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?				
*Were facility marks accurate?				
*What were facilities marked with?				
*What type of painted locate marks were present?				
*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 Joint Trench Installing Cable TV Installing Poles Installing Anchors Other, Please specify *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 #				

General Foreman Name	General Foreman Phone #
Crew Foreman Name	Crew Foreman Phone #
Job #	Crew #



PRE EXCAVATION CHECK-LIST



Crew Foreman	One-Call Ticket #	Contact #	Date
Complete a pre-excavation walk-out of the marked. Look for signs of utilities that may utility poles with cable risers. If you find the Call that an unidentified line has been disco When you ha	not be marked such as, above-ground pe se indicators and suspect that there is ar	destals, gas meters, man-hole n unmarked utility DO NOT PR(covers, drains, or
	I ticket covers the 'Scope One-Call ticket covers the ' One-Call ticket 'Work to be	Scope of work'	to begin' date:
2) What marked utilities Gas (Yellow) Electric (did you observe? Red)	able TV (Orange) 🗌 Wate	r (Blue) Sewer (Green)
		able TV (Orange) 🗌 Wate	
4) Photograph the entire		· —	5.
	ned the entire site prior to ex ned existing locate/markings	=	
5) Advise your crew member HAND DIG ONLY within 1	ers of the following: If they have a set of the locate marks plus a RESPECT THE MAR	half the diameter of th	• •
I have advised my	v crew of the 18" hand dig ru	le 🗌	

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