



Railroad Commission of Texas

How to Submit an Excavator Texas Damage Reporting Form (TDRF)

Pipeline Damage Reporting

If you or your company damaged a pipeline,
always choose **Enter a New Excavator Report**.

Texas Damage Reporting X

webapps.rrc.texas.gov/TPD/publicHomeAction.do

Apps TDRF Online System Texas 811 Portal NTMS Google Maps Chapter 18 E-109 Login SOS Login Oracle BI:EE Home Employee Information

ONLINE SYSTEM

Texas Damage Reporting Form (TDRF)

TDRF Main About TDRF Help

Texas Damage Reporting Form

TDRF Menu

The Texas Damage Report filing with the Railroad Commission of Texas (RRC) only applies to damages caused to gas or hazardous liquid pipelines. The RRC does not have authority to regulate damages caused to other utilities such as telephone, cable TV, water, and sewer.

Use the [Enter a New Excavator Report](#) link to report damage to gas or liquid pipelines as a result of your actions in the movement of earth.

[Enter a New Excavator Report](#)

Use the [Enter a New General Public Report](#) to report damage to gas or liquid pipelines you observed.

[Enter a New General Public Report](#)

Queries

[Docket Number Query](#)

[Public Incident Query](#)

No Damage Menu

Use the No Damage options to report Non-Compliance of Chapter 18 requirements you observed.

[No Damage: Alleged Non-Compliance Report](#)

[No Damage: Excavator Second Notice Report](#)

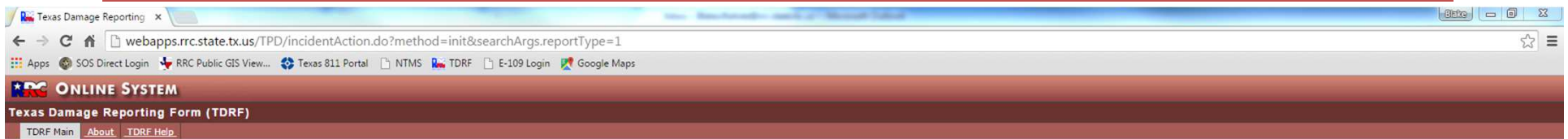
[TDRF Non-Compliance Query](#)

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Click to begin filing the report.



There are three different, separate ways to enter an Excavator Report. Options #1 and #2 will create a completely new report, whereas Option #3 edits an existing one.



To enter a new Damage Report enter the Incident Date and Incident County and click on Submit.
If the RRC has provided you with an Incident Number, please enter the Incident Number and click Submit.
If you were assigned a Document Key for a report which you had not completed and submitted, please enter the Document Key and click Retrieve Report.

Incident Date: (MM/DD/YYYY) and Incident County:

Incident Number:

Document Key:

Submit Retrieve Report

Option #1: input the Incident Date **and** the Incident County, then click the Submit button **without** inputting an Incident Number.

Option #2: if you know the Incident Number, input **only** that number and click the Submit button.

Option #3: if you have received a No Report Letter (or if you have acquired the Document Key in some other way), input the Document Key and click Retrieve Report. The Document Key is specific to the report.

Only one of the above options should be completed (if you are following Option #3, skip to Slide 16). See next slide for an example of a No Report Letter.



This is a No Report Letter that the Commission sends to excavators when we have received an Operator Report but not an Excavator Report.

Christi Craddock, CHAIRMAN
David Porter, COMMISSIONER
Ryan Sitton, COMMISSIONER



Kari French
DIRECTOR

RAILROAD COMMISSION OF TEXAS OVERSIGHT AND SAFETY DIVISION DAMAGE PREVENTION

455-23

April 9, 2015

**Excavator's Company
Name and Address**

NOTICE:
All documentation submitted to the Commission regarding the following incident(s) must include the reference number listed below.

RE: Request to Excavator for Texas Damage Reporting Form (TDRF)

A pipeline operator has filed a TDRF for the incident(s) listed below with the Railroad Commission of Texas concerning damage to its underground pipeline. The pipeline operator has named you or your company as the responsible party for this damage.

By rule, you must submit a TDRF online within 10 days from the date the incident occurred. If you have not submitted your TDRF, please see the attached instruction guidelines for help with submitting your TDRF immediately. Failure to submit your TDRF could result in penalties.

