Damage Information Reporting Tool (DIRT) - Field Form

Part A – Who is Submitting This Information

Who is providing the information?
☐ Electric ☐ Engineer/Design ☐ Equipment Manufacturer
☐ Excavator ☐ Insurance ☐ Liquid Pipeline ☐ Locator ☐ Natural Gas
☐ One-Call Center ☐ Private Water ☐ Public Works ☐ Railroad
☐ Road Builders ☐ State Regulator ☐ Telecommunications ☐ Unknown/Other

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

One-Call Notification Practices Not Sufficient
☐ No notification made to the One-Call Center
☐ Notification to one-call center made, but not sufficient
☐ Wrong information provided to One Call Center

Excavation Practices Not Sufficient
☐ Failure to maintain marks
☐ Failure to support exposed facilities
☐ Failure to use hand tools where required
☐ Failure to test-hole (pot-hole)
☐ Improper backfilling practices
☐ Failure to maintain clearance
☐ Other insufficient excavation practices

Locating Practices Not Sufficient
☐ Facility could not be found or located
☐ Facility marking or location not sufficient
☐ Facility was not located or marked
☐ Incorrect facility records/maps

Miscellaneous Root Causes
☐ One-Call Center error
☐ Abandoned facility
☐ Deteriorated facility
☐ Previous damage
☐ Data Not Collected
☐ Other

Part J – Additional Comments

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