UTILITY DAMAGE REPORT

Part A – Date and Location
*Date of Damage___________  *Street Address_________________________________________
*City__________________  *State___________________________
*Nearest Intersection___________________________________________________________

Part B – Affected Utility
☐ Electric    ☐ Natural Gas    ☐ Sewer    ☐ Water    ☐ Telephone    ☐ Cable TV
*What type of Service?
☐ Service/Drop    ☐ Main    ☐ Fiber Optic    *Depth of damaged facility

Part C - Locating and Marking
*Was the One-Call Center notified? ☐ Yes ☐ No  If Yes, provide the locate ticket number
*Were facility marks visible in the area of excavation? ☐ Yes ☐ No
*Were facility marks accurate?  ☐ Yes ☐ No
*What were facility marks marked with?  ☐ Paint    ☐ Flags    ☐ Paint & Flags
*What type of painted locate marks were present?
☐ Duct Bank (Diamond Pattern)    ☐ Single Line (With Buffer)    ☐ Single Line (Without Buffer)
*Have you taken Photos (Required) ☐ Yes ☐ No    *What is the distance between the locate marks?

Part D - Excavation Information
*Type of Excavation Equipment?
☐ Backhoe/Track hoe    ☐ Boring    ☐ Auger    ☐ Trencher    ☐ Directional Drill    ☐ Drilling
☐ Hand tools    ☐ Probing Device
*Type of work Performed?
☐ Installing Gas Pipeline    ☐ Installing Electric Cable    ☐ Installing Anchors    ☐ Other, Please specify________________
☐ Installing Cable TV    ☐ Installing Poles    ☐ Installing Telephone
*Location of dig site    ☐ Private property    ☐ Utility Easement    ☐ Road right-of-way

Part E – Describe how the incident occurred
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Part F - Diagram

General Foreman Name_________________________  General Foreman Phone #____________________
Crew Foreman Name__________________________  Crew Foreman Phone #______________________
Job #_____________________________  Crew #________________________
Complete a pre-excavation walk-out of the entire job site. Your objective is to visually inspect the dig area to ensure all utilities are marked. Look for signs of utilities that may not be marked such as, above-ground pedestals, gas meters, man-hole covers, drains, or utility poles with cable risers. If you find these indicators and suspect that there is an unmarked utility DO NOT PROCEED. Notify One Call that an unidentified line has been discovered.

When you have completed your walk-out, complete the following check list:

<table>
<thead>
<tr>
<th>1)</th>
<th>Verify that the One-Call ticket covers the ‘Scope of work’ and ‘Work to begin’ date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ I have verified the One-Call ticket covers the ‘Scope of work’</td>
</tr>
<tr>
<td></td>
<td>☐ I have verified the One-Call ticket ‘Work to begin’ date</td>
</tr>
</tbody>
</table>

2) What marked utilities did you observe?

☐ Gas (Yellow) ☐ Electric (Red) ☐ Telephone (Orange) ☐ Cable TV (Orange) ☐ Water (Blue) ☐ Sewer (Green)

3) Based on visual observation, did you see signs of any unmarked utilities? ☐ Yes ☐ No

☐ Gas (Yellow) ☐ Electric (Red) ☐ Telephone (Orange) ☐ Cable TV (Orange) ☐ Water (Blue) ☐ Sewer (Green)

☐ I have notified One Call of the unmarked Utility

4) Photograph the entire proposed work area including all locate marks.

☐ I have photographed the entire site prior to excavation

☐ I have photographed existing locate/markings

5) Advise your crew members of the following: If they have to cross a marked Utility they must HAND DIG ONLY within 18” of the locate marks plus half the diameter of the buried facility.

RESPECT THE MARKS!

☐ I have advised my crew of the 18” hand dig rule

IN THE EVENT OF DAMAGE

- Notify One Call and your supervisor
- Complete the reverse side of this form
- Photograph entire area and damage location

PHOTOGRAPHY TIPS

- Make sure the correct date & time stamp is active on your camera
- Photograph the excavation itself (damage location)
- Take photos from multiple vantage points and of surrounding area (360 degrees)
- If the utility was mis-marked, photograph the locate marks/flags (include tape measure in photo)
- If the utility was not marked, photograph the entire area and approaches to the cut site
- Show a quantifiable location/address (street sign, house number, mail box number etc.)
- Facility depth (include tape measure in photo)
- Remember!! You can never take too many photos