<u>Region 5 County</u>	<u>City</u>	<u>Incident Location / Operator of Facility</u>	<u>Incident Date</u>	<u>Incident Number</u>	<u>Reference Number</u>
HARRIS	HOUSTON	5800 WOODWAY DR CENTERPOINT ENERGY ENTEX	12/21/2014	95039	149478-1
Document Key: YZB7BXF					

The Railroad Commission of Texas has jurisdiction over the Pipeline Damage Prevention Rules under Texas Administrative Code Title 16, Chapter 18. These rules, effective September 1, 2007, apply to pipeline operators and persons engaged in or preparing to engage in excavation activities in the vicinity of an underground pipeline.

If you have any questions, please contact the Pipeline Damage Prevention Program at 512-475-0512.

TPO-42

1701 NORTH CONGRESS AVENUE • POST OFFICE BOX 12967 AUSTIN, TX 78711-2967 • 512-475-0512
An Equal Opportunity Employer (TDD 800-735-2989 or TDY 512-463-7284) FAX 512-463-7153 <http://www.rrc.texas.gov>

Note the outlined areas.



If you input Option #1, this is an example of what you would see. The TDRF System displays all incidents that occurred on the date and in the county that you select (it is possible for no incidents to show up). For Option #2, go to the next slide.

ONLINE SYSTEM
Texas Damage Reporting Form (TDRF)

TDRF Main | About | TDRF Help

Incidents Reported

Incidents Reported for 06/16/2014 In HARRIS County

If the incident you are reporting is listed below, click the New Damage Report button and enter your information. If the incident is not listed, select the New Incident/Damage Report button to enter a new incident report.
Click on the link in the reports column to view all reports for that incident or the link under Incident Number to view a map with the location of the Incident.

Return To Search | New Incident/Damage Report

Reports	Incident Number	City	Street Address	Nearest Intersection	Latitude	Longitude	
[-]	88540	Houston	7216 Wallisville Rd	Wayside			New Damage Report
	Report Type: EXCAVATOR		Contact: FUTURE TELECOM INC		Status: Submitted		
	Report Type: OPERATOR		Contact: CENTERPOINT ENERGY ENTEX		Status: Submitted		
2	88930	Houston	9755 BARKER CYPRESS RD				New Damage Report
1	95591	Houston	4321 PEASE ST				New Damage Report
2	88888	Spring	Augusta Pines Parkway	Masters Greens Drive			New Damage Report

Return To Search | New Incident/Damage Report

Note that this incident already has an Operator Report and an Excavator Report submitted, making it unlikely that this is your incident.

Clicking on the number of reports (typically a 1 or 2) expands the incident so that you can see what has already been submitted. You can also click “EXCAVATOR” or “OPERATOR” on an expanded incident to view that report.



If you see the correct Incident Number listed, click on **New Damage Report** and skip to Slide 13.

The screenshot shows the Texas Damage Reporting Form (TDRF) interface. At the top, there is a navigation bar with links for 'TDRF Main', 'About', and 'TDRF Help'. Below this, the page title is 'Incidents Reported' for the date 06/16/2014 in HARRIS County. A message instructs users to click 'New Damage Report' for listed incidents or 'New Incident/Damage Report' for new ones. A table lists several incidents with columns for Reports, Incident Number, City, Street Address, Nearest Intersection, Latitude, Longitude, and a 'New Damage Report' button. The first incident (88540) is highlighted with a red box around its 'New Damage Report' button. Below the table, there are buttons for 'Return To Search' and 'New Incident/Damage Report', with the latter also circled in red.

Reports	Incident Number	City	Street Address	Nearest Intersection	Latitude	Longitude	
[-]	88540	Houston	7216 Wallisville Rd	Wayside			New Damage Report
	Report Type: EXCAVATOR		Contact: FUTURE TELECOM INC		Status: Submitted		
	Report Type: OPERATOR		Contact: CENTERPOINT ENERGY ENTEX		Status: Submitted		
2	88930	Houston	9755 BARKER CYPRESS RD				New Damage Report
1	95591	Houston	4321 PEASE ST				New Damage Report
2	88888	Spring	Augusta Pines Parkway	Masters Greens Drive			New Damage Report

If you do not see your incident listed here, click **New Incident/Damage Report** and continue to the following slide.



This is the page that you are directed to when you are creating a new incident.
On this page, you fill in the Incident Information.

