

# Utility Line Incident Report



Date: \_\_\_\_\_ Name & Position: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Signature: \_\_\_\_\_

| Information on Incident |                               |
|-------------------------|-------------------------------|
| Date of Incident:       | Damaged Underground facility: |
| Location:               | Operator of Facility          |

**Answer all of the questions below. Photographs must be taken of the vicinity with markings (or lack of) starting out wide and zooming in.**

| Question   | Answers |                           |
|--|---------|---------------------------|
|  | Yes     | No                        |
| Did Branscome perform excavation or demolition at or near the incident location?   | Yes     | No                        |
| Did the incident occur on Branscome Property?  | Yes     | No                        |
| Was Branscome a subcontractor or prime contractor?   | Sub     | Prime                     |
| If Sub, did the prime contractor supervise your excavation activities?   | Yes     | No                        |
| Did You Call Miss Utility?   | Yes     | No                        |
| Did you call the positive response system or receive a fax/email from Miss Utility?  | Yes     | No                        |
| Did you agree to a different marking schedule with the locator?  | Yes     | No                        |
| Was the work area requested on your ticket marked?   | Yes     | No                        |
| If yes, was the horizontal distance from the marks to the utility line 24 in. or less?   | Yes     | No                        |
| If no, what was the horizontal distance from the marks to the utility line?  |         |                           |
| How far was the nearest visible mark from the exposed/damaged utility line?  |         |                           |
| Was the excavation parallel or perpendicular?  |         |                           |
| If parallel, did the company hand dig along the line of excavation?  | Yes     | No                        |
| If yes, what was the distance between the potholes?  |         | The length of excavation? |
| If perpendicular, did the company hand dig to expose the utility line & extremities?   | Yes     | No                        |
| What was the nature of the excavation?   |         |                           |
| With what type of equipment were you excavating when the incident occurred?  |         |                           |
| Who was the operator?  |         |                           |
| If hand digging, what hand tool was being used at the time of the incident?  |         |                           |
| Were hand digging "best practices" used during excavation?   | Yes     | No                        |
| Did you make repairs, permanent or temporary, to the facility?   | Yes     | No                        |
| When did you notify the utility operator of the damaged facility?  |         |                           |
| Who made the report?   |         | Who received the report?  |
| For whom was the work being done?  |         |                           |
| Name of Utility representative? Place his/her comments below   |         |                           |
| When were the utilities last marked?   |         |                           |
| Repair person's name and phone number  |         |                           |
| The following page is blank; please describe the circumstances surrounding the incident on it. Include any other information (photographs, drawings) you feel may further assist in this investigation |         |                           |

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