



**First Report to the  
Governor and the General Assembly  
Of Maryland**

**MARYLAND UNDERGROUND FACILITIES  
DAMAGE PREVENTION AUTHORITY**

**7223 Parkway Drive, Suite 210**

**Hanover, MD 21076**

**410-782-2037**

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**January 2012**

**Report of the  
Maryland  
Underground Facilities  
Damage Prevention Authority**

(Tom Hoff letter- see attachment)



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## **ORIGIN AND BACKGROUND OF AUTHORITY**

In the fall of 2006 two meetings were called by the Maryland Public Service Commission on October 25, 2006 and November 29, 2006 to all stakeholders involved with or affected by the State's Underground Facilities Law to discuss the status of the application and enforcement of the law, and, in particular, its compliance with the Federal Pipeline Safety Act legislation then pending before the United States Congress.

Several hundred people attended these two meetings, all stakeholders of the State Underground Facilities Law such as contractors, utility companies, locators, one call miss utility system, county and local government officials and developers.

As a result of discussions at these two meetings, it was decided to create a stakeholders steering committee work group tasked with the following goals, that is, to review the current State underground facilities "Miss Utility Law" (1) to make substantive and non substantive revisions in light of current practices and experience since the last enactment of the law in May 1990; (2) to bring Maryland's law in harmony and compliance with the 9 damage prevention program elements and provisions of the then pending Federal Pipeline Safety Act legislation which subsequently has become a federal law; and (3) to review and incorporate as appropriate the best practice recommendations of the Common Ground Alliance.

The members of the stakeholders group which was established were:

Chairman James Barron – Ronkin Construction – Contractor Representative

Scott Brown – Washington Gas Light – Gas Representative

John Clementson- Maryland Public Service Commission– Regulator Representative

Wayne Gilmer – Utiliquest – Locator Representative

Tom Hastings – One Call Concepts Locating Service – Locator Representative

Vince Healy (replaces Nelson Sneed) – Verizon – Telephone Representative

Brian Holmes – Maryland Transportation, Builders and Materials Association – Contractor Representative  
(Resigned August 2009)

Gary Kaufman (replaced John Eichhorn) – Comcast – CATV Representative

Matt Ruddo – One Call Concepts, Inc. – Call Center Representative

Nelson Smith – Maryland State Highway Administration – State Highway Representative

Tom Baldwin (replaced Pete Parr) – Baltimore Gas & Electric  
Representative

Kevin Woolbright – Washington Suburban Sanitary Commission –  
Water/Sewer Representative

Artie Bell III – Burgemeister Bell, Inc. – Contractor Representative

Zenon Sushko- Maryland Public Service Commission – Regulator  
Representative

Bruce C. Bereano – Associated Utility Contractors of Maryland  
Representative

Mark Hamrick – Verizon – Telephone Representative

The stakeholders group commenced its regular meetings on June 20, 2007 and conducted more than 65 working sessions meetings – each approximately three to four hours, to discuss and propose revisions to the current statute.

The key goals of the steering group have been:

- Establish practices that meet the PIPES Act 9 key elements of an effective damage prevention program.
- Establish a sensible law that meets the needs of the excavating community while protecting all facilities.

- Include stronger enforcement to prevent unsafe practices utilizing very effective Damage Prevention Committee created privately by the stakeholders over three years ago where all parties are welcome at the monthly meetings to discuss safe practices and resolve issues. The expectations are that proposed changes to the law will strengthen the present damage prevention goals.
- Create a sensible Locate ticket scope to include response time by facility owners, life of a ticket with a clear explanation of when a ticket expires while meeting the needs of the excavating community and allowing facility owners a reasonable amount of time to mark their facilities.

The final product of the stakeholders group was presented to the Maryland General Assembly in the 2010 legislative session as Senate Bill 911, and House Bill 1290. Senate Bill 911 was enacted by the Legislature and the Maryland Underground Facilities Damage Prevention Authority was created, and Maryland's underground facility damage prevention law, more commonly known as the Miss Utility Law, was updated.

Unlike the history of other state statutes, when Maryland's underground facilities law was enacted originally, over 20 years ago, it was left to the private sector and not government regulators nor any government agency to implement and apply the statute. Generally speaking, this approach has worked very well over the years with all of the various stakeholders communicating and working well together with mutual respect and trust and commitment to the goal of public safety through training and education and compliance with the statute. The



stakeholders established, over 15 years ago, the MD/DC Miss Utility Damage Prevention Committee which meets monthly to address and resolve the day-to-day practical issues and problems that occur with the statute.

