



TRANSMOUNTAIN

Application Guidelines for Municipal Roadways

Spring 2022



Damage prevention is a shared responsibility between pipeline companies, regulators, public works crews and local governments.

Whether you maintain the roads and underground services or manage construction-related activities for your local government, involve Trans Mountain early in the planning phase of your project by contacting your local One Call centre to request a planning locate. With effective planning, we can work with you to avoid possible conflicts.

Contact of any kind with a pipeline can have severe consequences ranging from service disruptions to environmental damage or personal injury. Any resulting delays can also have a financial impact, directly affecting your ability to operate efficiently and provide important utility services to your local community.

Applying for Written Consent for Installing New Facilities Near a Trans Mountain Pipeline

Trans Mountain is committed to the safe, reliable and efficient operations of our pipelines. In Canada, Trans Mountain is federally regulated by the Canada Energy Regulator (CER).

CER regulations require us to complete a damage prevention safety assessment and provide written consent for any new facility installation and associated ground disturbance in proximity to our pipeline. We also comply with Canadian Standards Association (CSA) Z662.

This reference material will guide you through our application process.

You can find more information at cer-rec.gc.ca.



Operations and Maintenance Activities

In accordance with *Damage Prevention Regulations – Authorizations*, pipeline company consent is not required for the maintenance of an existing facility.

However, if the activity is in the prescribed area (see below) and involves a ground disturbance, a locate request must be made at least three days in advance. If performing mechanical excavation within three metres of the pipe, municipal staff must follow the requirements outlined in section 10(3)(c) to (h) of the *Damage Prevention Regulations – Authorizations Act*.

For routine municipal operations and maintenance activities, refer to the CER's Damage Prevention Guidance for Municipal Operations and Maintenance Activities. If interference with or alteration of a Trans Mountain pipe becomes necessary, municipal staff must obtain written consent.

Prescribed Area

The CER-prescribed area extends 30 metres from the centre of the pipe.

This CER-prescribed area exists for the protection of all persons living or working near pipelines and to protect pipelines from potential damage caused by a ground disturbance. Any ground disturbance activities within the prescribed area other than for operations and maintenance work will require written consent from Trans Mountain.

Click or Call Before You Dig

Notify us through the local One Call centre.

As part of the design process for local government infrastructure projects, contact your local One Call centre to request a Planning and Design ticket. As a One Call centre member, we will be notified if your proposed work is near our pipeline.

We will call you back to discuss your work and if required meet with you on-site to verify the location of the pipeline. This service is provided at no cost to you.

- BC 1 Call: 1.800.474.6886
- Utility Safety Partners (Alberta):
1.800.242.3447
- clickbeforeyoudig.com



Written Consent

Trans Mountain provides written consent for ground disturbance, facility installations and related activities using two types of documents:

1. 30 Metre Ground Disturbance Safety Checklist

This document is issued on-site and is required prior to any ground disturbance activity within the prescribed area.

Ground disturbance includes any work operation or activity that disturbs or displaces the existing soil or ground cover to a depth of 30 centimetres or more. Examples of ground disturbance include but are not limited to:

- Excavating, digging or trenching (including for street/boulevard trees)
- Ditch clearing
- Drilling, tunnelling or auguring
- Blasting
- Pile driving, post pounding, installing bollards
- Vehicle and mobile equipment crossings over the pipeline outside of established roadways

2. Proximity (Crossing) Installation Consent (Proximity Consent)

This is an additional requirement for facility installations and crossings over and in proximity to the pipeline.

Examples of activities that require a Proximity Consent include but are not limited to:

- New roads, driveways, trails or ditches
- Underground utility installations
- Street lights, manholes, valves, junction boxes, hydrants, catch basins, cleanouts, kiosks
- Fences, posts, bollards and permanent signage

Application Assessment

Trans Mountain reviews each application in detail to ensure safety and security of the pipeline. We assess the following at the proposed location of work:

- Depth of cover over the pipeline
 - Considerations include access and minimum standards (CSA), minimum depth of cover requirements for compression/load stress and low and excess depth of cover locations
- The location and nature of existing utilities in proximity
 - Considerations include trench congestion, other buried utilities in trench and excavation and installation safety
- Soil content and conditions
 - Considerations include excavation techniques and backfill standards
- Groundwater levels
 - Considerations include dewatering systems, culvert/assisted weir and freshet/thaws with increased volumes of water
- Clearance/separation needs
 - Considerations include separation and clearance requirements for all infrastructure, minimum standards for all utilities in trench and excavation and installation safety

All work must comply with the current version of CSA Z662.



Drawing and Design Requirements for Applications

Both a plan view and a profile or elevation view drawing are required.

