

Damage Information Reporting Tool (DIRT) - Field Form

The following form should be used by excavators or utility companies to report damages to facilities to Mississippi One-Call. Mississippi One-Call will then forward this information to the national damage collection center.

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 United States *State _____ *County _____ City _____

Street address _____ Nearest Intersection _____

*Right of Way where event occurred

- Public: City Street County Road State Highway Interstate Highway Federal Land
Private: Private Business Private Land Owner Private Easement Pipeline Railroad
 Power /Transmission Line Dedicated Public Utility Easement 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?

- Unknown Yes No

Part D – Excavation Information

***Type of Excavator**

- Contractor Developer Occupant Farmer Railroad State County
 Municipality Utility Data not collected Unknown/ Other

***Type of Excavation Equipment**

- Auger Backhoe/Track hoe Boring Drilling Directional Drill Explosives
 Farm Equipment Grader/Scraper Hand Tools Milling Equipment Probing Device
 Trencher Vacuum Equipment Data Not Collected Unknown/Other

***Type of Work Performed**

- Agriculture Bldg. Construction Bldg. Demolition Cable Television Curb/Sidewalk
 Drainage Driveway Electric Engineering/Survey Fencing Grading Irrigation
 Landscaping Liquid Pipeline Milling Natural Gas Petroleum Pipeline Pole
 Public Transit Auth. Railroad Maint. Road Work Sewer (Sanitary/ Storm)
 Site Development Steam Street Light Storm Drain/Culvert Telecommunications
 Traffic Sign Traffic Signal Water Waterway Improvement Data Not Collected
 Unknown/Other

Part E – Notification

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

- Yes No

If Yes, which One Call center? _____

If Yes, please provide the One Call 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

***Were facilities marked correctly?**

- Yes No Data Not Collected Unknown

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
 \$5001 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)

If the occurrence was a “near miss” please check here: (A near miss is considered to be excavation that has been done on the easement or utility without authorization, in which there has not been any financial or utility damage.)

***Did the damage cause an interruption in service?**

Yes No Data Not Collected Unknown

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 more than 3 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

- No notification made to the one call center Excavation practices not sufficient (other)
- Notification to one-call center made, but not sufficient Failure to maintain clearance
- Wrong information provided to one call center Failure to maintain marks
- One call center error Failure to support exposed facilities
- Facility could not be found or located Failure to use hand tools where required
- Facility marking or location not sufficient Failure to test-hole (pot-holing)
- Facility was not located or marked Improper backfilling practices
- Incorrect facility records/maps Previous damage Abandoned facility
- Data Not Collected Deteriorated facility Other

Part J – Additional Comments

**Send to: Mississippi One-Call System, Inc.
Attn: Jessica McInnis
5258 Cedar Park Dr.
Suite H
Jackson, MS 39206**

Fax to: (601) 366-7666

OR