In addition, the stakeholders who are owners of underground facilities also established over 15 years ago a MD/DC Miss Utility Subscribers Committee which meets regularly to work on public education and outreach programs, damage prevention programs, and advertisements concerning knowledge of and compliance with the law for the purposes of public safety and avoidance of interruption of services.

Accordingly, it is with this unique background and history of the development and implementation of the Maryland Underground Facilities Law that compliance with the 9 elements of the Federal Pipeline Safety Act was addressed and met in the revisions and changes proposed while keeping Maryland's existing approach, structure and operation of the law.

The new Law went into effect on October 1, 2010. Although created by the legislature, MDUFDPA is a stakeholder-run organization that has the ability to enforce the Miss Utility Law in the form of mandatory training or fines for violators.

All nine members of this Authority are appointed by the Governor to serve staggered two-year terms. They do not receive any compensation or any reimbursement for expenses. The makeup of this Authority is as follows:

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Two underground facility owners that are Maryland members of the Maryland/DC subscribers committee;

One from the Associated Utility Contractors of Maryland;

One from the Public Works Contractors Association of Maryland;

One from the One-Call Centers operating in the State;

One that represents the underground utility locator community selected by the Maryland members of the Maryland/DC Damage Prevention Committee;

One from the Maryland Association of Counties with experience in the field of underground utilities;

One from the Maryland Municipal League with experience in the field of underground facilities;

One person from the general public selected by the appointed and qualified members of the Authority.

## **AUTHORITY MISSION STATEMENT**

Pursuant to the legislative intent enacted by the Maryland General Assembly, as part of the State Underground Facilities law, Article Public Utilities, Title 12, Section 12-102, the mission statement adopted by the Authority is as follows:

### **MISSION STATEMENT**

The Authority seeks to protect underground facilities of owners in the State of Maryland from destruction, damage or dislocation to prevent:

- death or injury to individuals;
- property damage to private and public property; and
- the loss of services provided to the general public.

To accomplish this, the Authority seeks to promote, enhance, and assist the State of Maryland in enforcing the Maryland underground utility damage prevention law and furthering programs through efforts that include consistent enforcement, effective public education, and the constant knowledge that public safety through reduced damages is our prime concern.

**MARYLAND UNDERGROUND FACILITIES  
DAMAGE PREVENTION AUTHORITY  
MEMBERS AND OFFICIALS**

<b><u>MEMBER</u></b>	<b><u>REPRESENTING</u></b>	<b><u>ORGANIZATION</u></b>
R. Thomas Hoff, Sr., Chairman	One Call Centers	One Call Concepts, Inc.
Kevin Woolbright, Vice Chairman	Underground Facility Owners	WSSC
Cynthia Flanders, Treasurer	General Public	Skipjack Partners, LLC
Thomas C. Baldwin	Underground Facility Owners	BGE
James A. Barron*	Associated Utility Contractors of Maryland	Ronkin Construction, Inc.
Bernard W. Cochran	Maryland Municipal League	Chesapeake Beach Maryland, Public Works
Robert B. Cooper	Maryland Association of Counties	Harford County Maryland, Public Works
Walter F. Gainer	Public Works Contractors Association	W.F. Wilson and Sons, Inc.
Walter W. Gilmer	Underground Utility Locators	Utiliquest MD/DC

**STAFF**

Bruce C. Bereano, Secretary	Office of Bruce C. Bereano
Laura Olander, Executive Assistant	One Call Concepts, Inc.

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\* Resigned from the Authority November 2011. Appointment for balance of term pending before Governor.

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## **SUMMARY OF AUTHORITY ACTIVITIES AND ACTIONS**

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Since February 25, 2011, when the Authority was fully appointed by the Governor and therefore operational, the Authority has conducted the following activities and actions:

1. The Authority has held 8 publically announced meetings at the Miss Utility One Call Center, conference room, Hanover, Maryland.
2. The Authority elected officers who are R. Thomas Hoff, Sr. as Chairman, Kevin Woolbright as Vice Chairman, and Cynthia Flanders as treasurer.
3. The Authority adopted an Official Seal as required by law.
4. The Authority as required by law designated that the Miss Utility One Call center and conference room would be the place the authority maintains an office.
5. The Authority adopted By-laws as required by law for the conduct of its business.
6. The Authority is finalizing a code of conduct as required by law for its members which will be adopted at the Authority's February 1, 2012 meeting.
7. The Authority has established a website [www.mddpa.org](http://www.mddpa.org) for the general public.

