

# **Damage Investigation**

## **1) Initial Response**

- A) Take control of the scene; Introduce yourself to those on scene**
- B) Ensure personal, public and company equipment safety. (In that order)**
- C) Control potential secondary incidents**
  - **Blocking off roads**
  - **Eliminating sources of possible ignition**
  - **Isolating pipeline**
  - **Etc**
- D) Identify information critical to Damage Investigation**
- E) Preserve information from alteration or removal**
- G) Notify appropriate personnel if an emergency situation exists**

## Damage Reporting Form (Field Data)

Name of person submitting information:

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Stakeholder/Submitter:

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Choices are: Liquid Pipeline or Gas Pipeline

### Operator of Damaged Pipeline

Operator of the damaged pipeline?

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Representative Name:

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Representative Phone:

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### Excavator Contact Information:

Third Party Excavator Name(Company):

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Mailing Address of Excavator:

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City: 

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State: 

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Zip: 

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Excavator Contact Name:

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Excavator Contact Phone Number:

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Fax:

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Email Address:

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### Other Contact Information (General Contractor):

Other Company's Name:

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Mailing Address of Excavator:

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City: 

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State: 

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Zip: 

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Excavator Contact Name:

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Excavator Contact Phone Number:

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Fax:

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Email Address:

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## Additional Data

Date that damage occurred: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

State where damage occurred: \_\_\_\_\_

County where damage occurred: \_\_\_\_\_

Closest city where damage occurred: \_\_\_\_\_

Street address where damage occurred: \_\_\_\_\_

Closest intersection where damage occurred: \_\_\_\_\_

Latitude of damage: \_\_\_\_\_ Longitude of damage: \_\_\_\_\_

Right of way where incident damage occurred: \_\_\_\_\_

Choices are: Public City Street, Public State Hwy, Public County Road, Public Interstate Hwy, Public Other, Private Business, Private Land Owner, Private Easement, Pipeline, Power/Transmission Line, Dedicated Public Utility Easement, Federal Land, Railroad, Unknown/Other

## Excavation Information

Type of Excavator: \_\_\_\_\_

Choices are: Contractor, County, Farmer, Municipality, Occupant, Railroad, State, Utility, Developer, Home Owner, Unknown/Other

Pipeline damaged with: \_\_\_\_\_

Choices are: Auger, Backhoe/Trackhoe, Boring, Bulldozer, Drilling, Directional Drilling, Explosives, Farm Equipment, Grader/Scraper, Hand Tools, Milling Equipment, Probing Device, Trencher, Vacuum Equipment, Unknown/Other

Type of work performed: \_\_\_\_\_

Choices are: Agriculture, Bldg. Construction, Bldg. Demolition, Cable TV, Curb/Sidewalk, Drainage, Driveway, Electric, Engineering/Survey, Fencing, Grading, Irrigation, Landscaping, Liquid Pipeline, Milling, Natural Gas, Pole, Public Transit Authority, Railroad Maintenance, Road Work, Sewer, Site Development, Stream, Storm Drain/Culvert, Street Light, Telecommunications, Traffic Sign, Traffic Signal, Water, Waterway Improvement, Unknown/Other

Damage by: ☐ Third Party ☐ Operator's Contractor ☐ Operator

## Excavator Downtime

Did the excavator incur down time: ☐ Yes ☐ No ☐ Unknown

If yes, how much downtime? \_\_\_\_\_ hours

If yes, estimated cost of downtime? \_\_\_\_\_

## Description of Damage

Was there damage to a pipeline facility?: ☐ Yes ☐ No

Damage Occurred to: \_\_\_\_\_

Choices are: Body of Pipe, Coating, Housing or Other Protective Device

Was there a release of product(blowing gas, hissing noise, odor, bubbles in water or fluid leaking)? ☐ Yes ☐ No ☐ Unknown

Did the excavator notify emergency services(911)? ☐ Yes ☐ No

Did the excavator notify the pipeline operator of damage through the notification center? ☐ Yes ☐ No

If Yes: One Call Notification Center: ☐ Texas 811 ☐ Lone Star 811

Dig Up Ticket Number: \_\_\_\_\_ Emergency or Dig UP(not Original)

Did the excavator notify the pipeline operator of the damage directly?: ☐ Yes ☐ No

Did the damage cause an interruption in service? ☐ Yes ☐ No

If yes, duration of the interruption in service? \_\_\_\_\_ hours

If yes, approximately how many customers were affected? \_\_\_\_\_

What was the estimated cost of repair/restoration?