Excavator Report

Reference Number: _____ Date of Incident: 06/16/2014

Status: _____ Created Date: _____ Submitted Date: _____

Search | Back to List | **Page One** | Page Two | Page Three

Note: Select 'Save Report' to save changes on this page before going to the next page.
The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.

Save Report

Report Information

Incident Information

Incident Date: 06/16/2014

City: County: HARRIS

Subdivision/Other Location Name:

Street Number: Street Name:

Nearest Intersection:

Format Type for Latitude and Longitude:

Latitude: Longitude:

Time of incident: Hour(s) Minute(s) AM/PM

Right of way where incident occurred:

Continue... / View Incident on Map

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When you have finished inputting the information, click **Continue...**



If you or your company has submitted a TDRF in the past, click **Search/Change Excavator Contact** to search for that information. You also click this button to enter in new excavator information.

Excavator Report

Reference Number: Date of Incident: 06/16/2014

Status: Created Date: Submitted Date:

[Search](#) | [Back to List](#) | **Page One** | [Page Two](#) | [Page Three](#)

*Note: Select 'Save Report' to save changes on this page before going to the next page.
The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.*

[Save Report](#)

Report Information

Incident Information

Incident Date: 06/16/2014

City: County: HARRIS

Subdivision/Other Location Name:

Street Number: Street Name:

Nearest Intersection:

Format Type for Latitude and Longitude:

Latitude: Longitude:

Time of incident: Hour(s) Minute(s) AM/PM

Right of way where incident occurred:

[View Incident on Map](#)

Who is providing this information?

Type of Entity:

Name of the person providing this information:

Excavator Contact Information

[Search/Change Excavator Contact](#)

*Note: You must complete all information page one before you can save.
The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.
Save report to edit excavator info.*

[Save Report](#)

Make sure that you save each page of the report by clicking **Save Report**.



If your company has submitted a TDRF before, search for that information by entering your Company Name **and** State and clicking **Search**. You can also search by City if you want to search that way instead.

The screenshot shows the Texas Damage Reporting Form (TDRF) website. The browser address bar shows the URL: webapps.rrc.state.tx.us/TPD/excavatorRptPage1Action.do. The page title is "Texas Damage Reporting Form (TDRF)". The navigation menu includes "TDRF Main", "About", and "TDRF Help". The main heading is "Excavator Information".

Excavator Search

You may search and select a Excavator contact on file with the Commission, by entering a company name or city, and state. If you do not find the contact on file, please complete the information in the Excavator Detail section below and click Create.

[Return To Report](#)

Search By:

Company name: OR City:
State: TX **Search**

Excavator Detail

Company name:
Mailing Address:
City: State: TX
Zip5: Zip4:
Contact Name:
Phone number: () - Fax: () -
Email Address:

Create [Clear](#)

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If this is the first time your company is submitting a TDRF, fill out the **Excavator Detail** section and then click **Create**.



When your information appears on screen, click **Return to Report**.

Excavator Information

Excavator Search

You may search and select a Excavator contact on file with the Commission, by entering a company name or city, and state. If you do not find the contact on file, please complete the information in the Excavator Detail section below and click Create.

Please enter only your own contact information.

[Return To Report](#)

Search By:

Company name: OR City:
State: TX

Excavator Detail

Company name:	CITY OF ALVARADO		
Mailing Address:	405 S. BAUGH		
City:	ALVARADO	State:	TX
		Zip5:	76009
		Zip4:	
Contact Name:	CITY OF ALVARADO		
Phone number:	(817) 933-1105	Fax:	
Email Address:			

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When you return to the report and save, the System prompts you to write down the **Document Key** that appears near the top of the screen.

Excavator Report

Reference Number: 148044 Date of Incident: 06/16/2014
Status: Work in Progress Created Date: 03/16/2015 Submitted Date:

Search | Page One | **Page Two** | Page Three

Note: Select 'Save Report' to save changes on this page before going to the next page. The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.