8. The Authority has established a uniform alleged violations form to be used for filing any complaints with the Authority.

9. The Authority has made official presentations to explain the new law and authority and educate stakeholders and the public as follows:

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**A. *June 15 2011***

Dulles Airport Marriott- Meeting of the Subcommittee on the Pipeline Safety Report to the Nation.

**B. *September 15, 2011***

Clarion – Utilities Services Protection Center of Delmarva

**C. *September 20, 2011***

Public Service Commission

**D. *October 26, 2011***

Ameristar Resort and Casino in St. Louis- Technology Conference. This is an annual meeting that One Call Concepts (OCC) hosts and is attended by representatives and board members of the states OCC operates in. It is a meeting meant to bring everyone together annually to maintain and improve relationships, as well as exchange ideas and look toward the future with new ideas/technology within the industry.

**E. *November 1, 2011***

Hyatt Regency Chesapeake Bay Hotel- Maryland  
Municipal League Conference

F. ***November 4, 2011***

Maryland Damage Prevention Conference, Clarion  
Fontainebleau Hotel in Ocean City-2011 Greater  
Chesapeake Damage Prevention Training Conference  
More than 300 participants from around the region  
came together to learn and share best practices in  
preventing underground utility damages at the  
conference, which was presented by the Miss Utility of  
Maryland, District One Call, Miss Utility of Delmarva  
and more than 15 other sponsors. This is an annual  
meeting.

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G. ***January 5, 2012***

Hyatt Regency Chesapeake Bay Hotel- Maryland  
Association of Counties Conference Mid-Winter  
Conference





## **CODE OF CONDUCT AND BYLAWS**

Pursuant to the statute which created the Authority, Article Public Utilities, Title 12, Section 12-110, the Authority shall adopt Bylaws for the conduct of its business, and shall also adopt a code of conduct for its members who serve on the Authority.

The Bylaws of the Authority have been developed and adopted by the Authority and a copy thereof is in the appendices of this Report. The Authority is currently working on the adoption of a code of conduct which topic has been discussed extensively at several Authority meetings. It is anticipated that the next Authority meeting scheduled February 1, 2012 this will be finalized and adopted.

## **AUTHORITY FUNDING**

The Authority is not a Government agency and is prohibited by law from being funded by appropriations from the State budget. As such though, the Authority may by law obtain funding for its operational expenses from either a federal or State grant, filing fees and administrative fees for complaints the authority hears, and from any other sources. To date, the Authority has established a bank account, and has received the following funds from the sources indicated:

1. \$1,000 from the Maryland Damage Prevention Committee
2. \$1,000 grant from the Eastern Shore Damage Prevention Committee
3. \$10,000 grant from Baltimore Gas & Electric

In addition, the Authority in August 2011 filed with the US Department of Transportation, Pipeline and Hazardous materials Safety Administration, a 2012 State Damage Prevention Grant request of \$100,000.00. This grant request was authorized and supported by letter by Governor Martin O'Malley. The federal government will be deciding these grant requests from Maryland other States sometime this spring 2012.

The grant funds requested are for the purpose of office and computer equipment and software, professional continual staff who will manage, test and launch the website, manage public education, and record, process and track all of the cases of probable violations.

## **FUTURE ACTIONS AND IMPLEMENTATION BY** **AUTHORITY**

The Authority will meet the first Wednesday of every month beginning February 1, 2012 to continue and conclude establishing the functioning of the Authority. In addition to finalizing and adopting the Authority's Code of Conduct as previously described, the Authority will be giving attention to the following matters:

1. Establish schedule of filing fees and administrative fees for complaints.
2. Establish guidelines to determine if individual cannot afford to pay filing fee, and procedure to exempt such fee in the whole or part.
3. Authority shall establish Maryland Underground Facilities Damage Prevention Education and Outreach Fund and any necessary bank account or accounts.

## CONCLUSION

The Authority respectfully and sincerely believes that since its full membership was established in February 2011, a great deal has been accomplished by the members of the Authority in complying with the requirements of the law and getting the Authority up and operating. The Authority soon will commence its complaint process and procedure to become fully operational.

Each of the Authority members appointed by the Governor has served in a very dedicated, professional and committed fashion to accomplish the goals of damage prevention and public education.

The Authority hopes that the Governor and the Maryland General Assembly will use it as a resource of professional knowledge and practical experience concerning any pending policy or legislative matter within the scope of the Authority's role.



