

COMBINED DAMAGE UTILITY INVESTIGATION FORM

Photographic Evidence Log & Pre-Investigation Checklist:

Important: You cannot take too many pictures! Be sure to use a field camera app for all captures to ensure proper timestamps, GPS coordinates, and unalterable documentation.

☐ **Safety:** Site verified safe before investigation

Specific Photographic Evidence (Check off as captured):

- ☐ **Perspective:** Wide shots of the entire excavation site from multiple angles (N, S, E, W).
- ☐ **Medium Shots:** Medium shots of the damaged utility and locate marks.
- ☐ **The Strike:** Close-up of the point of impact on the utility (showing specific damage type).
- ☐ **The Marks:** Close-up of 811 marks relative to the damage.
- ☐ **The Tool:** The specific bucket/blade/drill head that made contact, plus overall shots of the equipment.
- ☐ **Measurement:** Tape measure showing utility depth and distance from marks (clearly readable).
- ☐ **Path & Markings:** Photos showing path of locate marks, excavation area, and any white paint/flags used to identify faded markings.

I. Incident & Investigation Details

Investigator Name: _____

Incident Date/Time: _____

Investigation Date/Time: _____

Physical Address: _____

GPS Coordinates: Lat _____

Long _____

Address Line 2: _____

II. Damaged Utility Information

Utility Type: ☐ Gas ☐ Electric ☐ Water ☐ Sewer ☐ Fiber/Telecom

Size of Facility Damaged: _____

Depth of Cover (surface to top): _____

Utility Status: ☐ In service ☐ Newly installed ☐ Abandoned ☐ Unknown

Is utility currently mapped? ☐ Yes ☐ No

Type of Damage: ☐ Complete Severance ☐ Puncture/Gouge ☐ Coating/Insulation Only

III. Excavator & Contractor Information

Party Role: ☐ Contractor ☐ Homeowner ☐ Utility Operator ☐ Other

Excavator/Company Name: _____

Company Address: _____

On-site Contact/Foreman: _____

On-site Contact/Foreman Phone: _____

On-site Contact/Foreman Email: _____

IV. 811 Locate Ticket Information

Valid locate request? ☐ Yes ☐ No

Ticket Status: ☐ Expired ☐ No Ticket ☐ Wrong Area ☐ Before Beginning Work Date

811 Ticket Number: _____

Expiration Date: _____

☐ Scope/type of work matches locate request?

☐ Scope of locate request includes damage site?

☐ Ticket effective/legal date delayed?

☐ Positive response received from all operators?

Possible Violations / Factors (Check all that apply):

☐ Excavated without submitting a One Call ticket

☐ Failed to notify operator of damages

☐ Excavated without a valid One Call ticket

☐ Excavated without standby

☐ Facilities not accurately located

☐ Failed to preserve marks

☐ Failed to use due care

V. Locate Markings & Technical Assessment

Locate marks present/visible? ☐ Yes ☐ No

Within state tolerance zone? ☐ Yes ☐ No

Condition:

Hand digging in tolerance zone? ☐ Yes ☐ No

☐ Highly visible ☐ Faded ☐ Removed/Obscured

Pre-excavation photos available? ☐ Yes ☐ No

Type: ☐ Paint ☐ Flags ☐ Whiskers ☐ Other

Post-locate photos available? ☐ Yes ☐ No

Distance from marks to utility: _____ (in/ft)

VI. Field Observations & Witness Statements (Facts Only)

Note: Record what was observed and document any witness/excavator statements. Avoid assigning blame or using speculative language.

VII. Sign-Off & Follow-Up

Damage notification submitted to 811/operator? ☐ Yes ☐ No

Damage report required? ☐ Yes ☐ No

Damage report filed? ☐ Yes (No. _____) ☐ No

Reporting Employee Signature ID

Date

Third-Party Rep Signature (Optional)
(Acknowledges presence during investigation, not
fault)

** Attach any supplemental information - meeting sheets, emails, additional photos, etc.*