

Texas Damage Reporting Form (TDRF) Instructions

Date/County or Incident Number



The instructions below are to complete and submit to the Railroad Commission of Texas (RRC) a TDRF using the RRC Online System.

1. Go to the Railroad Commission of Texas website at www.rrc.texas.gov.
2. On the homepage under "Useful Links," click the **Pipeline Damage Reporting** link to enter the RRC Online System*.
3. Click the **Enter a New Excavator Report** link.
4. Begin a new Damage Report.
 - If you have the Incident Number, enter it into the appropriate box and click **Submit**. The *Incidents Reported* page displays.
 - If you do *not* have the Incident Number, enter the **Incident Date**, select the **County** from the drop-down, and click **Submit**. The *Incidents Reported* page displays.
5. On the *Incidents Reported* page:
 - Find the incident address and click the **New Damage Report** button. Page One of the Damage Report displays.
 - If the incident address is *not* listed, click the **New Incident/Damage Report** button. Page One of the Damage Report displays.
6. On the *Page One* tab:
 - a. Complete all remaining questions on this page.
 - b. If the *Excavator Contact Information* is incorrect, click the **Search/Change Excavator Contact** button.
 - i. Search for the Excavator by *Company Name* or *City and State*.
 - ii. If the Excavator is *not* on file, enter your contact information under *Excavator Detail* and click the **Create** button.
 - iii. Click the **Return to Report** button.
 - c. Click the **Save Report** button.
7. Click the **Page Two** tab. Complete all questions on this page and click the **Save Report** button.
8. Click the **Page Three** tab. Complete all questions on this page and click the **Save Report** button.
9. Once you have completed all of the questions, click the **Submit Completed Report** button at the top of Page Three. Any missing answers or errors are indicated in red.
10. Once you have made the necessary corrections, click the **Save Report** button and then click the **Submit Completed Report** button again.
11. You can print your confirmation page by clicking the **Confirmation Report** link. If you are not provided the option to click the **Confirmation Report** link, then your report is incomplete and has not been submitted.

If you have any questions, contact the RRC's Pipeline Damage Prevention Program at TDRFInfo@rrc.texas.gov or 512-475-0512.