**Utility Incident Report**

*Please complete this form when a utility is damaged by filling in the shaded areas. If available, include a couple of pictures (see Page 2). When completing the form electronically, use the Tab key to move to a new cell within a Table, don’t hit the return key. Cells will expand as needed. Use the mouse, or the down/up arrow key, to move to another table; hitting the Tab key will add another row to the table you are working in.*

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| --- |
| **GENERAL INFORMATION** |
| Date & Time of Damage |  |
| Location |  |
| Name of Utility Damaged |  |
| Foreman’s Name |  |
| Operator’s Name |  |
| Witness |  |
| Reason for Damage (check all that apply) | [ ]  Line not located properly *(if applicable, attach picture showing location)* |
| [ ]  Insufficient depth | How deep was line buried? \_\_\_\_\_\_\_ ft. *(if applicable, attach picture showing depth)* |
| [ ]  Construction limits too close to line |
| [ ]  Attempted to work around line so relocate would not be required |
| [ ]  Cleaning Ditch with: [ ]  Backhoe [ ]  Grader |
| [ ]  Installing Culvert: [ ]  Entrance [ ]  Crossroad |
| Other (describe): |
| **Location of Utility** |
| [ ]  Private Property [ ]  Public Right-of-Way |
| [ ]  Buried [ ]  Overhead [ ]  Ground Level |
| Size of Line (if known) |  |
| Depth or Height |  |
| **DIG SAFE** |
| Was DIG SAFE called to locate lines? | [ ]  Yes [ ]  No |
| If YES, Indicate Confirmation Number |  |
| Was line located as marked? | [ ]  Yes [ ]  No |

|  |
| --- |
| **Describe Incident**:  |
|      |

|  |  |
| --- | --- |
| *Name:* *Signature:*  | *Date:*  |

Insert Photo by placing cursor after the X in this box, selecting **Insert Tab** above and then selecting Pictures. You can add a description by highlighting and replacing this text.

X

Insert Photo by placing cursor after the X in this box, selecting **Insert Tab** above and then selecting Pictures. You can add a description by highlighting and replacing this text.

X

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X