# APPENDICES



**MARYLAND UNDERGROUND FACILITIES  
DAMAGE PREVENTION AUTHORITY  
7223 Parkway Drive, Suite 210  
Hanover, MD 21076  
410-782-2037**

**BYLAWS**

**ARTICLE I – NAME**

This Authority shall be known as the “Maryland Underground Facilities Damage Prevention Authority” (the “Authority”).

**ARTICLE II – PURPOSE**

The purpose of the Authority is to perform certain duties. Such duties may include, but are not limited to, the review of reports of probable violations of the Maryland Underground Facilities Damage Prevention (“Law”), making recommendations relative to such reports, making recommendations with regard to Public Education and Awareness Programs that further public safety by the reduction of damage to underground facilities, and to monitor, analyze, influence, propose, support or oppose programs or regulations that directly affect damage to underground facilities serving the citizens of the state of Maryland.

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**ARTICLE III – COMMITTEE MEMBERSHIP**

The Maryland Underground Damage Prevention Authority shall consist of nine (9) voting members representing the following entities:

- Two underground facility owners that are Maryland members of the Maryland/DC Subscribers Committee;
- One from the Associated Utility Contractors of Maryland;
- One from the Public Works Contractors Association of Maryland;
- One from the One-Call Centers operating in the State;
- One that represents the underground utility locator community selected by the

- Maryland members of the Maryland/DC Damage Prevention Committee;
- One from the Maryland Association of Counties with experience in the field of underground utilities;
- One from the Maryland Municipal League with experience in the field of underground utilities;
- One person from the general public selected by the appointed and qualified members of the Authority.

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The members are appointed by the Governor of the State of Maryland in accordance with Maryland law. The Authority shall be empowered to establish one or more subcommittees to assist in performing its tasks.

### **QUALIFICATION TO SERVE**

Membership on the Authority shall be through appointment as provided under the Maryland Underground Facilities Damage Prevention Law.

### **TERM OF APPOINTMENT**

An appointed member shall serve a term of two years and if in good standing may, on recommendation, be re-appointed for an additional two year term. Request for appointment shall be made in the month of July to be effective with the first regular meeting of the Authority subsequent to October 1, of any given year.

### **OFFICERS AND DIRECTORS**

The members shall elect from their ranks a Chairperson, a Vice Chairperson, a Treasurer, and a Secretary. These officers shall be elected at the Authority's first regular meeting of the year and serve for a term of one year. Each officer shall be elected by a majority vote. The Chairperson position will be voted upon first. Following the election of the Chairperson, the Vice Chairperson position will be voted upon next. Following the election of the Vice Chairperson, the Treasurer Position shall be voted upon and then Secretary.

When no candidate receives a majority of the votes, the candidate who receives the most votes shall be elected to the position. When there is a tie in the most votes received by two or more candidates for a position, the members shall take another vote, and only those candidates who were tied for the most votes shall be included in that ballot. This shall continue until one person has received the most votes or a tie continues to exist. If a tie continues to exist, the previous term's Chairperson shall choose the person, from the candidates who are still tied with the most votes, to hold that position for the next one-year term.

The Chairperson shall preside at all meetings except that in his/her absence the Vice Chairperson shall preside. The Secretary shall be responsible for recording the actions of the Committee. Minutes of the meeting shall be recorded and approved by the

majority vote of the subsequent meeting. No other officers shall be appointed, except that the Chairperson or Vice Chairperson may from time to time appoint members to head subcommittees.

#### **ARTICLE VII – REMOVAL**

Any member may resign.

On the recommendation of the Authority, a member may be removed by the Governor for incompetence or misconduct.

#### **ARTICLE VIII – VACANCIES**

Any vacancy shall be filled as soon as practical by appointment.

When a vacancy occurs in an officer or Authority position, the replacement for that position shall be elected, at the meeting following the occurrence of the vacancy.

#### **ARTICLE IX – COMPENSATION**

Members shall serve without compensation and without reimbursement for expenses. Nothing contained in this section shall be construed to prevent any sponsoring organization from compensating their representative for salary, expenses, or other compensation considered as a condition of their employment.