Save Report

Report Information

Document Key : 41G6VUB

Incident Information

Incident Number: 97085 Incident Date: 06/16/2014
City: Houston County: HARRIS
Subdivision/Other Location Name: _____
Street Number: 6417 Street Name: Hershe St
Nearest Intersection: _____
Format Type for Latitude and Longitude: -Select one-
Latitude: 29.778460 Longitude: -95.306130
Time of incident: _____ Hour(s) _____ Minute(s) -Select one- AM/PM
Right of way where incident occurred: -Select one-

View Incident on Map

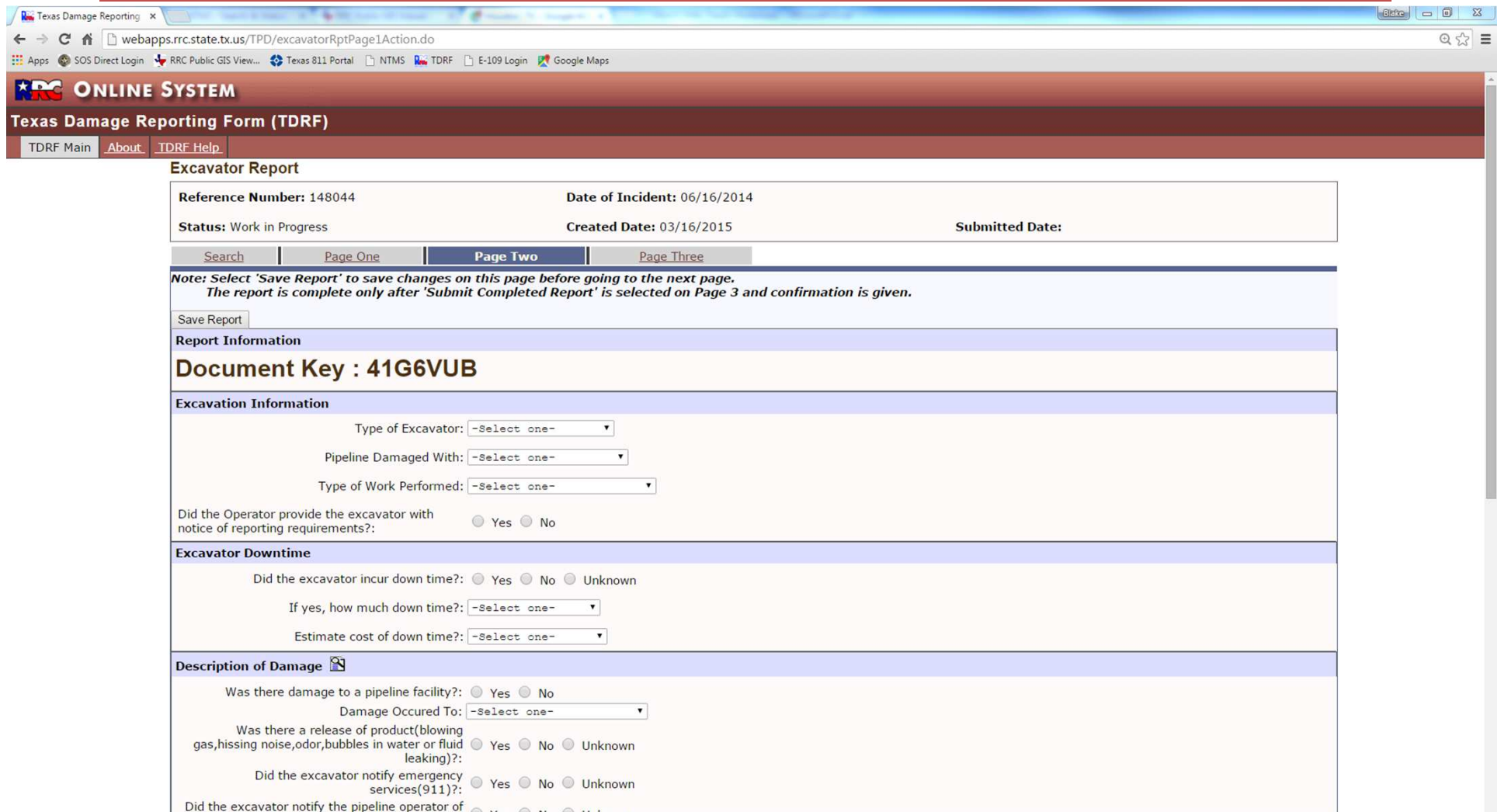
Who is providing this information?

Type of Entity: Excavator
Name of the person providing this information: Blake Rohde

It is **very important** that you write this key down. It can be used to return to this specific report if the System logs you out for any reason. If the information on screen is correct, save the report and go to **Page Two**.