(See WTG Cost Estimate Guide Below)

Number of people injured? \_\_\_\_\_

Type of injuries: \_\_\_\_\_

Number of deaths? \_\_\_\_\_

Was the type of facility damaged interstate or intrastate? ☐ Interstate ☐ Intrastate ☐ Unknown

Choices are: Interstate(pipelines cross state borders), Intrastate(all within state)

Did the incident or accident meet the Pipeline Safety telephonic or written reportable criteria in Title 16 TX Administrative Code Chapter 8? ☐ Yes ☐ No ☐ Unknown

**\*\* Some Criteria includes: 1. Death or personal injury necessitating in-patient hospitalization. 2. Estimated property damage of \$122,000 or more 3. Unintentional estimated gas loss of three million cubic ft or more. 4. Significant event in judgement of operator**

If telephonically reported to the commission's 24-hour emergency phone number, what is the incident call-in ID Number? \_\_\_\_\_

### Underground Pipeline Information

What type of facility operation was affected: \_\_\_\_\_

Choices are: Distribution, Gathering, Service/Drop, Transmission and Other/Unknown

Pipeline is: ☐ Active ☐ Idled ☐ New Pipe(no product) ☐ Abandoned

Pipeline Material: ☐ Bare Steel ☐ Coated Steel ☐ Cast Iron ☐ PE  
☐ PVC ☐ ABS ☐ Other

If Pipeline Material is Plastic, did the pipe have tracer wire? ☐ Yes ☐ No

Nominal Pipe Size: \_\_\_\_\_

What was the depth of the damaged pipeline at point of contact: \_\_\_\_\_ feet \_\_\_\_\_ inches

Year pipe was installed: \_\_\_\_\_ Note: Look on Google Earth if unknown

Was the facility part of a joint trench? ☐ Yes ☐ No ☐ Unknown

Was the facility owner a member of a One Call center? ☐ Yes ☐ No ☐ Unknown

### What Product was being Transported

What product was transported in the underground pipeline that was damaged? \_\_\_\_\_

Choices are: Hazardous Liquid, Natural or Other Gases, Unknown/Other

### Impact of Incident

Did ignition or fire occur? ☐ Yes ☐ No

Were people evacuated? ☐ Yes ☐ No If Yes, how many? \_\_\_\_\_

Was there media coverage? ☐ Yes ☐ No

Were any streets blocked? ☐ Yes ☐ No If Yes, what streets? \_\_\_\_\_

Was there any explosion? ☐ Yes ☐ No

Other Impact? ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

## Notification of Excavation

Did the excavator notify the One Call Center

Prior to Excavation?

☐

Yes

☐

No

IF NO, SKIP DOWN TO ROOT CAUSE - PAGE 8

If yes, name of the one call center: \_\_\_\_\_

Choices are: Lone Star 811 and Texas 811

If yes, One Call ticket number: \_\_\_\_\_

If yes, date of notification: \_\_\_\_\_

Did excavator give 48 hrs notice prior to excavating?

☐

Yes

☐

No

☐

Unknown or N/A

Did the pipeline operator provide a positive response to the first notification?

☐

Yes

☐

No

☐

Unknown or N/A

If yes,

Date: \_\_\_\_\_

Time: \_\_\_\_\_

☐

AM

☐

PM

Did the excavator make a second call to the One-Call Center prior to excavation?

☐

Yes

☐

No

☐

Unknown

Reason for second call? \_\_\_\_\_

Choices are: No positive response to the first call, All clear appears questionable,  
Positive response is unclear or incorrect, other

If other, explain: \_\_\_\_\_

Second Notice Ticket Number? \_\_\_\_\_

Date of Second Notice: \_\_\_\_\_

Did the pipeline operator provide a positive response to the second notification?