#### **ARTICLE X – MEETINGS**

Regular meetings shall be held at least every 3 months, or monthly, or as needed, at a time and place selected by majority vote of members. Unless suspended by the Chairperson, the regular meetings will be held on the first Wednesday of each month unless that day is a State or Federal holiday. In such cases, the meeting shall be the next regular workday or a day agreed upon by the majority. If a scheduled meeting is cancelled due to weather or other reasons, the meeting may be rescheduled or combined with the next regularly scheduled meeting. Meetings shall be open, however, those attending that are not members or have not been called, shall be allowed to speak only at the discretion of the Chairperson. All meetings shall follow Robert's Rules of Order. Any regular meeting may be conducted telephonically (conference call) at the discretion of the Authority.

#### **ARTICLE XI – SPECIAL MEETINGS**

The Chairperson may call special meetings. Such notice shall be as far in advance as practical, but not less than three days. Such meetings may be held at a time and place established by the notice. Special meetings may be by conference call or by other appropriate telecommunications means approved for the occasion. A quorum of 5 members is required for a special meeting.



## **ARTICLE XII – ATTENDANCE**

A roll call shall be taken by the Secretary at the beginning of each meeting and a record of those members in attendance shall be kept as part of the records of the actions of the Authority. To remain in good standing a member must attend 75 percent of all meetings conducted in a calendar year.

## **ARTICLE XIII – AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) majority vote of the members present at any regular meeting, if such amendment is first read and approved by a two-thirds (2/3) vote of the members present at the prior regular meeting of the Authority.

## **ARTICLE XIV – QUORUM**

At any meeting of the Authority, five (5) members present, in person or telephonically, shall constitute a quorum for the transaction of business. Actions by a quorum shall be deemed to represent the actions of the entire Authority.

## **ARTICLE XV – ACTIONS AND POWERS**

Enforcement action relative to the reports of probable violations shall be undertaken by roll call vote of those present. A simple majority vote of those voting shall be deemed to be the position of the Authority. Members who cannot attend meetings shall not be allowed to send an alternate representative. When an enforcement action that directly involves the employer of an Authority member, that member shall have the right to speak on the issue before the Authority and the Authority shall consider the views of the member; however, the member will abstain from voting. Such abstention shall be reported in the roll call vote. Each member shall vote in person. No person shall vote by proxy or allow his/her vote to be cast by another.

The Authority may vote on and adopt policies to be used as guidelines during its review and recommendation process relative to reports of probable violations. Such policies may serve as guidelines, but do not represent a general order, rule or regulation of the State of Maryland.



**MARYLAND UNDERGROUND FACILITIES  
DAMAGE PREVENTION AUTHORITY  
7223 Parkway Drive, Suite 210  
Hanover, MD 21076  
410-782-2037**

**REPORT OF PROBABLE VIOLATIONS**

Please provide all information requested below to assist in conducting a thorough investigation of this incident. This information will also help build a database to guide us in furthering damage prevention. Please use a separate report for each incident. Thank you for your time.

**Part A – Please send this information to:**

Maryland Underground Facilities Damage Prevention Authority  
7223 Parkway Drive, Suite 210  
Hanover, MD 21076

Toll Free Number.....  
Email [info@mdppa.org](mailto:info@mdppa.org)  
Web [www.mdppa.org](http://www.mdppa.org)

**Part B – Who is submitting this information:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

**Date of this report:** \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Pager Number: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Part C – Incident Information:**

Incident Date & Time: \_\_\_\_\_  
Incident Address: \_\_\_\_\_  
City/County: \_\_\_\_\_  
Cause: \_\_\_\_\_

Incident Location:  
 Public Property                       City Right of Way  
 Private Property                       County Right of Way  
 Utility Easement                       State Right of Way  
 Latitude \_\_\_\_\_                      Longitude \_\_\_\_\_

**Part D – Excavator Information:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

**Date & Time Excavation Began:**

Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Pager Number: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Part E – Excavator Category:**

Contractor working for                       Contractor working for utility                       County employee                       Railroad employee

government <input type="checkbox"/> Contactor working for other <input type="checkbox"/> Contractor working for self	<input type="checkbox"/> Property owner/occupant <input type="checkbox"/> Municipality employee <input type="checkbox"/> Private Individual	<input type="checkbox"/> State employee <input type="checkbox"/> Utility employee	<input type="checkbox"/> Farmer <input type="checkbox"/> Developer <input type="checkbox"/> Unknown
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**Part F – Type of excavation activity:**

