Know what's **below.** **Call** before you dig.

- Know what's below. Always call 811 before you dig.
- Visit www.call811.com for more information.
- One free, easy call gets your utility lines marked AND helps protect you from injury and expense.

- Determina lo que está bajo tierra. Siempre llama al 811 antes de excavar.
- Visite www.call811.com para más información.
- Una llamada gratis y fácil consigue que las líneas de servicios públicos sean marcadas Y ayuda a protegerlo de heridas y gastos.

RAILROAD COMMISSION OF TEXAS
Pipeline Safety Division
Damage Prevention Program
www.rrc.texas.gov

OPERATOR REPORTING GUIDELINES

Preventing & Reporting

Pipeline Damage

DIG SAFELY
Texas Pipeline Damage Prevention Program

RAILROAD COMMISSION OF TEXAS

Operator Response

Participate in a one-call notification center and provide maps of underground facilities with prompt updates. Pipeline operator contact person name and phone number needs to be also kept current.

Respond by providing the required positive response within the specified time frames for every locate request notification received.

Positive response consists of notification to an excavator by the pipeline operator with locate markings completed at the excavation site or notice that there are no underground pipelines in the vicinity of the excavation site. Time frames for an adequate positive response include the 48-hour period and a possible agreed to time between the operator and excavator per TX Utilities Code 251.157.

Investigate & Collect Data for damages by excavation to pipeline facilities. Document in writing and with pictures. Obtain contact information for excavator. Measure exact depth of damage to pipeline. Detail facility locate markings with reference to damage area and pipeline location. Photographs should contain an object of reference in view.

Promote Safe Digging & Public Awareness
★ Call 811 Before You Dig
★ Allow Required Time for Marking
★ Respect the Marks & Tolerance Zone
★ Excavate Carefully & Dig Safely
★ Submit TDRF for Pipeline Damage

Locate Marking Guidelines

★ Mark approximate centerline of pipeline
★ Indicate route and direction of pipeline
★ Utilize all information necessary to mark
★ Notify excavator of customer-owned lines
★ Separate marks for pipelines in corridors
★ Detail size for pipelines over 6″ in size

Use American Public Works Association (APWA) Color Code for locate markings

White	Proposed Excavation
Pink	Temporary Survey Markings
Red	Electric Power Lines, Cables, Conduit and Lighting Cables
Yellow	Gas, Oil, Steam, Petroleum or Gaseous Materials
Orange	Communication, Alarm or Signal Lines, Cables or Conduit
Blue	Potable Water
Purple	Reclaimed Water, Irrigation and Slurry Lines
Green	Sewers and Drain Lines

For additional pipeline damage information, go to the Railroad Commission website at www.rrc.texas.gov.

About Reporting Pipeline Damage

Pipeline Damage Reporting Rules

Effective Sept. 1, 2007, the Railroad Commission adopted Title 16, Texas Administrative Code (TAC), Part I Chapter 18 entitled Underground Pipeline Damage Prevention to increase pipeline safety in Texas and to reduce damage to underground pipelines resulting from the movement of earth by persons in the vicinity of those pipelines, which is the number one cause of pipeline incidents in the state. A full version of the rule can be found on the Commission's website.

Reporting Requirements

Texas law requires all damage to pipeline facilities be reported by both the pipeline operator and the excavator. Operators and excavators who do not file a report with the Railroad Commission can face penalties of up to $10,000 per day per violation under Chapter 18 Rules.

Damage Definitions

Pipeline damage includes but is not limited to:

1. defacing, scraping, displacement, penetration, destruction, or partial or complete severance of an underground pipeline or of any protective coating, housing, or other protective device of an underground pipeline;
2. weakening of structural or lateral support of an underground pipeline that affects the integrity of the pipeline; or
3. failure to properly replace the backfill surrounding an underground pipeline.

If an excavator or contractor damages your pipeline you are required to file a Texas Damage Report Form (TDRF) with the Railroad Commission of Texas.

Operator/Excavator Protocols

If an excavation project is too large to mark using white-lining or is so expansive that a full description cannot be provided on a line locate ticket, then the operator and the excavator shall conduct a face-to-face meeting to discuss the excavation activities and to establish protocols per Chap. 18.3(d).

After compliance with the notice requirements of Chap. 18, an excavator and an operator may jointly establish the protocols applicable to an excavation site in the vicinity of underground pipelines based on the particular characteristics of each job. Follow guidelines for applicable protocols to an excavation site per Chap. 18.9.

Incident Information Card

The Railroad Commission has developed an Incident Information Card to be used by operators at an incident site to assist in reporting damages through the Commission's online system. This card contains basic information that is required in a damage report and will help operators efficiently gather this data at the damage location. The card is in a carbon copy format. The operator will fill out their top copy. The bottom copy will then be given to the excavator to use when filling out an excavator damage report.

811 Know what's below. Call before you dig.

DIG SAFELY
Damage Prevention Program
Pipeline Safety Division
Railroad Commission of Texas

INCIDENT INFORMATION CARD

Date of Incident:	Time of Incident:
Address/Location of Incident	
City of Incident:	County of Incident:
Locate Ticket Number:	Dig-Up Ticket Number:
Pipeline Operator/Company Name:	
Pipeline Operator/Company Contact Person Name:	
Pipeline Operator/Company Contact Person Phone Number:	
Excavator/Company Name:	
Excavator/Company Contact Person Name:	
Excavator/Company Contact Person Phone Number:	
Excavator/Company Mailing Address	
GPS Coordinates in Decimal Degrees NAD 83 Format	
Latitude:	Longitude:

Know What's Below. Always Call 811 Before You Dig.
Visit www.call811.com for more information.

Sample cards, and their printing specifications can be accessed through the RRC's website: **www.rrc.texas.gov** under "Pipeline Damage Prevention Program."

811 Know what's below. Call before you dig. **or 1-800-545-6005**

Texas Damage Reporting Form

(TDRF) FILING INSTRUCTIONS

1. Must file electronically
2. The TDRF can be accessed through RRC Online at the following URL: **https://webapps.rrc.texas.gov/security/login.do**
3. Log In Page
   User ID and Password: Before filing a TDRF, all operators must have a User ID. A User ID can be obtained by completing the Security Administrator Designation (SAD) Form and mailing it to the RRC. Instructions are available on the Log In page.

Other Non-Compliance Activities

Penalties also may be assessed when no damage to a pipeline has occurred. Listed below are examples:

- Not calling before digging
- Not marking pipelines correctly
- Not responding to a locate request

For reporting questions either call 512-475-0512 or email us at **TDRFinfo@rrc.texas.gov** and a RRC representative will assist you.

GPS Coordinate Submission Standard:
Decimal Degrees • NAD 83
Latitude: 00.00000 • Longitude: -000.00000
Example of a location:
Latitude: 31.12345 Longitude: -101.12345

NOTE: In Texas, the valid value number range for latitude is 25.0 to 37.0 and for longitude from -93.0 to -107.0.