Page Two contains the most questions of any page in the report.
Fill out this page of the report to the extent of your knowledge.



Texas Damage Reporting Form (TDRF)

Excavator Report

Reference Number: 148044 Date of Incident: 06/16/2014
Status: Work in Progress Created Date: 03/16/2015 Submitted Date:

Search Page One Page Two Page Three

Note: Select 'Save Report' to save changes on this page before going to the next page.
The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.

Save Report

Report Information

Document Key : 41G6VUB

Excavation Information

Type of Excavator: -Select one-
Pipeline Damaged With: -Select one-
Type of Work Performed: -Select one-

Did the Operator provide the excavator with notice of reporting requirements?: Yes No

Excavator Downtime

Did the excavator incur down time?: Yes No Unknown
If yes, how much down time?: -Select one-
Estimate cost of down time?: -Select one-

Description of Damage

Was there damage to a pipeline facility?: Yes No
Damage Occured To: -Select one-
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 Unknown
Did the excavator notify the pipeline operator of: Yes No Unknown

If you encounter a question that you are unsure how to answer,
it is perfectly all right to select the option “Unknown”.



There is no need to answer the “If yes...” questions if you selected “No” or “Unknown” to the previous question.

Damage Reporting

webapps.rrc.state.tx.us/TPD/excavatorRptPage1Action.do

Damage Occurred To:

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 Unknown

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

One Call Notification Center:

Dig Up ticket Number:

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

Did damage cause an interruption in service? Yes No Unknown

If yes, duration of interruption of service (hours): (Please Use "UNK" to denote unknown data.)

If yes, approximately how many customers were affected?: (Please Use "UNK" to denote unknown data.)

If yes, what was the estimated cost of repair or restoration?: (Please Use "UNK" to denote unknown data.)

Number of people injured: All injuries resulting from excavation damage. (Please Use "UNK" to denote unknown data.)

Type of injuries: (Please Use "UNK" to denote unknown data.)

Number fatalities: UNK (Please Use "UNK" to denote unknown data.)

Underground Pipeline Information

Company name of pipeline operator?

Type of underground pipeline facility affected?:

Pipeline is:

Pipeline Material:

Nominal Diameter of Damaged Pipe: inches

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

What product was being transported

Type of Product Transported:

**Note: You must complete all information on page one before you can save.
The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.**

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If you don't know the answer to a fillable question, put **“UNK”** in the space provided.



Finish inputting the necessary information for Page Two.

Damage Occurred To:

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 Unknown

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

One Call Notification Center:

Dig Up ticket Number:

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

Did damage cause an interruption in service? Yes No Unknown

If yes, duration of interruption of service (hours): (Please Use "UNK" to denote unknown data.)

If yes, approximately how many customers were affected?: (Please Use "UNK" to denote unknown data.)

If yes, what was the estimated cost of repair or restoration?: (Please Use "UNK" to denote unknown data.)

Number of people injured: All injuries resulting from excavation damage. (Please Use "UNK" to denote unknown data.)

Type of injuries: (Please Use "UNK" to denote unknown data.)

Number fatalities: (Please Use "UNK" to denote unknown data.)

Underground Pipeline Information

Company name of pipeline operator?

Type of underground pipeline facility affected?:

Pipeline is:

Pipeline Material:

Nominal Diameter of Damaged Pipe: inches

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

What product was being transported

Type of Product Transported:

**Note: You must complete all informationn page one before you can save.
The report is complete only after 'Submit Completed Report' is selected on Page 3 and confirmation is given.**

Save Report

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After you are done entering the information, you **must** click **Save Report** at either the top or bottom of the page to save your information.



This is what Page Three initially looks like when it loads. If the answer to the Notification of Excavation section is “No”, the page will stay this way.

Texas Damage Reporting Form (TDRF) ONLINE SYSTEM

Excavator Report

Reference Number: 148044 Date of Incident: 06/16/2014
Status: Work in Progress Created Date: 03/16/2015 Submitted Date:

Search Page One Page Two Page Three

Note: Select 'Save Report' to save changes on this page if you cannot complete the report at this time. The report is complete only after 'Submit Completed Report' is selected and confirmation is given.