☐

Yes

☐

No

☐

Unknown or N/A

If yes,

Date: \_\_\_\_\_

Time: \_\_\_\_\_

☐

AM

☐

PM

## Locating and Marking

Were pipeline facility marks visible in the area of excavation at the time of damage? ☐ Yes ☐ No ☐ Unknown

Were pipeline facilities marked accurately? Accurately is defined as markings are within 12" of the outside edge of the pipeline. ☐ Yes ☐ No ☐ Unknown

If no, reason why? \_\_\_\_\_

Choices are: Pipeline was not marked, Portion of pipeline was not marked, Pipeline was not marked accurately, Improper type of marking, other

If other is chosen for reason, explain: \_\_\_\_\_

Distance the inaccurate marks were from pipeline? \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Type of Locator: \_\_\_\_\_

Choices are: Pipeline Operator, Utility Owner, Contract Locator, Data Not Collected and Unknown/Other

If other, explain: \_\_\_\_\_

If contract, what was the name of the locator? \_\_\_\_\_

Methods used to locate? ☐ Conductive ☐ Inductive ☐ Other or N/A

If other, please explain method: \_\_\_\_\_

Was paint a type of marking used? ☐ Yes ☐ No ☐ Unknown or N/A

Were flags a type of marking used? ☐ Yes ☐ No ☐ Unknown or N/A

Was there another type of marking used? ☐ Yes ☐ No ☐ Unknown or N/A

If yes, describe: \_\_\_\_\_

Did the excavator mark site by "White Lining"? ☐ Yes ☐ No ☐ Unknown or N/A

Were special instructions part of the locate orders? ☐ Yes ☐ No ☐ Unknown or N/A

Were maps used during marking? ☐ Yes ☐ No ☐ Unknown or N/A

Did the locator meet with the excavator at the time of the marking? ☐ Yes ☐ No ☐ Unknown or N/A

Were pipeline company representatives on site at time of excavation? ☐ Yes ☐ No ☐ Unknown or N/A

Did the operator follow their Damage prevention/locating procedures? ☐ Yes ☐ No ☐ Unknown or N/A

Did the pipeline operator provide an incident information card? ☐ Yes ☐ No ☐ Unknown

**Description of Possible Root Cause:**

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

**Explanation only if "Other" root cause is chosen:**

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**Provide a detailed description of exactly how and why the damage happened: (Provide data such as when you received the locate, who located the pipeline, date and time pipeline was located, time you received notice of damage, date and time when repairs were completed, names of individuals involved, etc.)**

**Enter Description here:**

## Damage Investigation Checklist

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Do you have copy of the Leak Complaint Form (Form - TAC 8.205)? ☐ Yes ☐ No

Do you have a copy of the One Call Ticket ? ☐ Yes ☐ No

Did you fill out the Incident Information card and give a copy to the excavator/operator? ☐ Yes ☐ No

Did you inform the excavator that he must report the damage to 811 within 1 hr? ☐ Yes ☐ No

Did you inform the excavator/operator the he must submit a TDRF to the RRC within 30 working days of the damage? ☐ Yes ☐ No

Was there an Excavator / Operator Agreement in writing? ☐ Yes ☐ No

Did you interview the WTG employee who located the pipeline? ☐ Yes ☐ No

Did you take photos of the depth where damage occurred? ☐ Yes ☐ No

Do you have pictures of original locate markings? ☐ Yes ☐ No

Do your photos of the damage include reference points which match original locate pictures? ☐ Yes ☐ No

Did you fill out a leak report form? (Cause - Other Third Party Excavators) ☐ Yes ☐ No

Did you complete an Exposed Pipeline Report? ☐ Yes ☐ No

If during the repair of the damage any pipe was replaced, please submit a Project Report form to the WTG Mapping Department

**NOTE: Submit DRF and all supporting documentation to the Damage Prevention Coordinator as soon as possible. Damages in Texas are required to be submitted to the Texas Railroad Commission within 30 working days.**

## WTG Cost Estimate Guide

<b>Personnel / Equipment</b>	<b>Cost</b>
Service Tech	\$40/hr
Management Personnel	\$50/hr
Pickup w/Tools	\$50/hr
Backhoe w/Trailer	\$100/hr
Mini Excavator w/Trailer	\$75/hr
Welder	\$100/hr
Parts	Cost plus 25%
<b>These costs are considered portal to portal costs.</b>	