set the receiver to CPS Mode.
- 3. Adjust the receiver gain as high as possible keeping the meter on scale.
- 4. Orientate the receiver as per the equipment manufacturer's specifications and walk towards the approximate comment of the target facility.
- 5. Stop when the signal peaks.
- 6. Orientate the receiver parallel with the highest signal. Slowly move the receiver left and that to pinpoint re signal.
- 7. Confirm that Peak and Null signals correlate.
- 8. Trace and mark target line.
- 9. Use an active locating method to verify any CPS locate.



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Signature UFL		Signature Employer	



Sondes are designed in different shapes and sizes, and have various signal ranges and frequencies (e.g., 512HZ, 640HZ, 8kHZ, 9.8kHZ, 33kHZ, 83kHZ).

A sonde may also be a fundamental component of an inspection camera to identify damage or obstructions within a facility. Some rodding tools have a system monitor to display and record the camera footage.

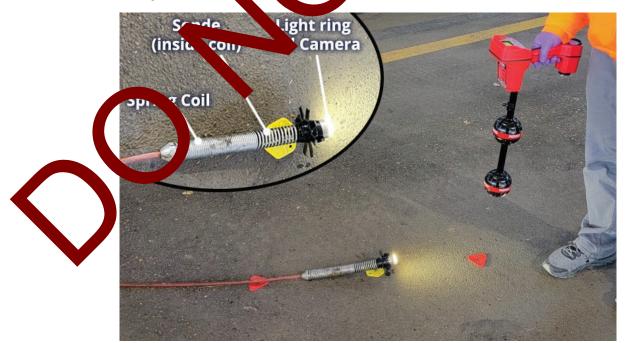


A camera sonde inside a draine e line

Preparation

Before inserting a sonde into an access point:

- 1. Check the sonde's batteries and ensure the sonder proper pattached to the rodding spool.
- 2. If applicable, check the camera monitor's batteries or plug in the cadapter.
- 3. If applicable, connect the rodding spool trace came monitor.
- 4. Power on the sonde and check the signal and depth reading.
- 5. If applicable, check the camera monitor pensure there is ree disc space.
- 6. Determine the general direction the fa



Testing a sonde prior to feeding into an access point



4 Obstacles and Tracing Problems

Locating obstacles cause signal problems which can negatively affect the accuracy of the locate. Tracing problems can be both frustrating and time consuming. Understanding the effects of locating obstacles may assist in solving tracing problems. Locating obstacles and tracing problems include:

- technology limitations
- pipe materials range from steel, concrete, cast iron, ductile iron, clay, polyethylene, polyvinyl chloride, fiberglass, fibre spar, and fiber reinforced plastic
- cable may be copper, fiber optic, aluminum, coax, or concentric neutral
- varying resistance (OHMs) between facilities
- facilities have different shapes, compositions, densities and diameters
- facilities are buried as shallow as 0.0 to 0.5 m (~0 to 6 in.) to depths greater than 50 m (~164 ft.)
- in congested areas, some facilities may be stacked vertically in a common/joint trench
- multiple lines may be grouped in a conduit, duct bank, common/joint trench, or utilidor
- un-cleared terrain and various weather conditions
- inaccurate or incomplete map sources
- unwanted coupling, signal distortion, sharp drop in signal, and complete loss of sign
- facilities are buried near conductive surface structures or near concrete reinforced (th rebar)
- facilities are common-bonded, parallel, short, non-grounded, and closer than norr
- breaks in tracer wire
- tees and y-laterals





4.15 Locating Tees and Y-Laterals

Tees and y-laterals (y-lats) are common pipeline industry terminology for the intersection or joining of two pipes. At tees and y-lats, electromagnetic signals can jump or bleed over on to other nearby facilities, which can lead to mis-locates.

- 1. Trace and mark the main line. Do not move the transmitter.
- 2. Walk parallel to the main line with the receiver perpendicular to the main line.
- 3. If a signal is detected, trace and mark it away from the main line. Ensure the sum of the milliamps on all the facility branch correlate to the value on the transmitter.
- If using direct hook-up or inductive clamp, power off, disconnect the transmitter. Reposition the transmitter to the furthest marked position and perform the Inductive Method.
- 5. Trace the signal back to the tee or y-lat.
- 6. Perform the ALL Method.

Note: It may be impossible to detect all the signals for short tees and y-lats. Using the record(s) may be the ally virus option to mark the approximate alignment of short tees and y-laterals.



Locating a tee

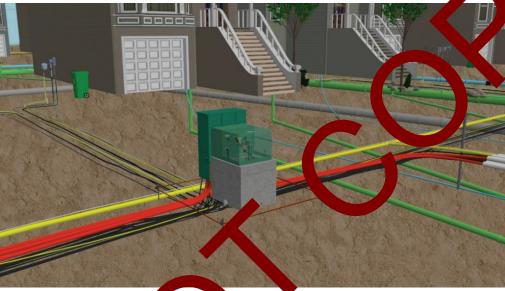
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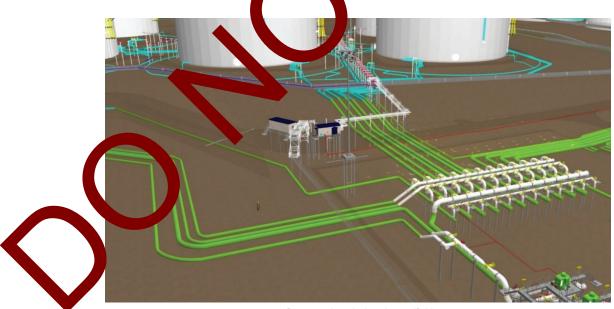
4.16 Common-Bonded Facilities

Common-bonded facilities are connected by either conductive materials, or cathodic protection, or they share a common ground. For common-bonded telecommunication cables see Task 3.4.

- **Note:** To minimize signal distortion when locating common-bonded steel pipes, de-energize the cathodic protection system and/or disconnect the cathodic cable(s). (De-energizing or disconnecting must be performed by trained and authorized personnel).
- 1. Locate the signals towards the common-bonded area. If using direct hook-up, ensure the milliamp readings correlate to the value on the transmitter.
- 2. Perform Parallel Line Checks and the ALL Method.
- Note: Re-connect the cathodic cable(s) and re-energize the cathodic protection. Re-connecting or re-energizing must be per by trained and authorized personnel.



party peopel common bonded area



Common bonded tank manifold

NOTES:

Original Date	Review Date		Review Date
Assessor	Assessor		Assessor
Signature UFL		Signature Employer	

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5 Other Technologies

There are other technologies that are capable of detecting buried facilities including magnetic locators (pin finder) ground penetrating radar (GPR) and electronic marker systems (EMS).

5.1 Magnetic Locators (Pin Finder)

Magnetic locators detect the presence and location of ferrous (iron) objects.



alve

Using a magnetic locator (pin finder) to locate vater curbstop

Surveyors commonly use them to detect buried survey pins; by ever, they can also be used to detect other buried ferrous objects such as storage tanks, pipe valves and fittings, well casing a storage tanks.



Survey pin (left); well casing (top right); water valve (bottom right)

All ferrous objects exhibit some quantity of a magnetic field. These magnetic fields have "north" and "south" poles with corresponding positive and negative fields.



5.2 Ground Penetrating Radar

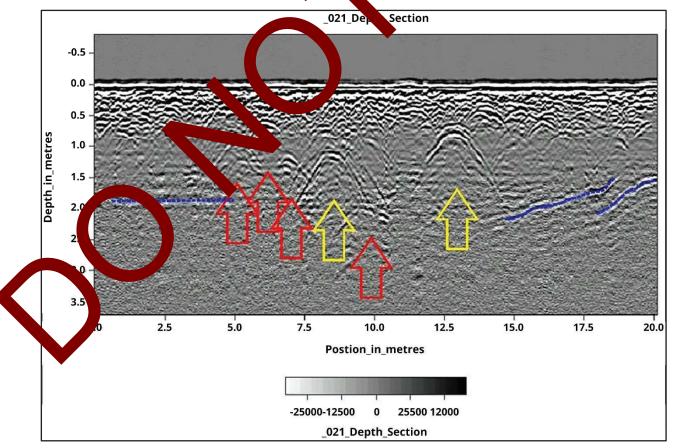
Ground Penetrating Radar (GPR) can be used to locate buried facilities or objects. GPR devices emit radio waves (signals measured in Megahertz (MHz)) down through the ground, which then reflect back to the receiver (in varying degrees) off the matter that the signal encounters. This matter may include concrete, grass, snow, ice, dirt, rebar, facilities, and rocks.



Locating facilities with Ground Penel, ing Radar

A GPR device is comprised of a control panel, antennae, batter, signals, the encoder then interprets the signals by measure the information on the digital drive and displays the data on the control of the data on the digital drive and displays the data on the the d

, digital drive and encoder. The antennae transmit and receive the time and strength of each returning pulse. The encoder stores this panel for the user to interpret.



GPR scanning data



RFID Capabilities

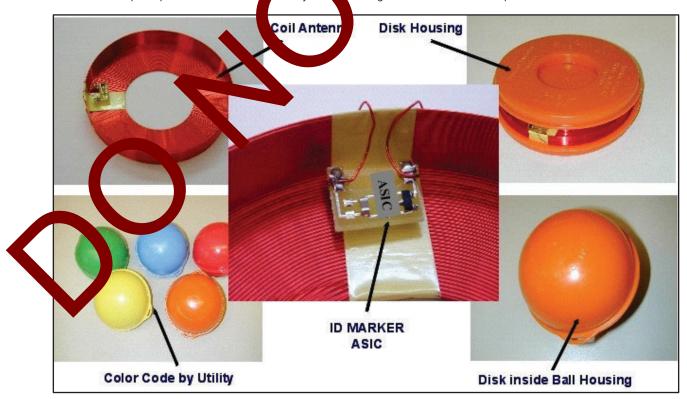
Some EMS markers have Radio Frequency Identification (RFID) functionality and are sometimes referred to as RFID markers. RFID markers have data chips (storage devices) that, when energized by the receiver signal, relay stored facility information to the receiver. RFID markers can be programed with a unique identifier and facility details such as diameter, material, and purpose of the target facility (e.g., 6", Plastic, Water Line). Some markers are not programmable and only offer the capability of detecting the marker location.



Marker ball aced at pipe weld

Types and Limitations

All EMS markers contain a round metal coil with a conscitor. Some bay parkers are encased in liquid to maintain an internal vertical configuration. This allows a ball to be dropped to more a thout worry to rientation. Other marker types must be correctly orientated when put in place. Markers are accurated by the meiver signals and can last for multiple decades.



Components of various EMS markers