Save Report Submit completed report

Report Information

Document Key : 41G6VUB

Notification of Excavation

Was the One Call Center notified prior to excavation?: Yes No

Description of Root Cause

Possible Cause?: -select one-

Explanation (only if "Other" is selected for Possible Cause):

Additional Comments:

Note: Select 'Save Report' to save changes on this page if you cannot complete the report at this time. The report is complete only after 'Submit Completed Report' is selected and confirmation is given.

Save Report Submit completed report

If you did **not** call 811 before you dug, fill out the remaining questions and go to Slide 22. Note that the two boxes on this page are freeform.



If you **did** call 811 for a locate ticket prior to digging, select “Yes” to the first question. This brings up more questions on the incident that you need to complete.

Texas Damage Reporting x

webapps.rrc.state.tx.us/TPD/excavatorRptPage3Action.do

Apps SOS Direct Login RRC Public GIS View... Texas 811 Portal NTMS TDRF E-109 Login Google Maps

RRC ONLINE SYSTEM

Texas Damage Reporting Form (TDRF)

TDRF Main About TDRF Help

Excavator Report

Reference Number: 148044 Date of Incident: 06/16/2014
Status: Work in Progress Created Date: 03/16/2015 Submitted Date:

Search Page One Page Two **Page Three**

Note: Select 'Save Report' to save changes on this page if you cannot complete the report at this time. The report is complete only after 'Submit Completed Report' is selected and confirmation is given.

Save Report Submit completed report

Report Information

Document Key : 41G6VUB

Notification of Excavation

Was the One Call Center notified prior to excavation?: Yes No

Name of One Call Notification Center:

One Call Ticket Number:

Date of Notification:

Did the excavator wait 48-hrs prior to excavating? Yes No Unknown

Did the pipeline operator provide a positive response to the first notification?: Yes No Unknown

Date of Positive Response:

Time of Positive Response: Hour(s) Minute(s) AM/PM

Did excavator make a second call to the One-Call Center?: Yes No Unknown

Reason for call:

If other, explain:

Second Notice Ticket Number?:

This is where you enter in your locate ticket.

The same rules apply to this page as did for Page Two. Answer the questions to the best of your ability, marking “Unknown” if you do not know the answer to a question.



After you are done answering the questions on Page Three, you must click **Save Report** so that the information you just input is saved to the incident.

Were Pipeline facilities marked accurately?: Yes No Unknown

If no, reason why?:

If other, explain:

Distance of inaccurate marks from pipeline?: feet inches

Was paint a type of marking used?: Yes No Unknown

Were flags a type of marking used?: Yes No Unknown

Was there another type of marking used?: Yes No Unknown

If yes, describe:

Did the excavator mark site by "White Lining"?: Yes No Unknown

Were special instructions part of the locate ticket?: Yes No Unknown

Did locator meet with excavator at time of marking?: Yes No Unknown

Were pipeline company representatives on site at the time of excavation?: Yes No Unknown

Description of Root Cause

Possible Cause?:

Explanation (only if "Other" is selected for Possible Cause):

Additional Comments:

Note: Select 'Save Report' to save changes on this page if you cannot complete the report at this time. The report is complete only after 'Submit Completed Report' is selected and confirmation is given.

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After saving, it is advised to check the other pages of the report for accuracy. After you have reviewed the report, click **Submit Completed Report**.



If there are any unanswered questions (or if anything unacceptable was entered in a blank, fillable space), the error(s) will show up at the top of Page Three. Note that the error(s) can be on **any page** of the report but only show up on Page Three.

The screenshot shows the Texas Damage Reporting Form (TDRF) online system. The page is titled "Excavator Report" and displays the following information:

- Reference Number: 148044
- Date of Incident: 06/16/2014
- Status: Work in Progress
- Created Date: 03/16/2015
- Submitted Date: (empty)

At the top of the page, there are navigation tabs for "Search", "Page One", "Page Two", and "Page Three". The "Page Three" tab is currently selected. Below the navigation tabs, there is a note: "Note: Select 'Save Report' to save changes on this page if you cannot complete the report at this time. The report is complete only after 'Submit Completed Report' is selected and confirmation is given." Below the note, there are two buttons: "Save Report" and "Submit completed report".

The "Report Information" section displays the "Document Key : 41G6VUB".

