

SUN-CANADIAN PIPE LINE

**GUIDELINES FOR THE
PREPARATION OF A PIPELINE
CROSSING APPLICATION**

CROSSING APPLICATIONS



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GUIDELINES FOR THE PREPARATION OF A PIPELINE CROSSING APPLICATION

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GUIDELINES FOR THE PREPARATION OF A PIPELINE CROSSING APPLICATION

1. SUN-CANADIAN'S POLICY

Sun-Canadian Pipe Line Company Limited operates a high pressure pipeline system which delivers refined petroleum products to distribution terminals between Sarnia and Toronto. The pipelines are located in an easement which is usually 15m (50ft.) wide.

Sun-Canadian Pipe Line Company Limited performs all operations in a safe, efficient and environmentally sound manner. This includes remotely monitoring the operating status of the pipeline system 24 hours a day, and weekly aerial patrols of the right-of-way. The right-of-way is marked with caution signs, and Sun-Canadian provides free location services as requested.

2. WHO REQUIRES SUN-CANADIAN'S PERMISSION

To safeguard the pipelines and prevent damage or interference by third parties, SCPL is required by regulation to control activity on the right-of-way, or within 7.6 m. (25ft) of the pipe. All activities within the right-of-way and crossing over or under the pipeline must first be approved by Sun-Canadian. See Appendix 2 for sections of regulations applicable to crossing pipelines.

All persons responsible for construction activity, installation of facilities, or maintenance of encroachments around the pipeline or right-of-way must obtain the written consent of Sun-Canadian and adhere to the conditions set out in the consent.

Activities that typically cause a ground disturbance include, but are not limited to the following:

Excavation: Digging, trenching, ditching, quarrying, subsoiling and plowing to install underground infrastructures (including agricultural drain tile).

Drilling: Tunneling, boring, augering and pushing.

Landscaping: Topsoil stripping, grading/land levelling, tree planting, brush clearing and stump removal.

Construction: Grinding & milling of asphalt/concrete, vibratory compaction, driving fence posts, bars, rods, pins anchors or pilings

Crossing: Surface crossing of buried pipelines or other underground infrastructure with heavy equipment off the travelled portion of a public roadway.

Miscellaneous: Blasting/Explosive use

3. HOW TO OBTAIN SUN-CANADIAN'S PERMISSION

To obtain crossing authorization, the applicant must submit a written crossing request containing a description of the proposed work together with pictures and drawings in accordance with the SCPL Design Requirements listed in Appendix 1 and Appendix 3.

To assist you in preparing a detailed crossing request Sun-Canadian will provide information showing the right-of-way location. If required, an Inspector can stake out the pipeline location and assist with gathering field data that will facilitate the application.

Applications may be submitted by mail, courier or email.

Attention: Crossing Coordinator

Submit your request to:

Sun-Canadian Pipe Line Company Limited
830 Highway No. 6 North
P.O. Box 470
Waterdown, Ontario, L0R 2H0

OR

Email your request to: info@sun-canadian.com

The subject of the email must include: **Attention: Crossing Request**

4. NOTIFICATION OF APPROVAL

Once Sun-Canadian is satisfied that the pipelines and right-of-way will be protected both during and after construction, a Crossing Agreement or a Proximity Permit will be issued. The permit will stipulate conditions required. The Crossing Agreement or Permit must be signed by your organization, indicating your acceptance of the conditions and returned to Sun-Canadian prior to commencement of work. The consent is valid for a period of two years from the date of issue unless otherwise indicated in the agreement

The Applicant shall distribute this "Crossing Agreement" to all Contractors on site. This agreement shall be available to Sun-Canadian's Inspectors on site when requested.

5. NOTIFICATION OF COMMENCEMENT OF CONSTRUCTION

Prior to work commencing on Sun-Canadian's pipeline right-of-way or within 7.6 m. (25ft) of the pipe (known as the "restricted zone"), the Sun-Canadian Inspector must be satisfied that the pipelines have been located properly and all crossing approval conditions are fulfilled.

An INSPECTOR'S CROSSING PERMIT (Stake-out Report) must be signed by the Sun-Canadian Inspector and the contractor at the work site to evidence all conditions and safeguards are understood and will be adhered to.

To arrange for an Inspector, contact the person noted on the consent letter at least 3 full working days (72 hours) in advance of construction.

6. PIPELINE INSPECTOR'S RESPONSIBILITY & AUTHORITY

The Sun-Canadian Inspector is responsible for the safety and integrity of the pipeline and right-of-way at all times and will ensure that all on site requirements for clearances, depth, pipe coating, and protection, back fill materials, cathodic protection, etc. are being adhered to.

If field conditions change, the Inspector may need to contact the Sun-Canadian's head office to alter any requirements or conditions of the crossing agreement.

In accordance with the Ontario Technical Standards and Safety Act (2000) and regulations, the Inspector has authority to shut down a job on the right-of-way or to prohibit crossing of the pipeline if they feel that the job is detrimental to the safety of the pipeline, or that agreed upon conditions are not being observed. The Inspector may contact the local TSSA representative to report unauthorized right-of-way activity or damage to pipeline equipment.

7. COSTS

Inspections and stake-out services involving a single site visit will be at Sun-Canadian's expense. However, an inspection service fee will commence on the 2nd and each subsequent site visit until the Pipeline Inspector is satisfied the pipeline is safe and deems the services complete. The Inspector's rate is \$200.00/hour. Overtime hours, travel time, vehicle and expenses are included.

All permits and costs necessary to excavate to establish the pipe depth or location are the responsibility of the crossing party.

If the installation of facilities involves changing the existing grade elevations on the right-of-way, then the crossing party will be responsible to provide a survey to establish top of pipe geodetic elevations with the crossing application.