

# **Sun-Canadian Pipeline**

## **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 moves refined petroleum products from Sarnia to distribution terminals in Toronto. The pipelines are located within a designated easement or right of way (ROW), which may be up to 15 meters (50 ft) wide. To safeguard people, the environment and property, Sun-Canadian Pipe Line monitors and controls activity along the pipeline right of way. All activities within the right-of-way must be assessed and evaluated for potential impacts to the pipeline.

In addition to the ROW, there is also a prescribed safety zone around the pipelines which extends 30 meters perpendicularly in both directions from the centre of the pipe. Engaging in an activity that causes a ground disturbance within the prescribed area is prohibited by law unless the activity has been reviewed and authorized in writing by the pipeline company.

### 2. Who Requires Sun-Canadian's Permission

To safeguard the pipelines and prevent damage or interference by third parties, Sun-Canadian 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 TSSA Regulations document 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 Sun-Canadian 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](mailto: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 written permission will be issued. The agreement will stipulate conditions required. The Crossing Agreement or Written Permission 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. An onsite inspector from Sun-Canadian is always required if there is any sort of disturbance occurring in the right-of-way.

## **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 2<sup>nd</sup> 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.