The "Notification of Excavation" section contains the following fields and options:

- Was the One Call Center notified prior to excavation?: Yes No
- Name of One Call Notification Center: Texas 811
- One Call Ticket Number: UNK
- Date of Notification: (empty)
- Did the excavator wait 48-hrs prior to excavating? Yes No Unknown
- Did the pipeline operator provide a positive response to the first notification?: Yes No Unknown
- Date of Positive Response: (empty)
- Time of Positive Response: (empty) Hour(s) (empty) Minute(s) -Select one- AM/PM
- Did excavator make a second call to the One-Call Center?: Yes No Unknown
- Reason for call: -Select one-
- If other explain: (empty)

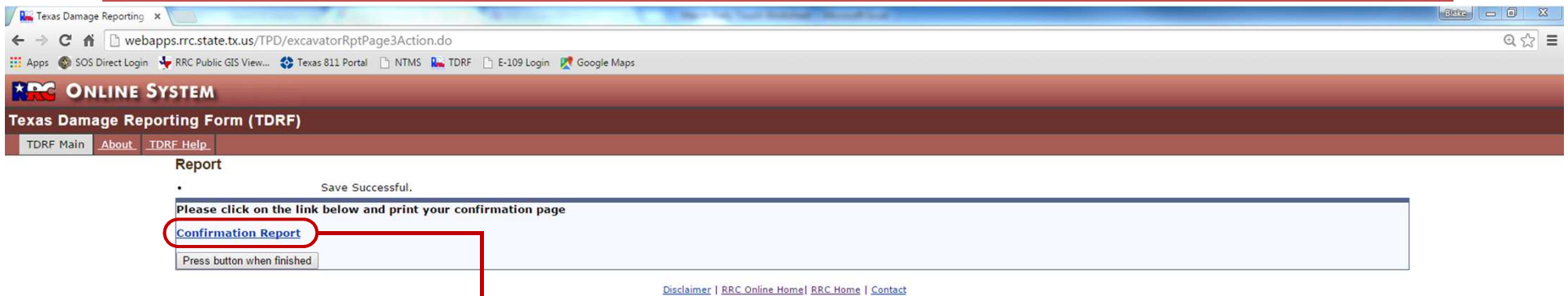
At the top of the page, there are three error messages highlighted in red:

- (Tdrf_106) Missing required value 'RIGHTOFWAY_TYPE_FIELD'.
- (Tdrf_106) Missing required value 'One Call Notification Date'.
- (Tdrf_106) Missing required value 'FAC_MARKS_CORRECT_Y_N'.

The error(s) will be highlighted in red when you check the other pages. Correct the error(s) and then return to Page Three to submit the report again. Remember that you **must save every page** before continuing to a new one.



This webpage appears when the report has been successfully submitted. If you are never directed to this page, you most likely have not submitted the report.



Click the **Confirmation Report** link to print a copy of the report that you just submitted. Keep this report for your records.



This is the first page of the printable Confirmation Damage Report. Photos and additional information can be submitted to the Commission regarding the incident.

RAILROAD COMMISSION OF TEXAS
OVERSIGHT AND SAFETY DIVISION - DAMAGE PREVENTION

TEXAS DAMAGE REPORTING FORM

Please print (and retain) this page as a confirmation of receipt of your Damage Report for the following incident:

Incident #: 97085 Reference #: 148044-1 Date: 06/16/2014 County: HARRIS

Incident Information	
City/Subdivision/Location	Houston
Street Name	6417 Hershe St
Nearest Intersection	
Latitude/Longitude	29.778460 -95.306130

Filer Information	
Company Name	CITY OF ALVARADO
Contact Name	CITY OF ALVARADO
Street Address	405 S. BAUGH
City, State Zip	ALVARADO , TX 76009
Phone	(817) 933-1105
Email	

If you have any supporting documentation to submit for this report (such as a line locate ticket, color photos, maps, etc), or the Commission contacts you for additional information, use this page as a Fax or Mailing cover sheet to convey the documents, or email your information with the incident and reference number in the Subject line to TDRFInfo@rrc.texas.gov

(Do Not FAX Photos)

FAX this page as your cover sheet and any other documents to: 512-463-7153

Page 1 of ____

OR

Mail a copy of this page and any other documents to:
Railroad Commission of Texas
DAMAGE PREVENTION
P.O. Box 12967 Austin, TX 78711-2967

If you have any questions, please contact the Pipeline Damage Prevention Program at 512-475-0512.

Email is preferred when submitting photos and additional information.