The Plan View Drawing should include at a minimum:

- The location of the proposed works, including dimensions to a reference point such as a legal property line
- The location of the Trans Mountain pipeline and if applicable, the right-of-way boundary (the location will be verified on-site by a Trans Mountain inspector)
- Complete legal land description and the street address of the property
- Location of all applicable property boundaries, as well as road and utility boundaries and a north arrow

The Profile or Elevation View Drawing should include at a minimum:

- For surface crossings, the profile should be taken along the pipeline
- For underground and aerial crossings, the profile should be taken along the proposed new crossing facility
- All horizontal and vertical clearances from the pipeline
- Location and depth of Trans Mountain pipeline (this information will be provided by Trans Mountain during a planning meeting at the site and will be obtained using surface locating equipment and pipeline alignment and as-built drawings)

For certain projects, additional information will be required for your application.

Roads and Parking Lots

Contact us for a copy of Trans Mountain Standard MP3120D, Standards for Materials Selection and Placement for Road Crossings.

For the Plan View Drawing:

- All existing buildings within 30 metres of the pipeline
- Parking stall layout
- Location of all access roads

The Profile or Elevation View Drawing:

- Identify the proposed backfill structure and content around the pipeline

Ditches

For the profile or elevation view drawing, include the dimensions of the width at the top of the ditch, the width of the invert and the depth of the ditch.

A description of any ditch liners, including the material type, must be included in your application.

Aerial Cable Utilities

Provide a description of the type, size and voltage of the proposed cable(s). For the plan view drawing, include the location of all proposed poles, towers, guys, anchors or any other supporting structure in all plan view drawings.

For the profile or elevation view drawing, provide a dimension of the proposed minimum height of the overhead cable(s) across the pipeline. The use of aerial markers ("tanispheres") may be required for cables that cross the pipeline in areas patrolled by aircraft.

Underground Utilities

Minimum clearances must be in accordance with the current version of CSA Z662. For trenchless construction such as directional drilling or boring, the minimum vertical clearance for all utilities is one metre.

For new cable installations provide:

- Voltage
- Conduit size
- Method of installation in your application
- Planned depth of installation

For new pipeline/utility installations provide:

- Pipe material (for steel pipe, a test tap may be required to monitor cathodic protection)
- Outside diameter
- Wall thickness
- Pipe grade
- Planned depth of installation
- Proposed cathodic protection method (if applicable)
- Substance pipeline/utility will be transporting
- Method of installation

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Surface Loading

Storing items within three metres from either side of the pipeline is not allowed unless Trans Mountain has determined it to be safe. Items stored between three and 7.5 metres from the pipeline must be easily removeable, unless otherwise agreed to by Trans Mountain.

Application Process and Approvals

1. Contact your local One Call centre and request a planning locate. Provide details of your planned activity such as proposed works, location and time frame.

- A Trans Mountain representative will contact you to confirm your project details and location, and if needed, arrange for a site visit

2. Obtain a copy of our Application Form at transmountain.com/pipeline-safety.

3. Prepare your application and provide all the required details for us to assess your application.

4. Submit a complete application package to Trans Mountain at:

- permits_bc@transmountain.com (British Columbia)
- permits_ab@transmountain.com (Alberta)

5. Trans Mountain will process the application and send a copy of the consent to the applicant for signature.

Once Trans Mountain confirms all the information for a complete application has been provided, we will conduct a safety assessment and respond within 10 business days. If the application is incomplete, we will contact you to request more information before performing the assessment.

For approved works, a **Proximity Consent** will be issued for execution. If the scope of work changes after the Proximity Consent has been issued, you must notify us so we can determine if a new application is required.

Before beginning your work, call your local One Call centre to arrange an on-site safety meeting with a Trans Mountain Inspector. At the meeting the Inspector will:

- Locate and mark the pipeline
- Issue a 30 Metre Ground Disturbance Safety Checklist
- Stay on-site for any work within 7.5 metres of the pipe.

Copies of all consents and One Call tickets must be kept at the job site and available when requested by any Trans Mountain representative.



Application to Canada Energy Regulator

You may apply for authorization directly with the CER if proposed works are not authorized by Trans Mountain or if you are unable to comply with the measures set out in Trans Mountain's written consent.

About Trans Mountain

Trans Mountain operates Canada's only pipeline system transporting crude oil and refined products to the West Coast. We deliver approximately 300,000 barrels of petroleum products each day through 1,150 kilometres of pipeline in Alberta and British Columbia and 111 kilometres of pipeline in Washington state.

We are committed to the safe, reliable and efficient operations of our pipelines.

Contact Us

For more information, please contact Trans Mountain:

info@transmountain.com

1.866.514.6700

If you make contact with or damage a pipeline – even just a scratch to the coating – **immediately call Trans Mountain's 24-hour Emergency Line: 1.888.876.6711.**



 info@transmountain.com

 1.866.514.6700

 transmountain.com

In case of a pipeline emergency or to report odours, call 24 hours: **1.888.876.6711**