

Texas Damage Reporting Form (TDRF) Instructions

Document Key



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 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. Enter the **Document Key** listed on the first page of this notice and click **Retrieve Report**. Page one of the Damage Report displays.
5. 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.
6. Click the **Page Two** tab. Complete all questions on this page and click the **Save Report** button.
7. Click the **Page Three** tab. Complete all questions on this page and click the **Save Report** button.
8. 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.
9. Once you have made the necessary corrections, click the **Save Report** button and then click the **Submit Completed Report** button again.
10. 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.