<input type="checkbox"/> Agricultural <input type="checkbox"/> Bldg. construction <input type="checkbox"/> Bldg. demolition <input type="checkbox"/> Bldg. reconstruction <input type="checkbox"/> Curb/sidewalk work <input type="checkbox"/> Lot grading	<input type="checkbox"/> Drainage work <input type="checkbox"/> Driveway work <input type="checkbox"/> Fence work <input type="checkbox"/> Landscaping	<input type="checkbox"/> Plumbing/septic work <input type="checkbox"/> Roadway maintenance <input type="checkbox"/> Site development <input type="checkbox"/> Traffic signal/system	Parallel excavation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Road construction <input type="checkbox"/> Setting poles <input type="checkbox"/> Sprinkler <input type="checkbox"/> Other _____	Exposing (pot holing) facility <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Electricity <input type="checkbox"/> Telecommunication <input type="checkbox"/> Cable <input type="checkbox"/> Sewer	<input type="checkbox"/> Gas <input type="checkbox"/> Water
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**Part G – Type of excavation**

Equipment Type: \_\_\_\_\_  
 Mechanical  Hand  
 Boring\*  Explosive

Method of excavation:

<input type="checkbox"/> Blasting <input type="checkbox"/> Boring* <input type="checkbox"/> Digging	<input checked="" type="checkbox"/> Ditching <input checked="" type="checkbox"/> Dredging <input checked="" type="checkbox"/> Drilling <input checked="" type="checkbox"/> Driving	<input checked="" type="checkbox"/> Grading <input checked="" type="checkbox"/> Hand Dig <input checked="" type="checkbox"/> Moving <input checked="" type="checkbox"/> Pavement Milling	<input type="checkbox"/> Paving <input type="checkbox"/> Plowing <input type="checkbox"/> Razing <input type="checkbox"/> Removing <input type="checkbox"/> Rendering	<input type="checkbox"/> Scraping <input type="checkbox"/> Tilling <input type="checkbox"/> Trenching <input type="checkbox"/> Tunneling <input type="checkbox"/> Wrecking
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\*If method is "boring", list boring technique Directional or Missle

**Part H – Description of damage**

What type of facility was damaged?  
 Water  Sewer  
 Gas  Telecommunication  
 Cable  Hazardous liquid pipeline  
 Electric  Other

Utility line function:  
 Service  Secondary  
 Drop  Primary  
 Feeder  Transmission  
 Trunk  Fiber  Main

Material type (steel, plastic, etc.): \_\_\_\_\_  
Pressure (PSIG/inches): \_\_\_\_\_  
Size (diameter, voltage, pairs, etc.): \_\_\_\_\_  
Depth of facility at the time of damage: \_\_\_\_\_

Utility/Facility/Owner /Operator  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Contact: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Pager Number: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Part I – Incident impact:**

Did the fire department respond?  Yes  No  
Did the police department respond?  Yes  No  
Was evacuation necessary?  Yes  No How Many: \_\_\_\_\_  
Was traffic stopped or detoured?  Yes  No

Number of Fatalities: \_\_\_\_\_  
Number of Injuries: \_\_\_\_\_  
Number of customers affected: \_\_\_\_\_  
Damage Repair Cost: \$ \_\_\_\_\_

Was there a service interruption?  Yes  No Duration: \_\_\_\_\_  
Excavation Down Time Cost: \$ \_\_\_\_\_ Duration: \_\_\_\_\_

Other Property Impacted: \_\_\_\_\_  
Other Property Repair Cost: \$ \_\_\_\_\_  
Other Impact: \_\_\_\_\_

**Part J – Notification center information:**

Did the person have a valid ticket?  
 Yes  No Ticket Number: \_\_\_\_\_

Did the person check Underground Facilities Information Exchange System?  
 Yes  No How:  Phone  Fax Back  Website  Email

Type of ticket:  
 Regular 15 working day  Emergency  
 Remark notice  Special project  
 Designer  Meeting

**Part K – Locating/marketing of utility line**

**NOTE:** Please attach a copy of the "locator's manifest" and location sketch with this report if available

*Who marked this line?*  Facility Owner/Operator  Contract Locator

Locator's Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Pager Number: \_\_\_\_\_  
Fax: \_\_\_\_\_

Was the line marked prior to the damage?  Yes  No

What types of marks were present?  Paint  Flags  Stakes

Describe the condition of the marks in the proposed excavation area:  Bright  Visible  Faded  Destroyed  No Marks

Were facilities visible (clear evidence) in the excavation area?  Yes  No – If Yes, indicate record type: \_\_\_\_\_

Were facilities marked in accordance with Maryland law and local practices?  Yes  No

Additional Comments: