

# Damage Information Reporting Tool (DIRT) - Field Form

## Part A – Who is Submitting This Information

<b>Who is providing the information?</b>			<input type="checkbox"/> Electric	<input type="checkbox"/> Engineer/Design	<input type="checkbox"/> Equipment Manufacturer
<input type="checkbox"/> Excavator	<input type="checkbox"/> Insurance	<input type="checkbox"/> Liquid Pipeline	<input type="checkbox"/> Locator	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Railroad
<input type="checkbox"/> One-Call Center	<input type="checkbox"/> Private Water		<input type="checkbox"/> Public Works	<input type="checkbox"/> Unknown/Other	
<input type="checkbox"/> Road Builders	<input type="checkbox"/> State Regulator		<input type="checkbox"/> Telecommunications		

Name of the person providing the information:

## Part B - Date and Location of Event

**\*Date of Event:** (MM/DD/YYYY)

**\*Country**                      **\*State**                      **\*County**                      **City**

**Street address**                      **Nearest Intersection**

**\*Right of Way where event occurred**

Public:     City Street                       State Highway                       County Road                       Interstate Highway                       Public-Other

Private:     Private Business                       Private Land Owner                       Private Easement

Pipeline                       Power /Transmission Line                       Dedicated Public Utility Easement

Federal Land                       Railroad                       Data not collected                       Unknown/Other

## Part C – Affected Facility Information

**\*What type of facility operation was affected?**

Cable Television     Electric     Natural Gas     Liquid Pipeline                       Sewer (Sanitary Sewer)

Steam                       Telecommunications                       Water                       Unknown/Other

**\*What type of facility was affected?**

Distribution                       Gathering                       Service/Drop                       Transmission                       Unknown/Other

**Was the facility part of a joint trench?**

Unknown                       Yes                       No

**Was the facility owner a member of One-Call Center?**

Unknown                       Yes                       No

## Part D – Excavation Information

**\*Type of Excavator**

Contractor                       County                       Developer                       Farmer                       Municipality                       Occupant

Railroad                       State                       Utility                       Data not collected                       Unknown/Other

**\*Type of Excavation Equipment**

Auger                       Backhoe/Trackhoe                       Boring                       Drilling                       Directional Drilling

Explosives                       Farm Equipment                       Grader/Scraper                       Hand Tools                       Milling Equipment

Probing Device                       Trencher                       Vacuum Equipment                       Data Not Collected                       Unknown/Other

**\*Type of Work Performed**

Agriculture                       Cable Television                       Curb/Sidewalk                       Bldg. Construction                       Bldg. Demolition

Drainage                       Driveway                       Electric                       Engineering/Survey                       Fencing

Grading                       Irrigation                       Landscaping                       Liquid Pipeline                       Milling

Natural Gas                       Pole                       Public Transit Auth.                       Railroad Maint.                       Road Work

Sewer (San/Storm)                       Site Development                       Steam                       Storm Drain/Culvert                       Street Light

Telecommunication                       Traffic Signal                       Traffic Sign                       Water                       Waterway Improvement

Data Not Collected                       Unknown/Other

## Part E – Notification

**\*Was the One-Call Center notified?**

Yes                      (If Yes, Part F is required)                       No                      (If No, Skip Part F)

If Yes, which One-Call Center?

If Yes, please provide the ticket number

## Part F - Locating and Marking

**\*Type of Locator**

Utility Owner                       Contract Locator                       Data Not Collected                       Unknown/Other

**\*Were facility marks visible in the area of excavation?**

Yes                       No                       Data Not Collected                       Unknown/Other

**\*Were facilities marked correctly?**

Yes                       No                       Data Not Collected                       Unknown/Other

**Part G – Excavator Downtime**

**Did Excavator incur down time?**  
 Yes  No

**If yes, how much time?**  
 Unknown  Less than 1 hour  1 hour  2 hours  3 or more hours Exact Value \_\_\_\_\_

**Estimated cost of down time?**  
 Unknown  \$0  \$1 to 500  \$501 to 1,000  \$1,001 to 2,500  \$2,501 to 5,000  
 \$5,001 to 25,000  \$25,001 to 50,000  \$50,001 and over Exact Value \_\_\_\_\_

**Part H – Description of Damage**

**\*Was there damage to a facility?**  
 Yes  No (i.e. near miss)

**\*Did the damage cause an interruption in service?**  
 Yes  No  Data Not Collected  Unknown/Other

**If yes, duration of interruption**  
 Unknown  Less than 1 hour  1 to 2 hrs  2 to 4 hrs  4 to 8 hrs  8 to 12 hrs  12 to 24 hrs  
 1 to 2 days  2 to 3 days  3 or more days  Data Not Collected Exact Value \_\_\_\_\_

**Approximately how many customers were affected?**  
 Unknown  0  1  2 to 10  11 to 50  51 or more Exact Value \_\_\_\_\_

**Estimated cost of damage / repair/restoration**  
 Unknown  \$0  \$1 to 500  \$501 to 1,000  \$1,001 to 2,500  \$2,501 to 5,000  
 \$5,001 to 25,000  \$25,001 to 50,000  \$50,001 and over Exact Value \_\_\_\_\_

**Number of people injured**  
 Unknown  0  1  2 to 9  10 to 19  20 to 49  50 to 99  
 100 or more Exact Value \_\_\_\_\_

**Number of fatalities**  
 Unknown  0  1  2 to 9  10 to 19  20 to 49  50 to 99  
 100 or more Exact Value \_\_\_\_\_

**\*Part I – Description of the Root Cause \*Please choose one**

<p><b>One-Call Notification Practices Not Sufficient</b></p> <input type="checkbox"/> No notification made to the One-Call Center <input type="checkbox"/> Notification to one-call center made, but not sufficient <input type="checkbox"/> Wrong information provided to One Call Center	<p><b>Locating Practices Not Sufficient</b></p> <input type="checkbox"/> Facility could not be found or located <input type="checkbox"/> Facility marking or location not sufficient <input type="checkbox"/> Facility was not located or marked <input type="checkbox"/> Incorrect facility records/maps
<p><b>Excavation Practices Not Sufficient</b></p> <input type="checkbox"/> Failure to maintain marks <input type="checkbox"/> Failure to support exposed facilities <input type="checkbox"/> Failure to use hand tools where required <input type="checkbox"/> Failure to test-hole (pot-hole) <input type="checkbox"/> Improper backfilling practices <input type="checkbox"/> Failure to maintain clearance <input type="checkbox"/> Other insufficient excavation practices	<p><b>Miscellaneous Root Causes</b></p> <input type="checkbox"/> One-Call Center error <input type="checkbox"/> Abandoned facility <input type="checkbox"/> Deteriorated facility <input type="checkbox"/> Previous damage <input type="checkbox"/> Data Not Collected <input type="checkbox"/> Other

**Part J – Additional Comments**

Visit DIRT at [www.cga-dirt.com](http://www.cga-dirt.com)