STATE OF MICHIGAN

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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
PUBLIC SERVICE COMMISSION

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TO: Michigan Underground Facility Owners and Operators

FROM: David J. Chislea, Manager
                Gas Operations Section
                Operations and Wholesale Markets Division

DATE: March 31, 2015

SUBJECT: Reporting of incidents involving damage to underground facilities

Public Act 174 of 2013, MISS DIG Underground Damage Prevention and Safety Act, requires that the Michigan Public Service Commission (MPSC) establish requirements for reporting incidents involving damage to underground facilities. The information that the MPSC will collect includes standard industry damage data, data unique to PA 174, and data that will assist in management of the data collection process. This data includes individuals involved in the damage and submission of information, date and location of the damage, facility and operation information, excavation information, notification and marking information, downtime, description of damages, and root cause.

Beginning April 1, 2015, the MPSC is required by PA 174 to make information regarding damages and damages related to exemptions available on its website. The MPSC requests that any underground facility owners or operators that have submitted 2014 fourth quarter data to CGA DIRT to also submit that data to the MPSC. Owner or operators who have not historically submitted to DIRT but have this data available are also requested to submit the data to the MPSC.

Beginning June 15, 2015, facility owners or operators will be required to file data involving damage to underground facilities with the MPSC using the following process:
1. Quarterly damage data shall be submitted by the 15th day of the third month following the each quarter such that first quarter data is due June 15th, second quarter data is due September 15th, third quarter data is due December 15th, and fourth quarter data is due March 15th of the following year.
2. The data shall be submitted electronically in a CSV file.
3. The CSV file shall include all required fields and the data included in the file shall be submitted in the format as outlined in the attached document.

For more information related to Public Act 174 of 2013 and the collection of data related to incidents involving damage to underground facilities, please visit the following websites:

LARA is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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- Public Act 174 of 2013,
  http://www.legislature.mi.gov/(S(tbvuyl55g13szx4524ew4i45))/documents/mcl/pdf/mcl-Act-174-of-2013.pdf
- MISS DIG Systems Inc., http://www.missdig.net/
- Common Ground Alliance, http://www.commongroundalliance.com/

Thank you for your attention to this matter. If you have any questions concerning the requested information, or if you would like the CSV file in an electronic format, please contact Cindy Creisher at (517) 284-8232 or creisherc@michigan.gov or David Chislea at (517) 284-8231 or chislead@michigan.gov.

MICHIGAN PUBLIC SERVICE COMMISSION

Manual for Reporting Incidents Involving

Damage to Underground Facilities

MICHIGAN PUBLIC SERVICE COMMISSION
Department of Licensing and Regulatory Affairs

March 2015

Contents

Introduction

Public Act Public Act 174 of 2013, MISS DIG Underground Damage Prevention and Safety Act (PA 174), requires that the Michigan Public Service Commission (MPSC) establish requirements for reporting incidents involving damage to underground facilities. The information that the MPSC will collect includes standard industry damage data, data unique to PA 174, and data that will assist in management of the data collection process. This data includes individuals involved in the damage and submission of information, date and location of the damage, facility and operation information, excavation information, notification and marking information, downtime, description of damages, and root cause.

Overview

Beginning June 15, 2015, facility owners or operators will be required to file data involving damage to underground facilities with the MPSC. Damage data will be collected on a quarterly basis by the 15th day of the third month following the each quarter as follows:

Reporting Period	Due Date
First Quarter	June 15
Second Quarter	September 15
Third Quarter	December 15
Fourth Quarter	March 15

The data shall be submitted electronically in a CSV file. This manual will assist an operator or owner in generating the quarterly underground facility damage report in a CSV file format. After the CSV file is prepared, the file will be emailed to MPSC Gas Operations Staff.

CSV File Preparation

File Layout

Column Heading	Data Type	Required
CompanyID	String	Yes
SubmitIndustry	String	Yes
SubmittingPerson	String	Yes
EventDate	Date	Yes
Address	String	Yes
NearestIntersection	String	Yes
City	String	Yes
State	String	Yes
Zip	String	Yes
County	String	Yes
Latitude	String	No
Longitude	String	No
ROWWhereOccured	String	Yes
OperationAffected	String	Yes
FacilityAffected	String	Yes
JointTrench	Boolean	No
MemberOfOneCallCenter	Boolean	No
ExcavatorName	String	Yes
ExcavatorType	String	Yes
ExcavationEquipment	String	Yes
WorkType	String	Yes
OneCallNotified	Boolean	Yes
TicketNumber	String	Yes
LocatorType	String	Yes
FacilityMarks	Boolean	Yes
FacilityMarksCorrect	Boolean	Yes
ExcavationDowntime	Boolean	No
Downtime	Number	No
EstDowntimeCost	Number	No
FacilityDamage	Boolean	Yes
InterruptionInService	Boolean	Yes
InteruptionDuration	Integer	No
CustomersAffected	Integer	No
CostOfDamage	Number	No
PeopleInjured	Integer	No
Fatalities	Integer	No
RootCause	String	Yes
RootCauseOther	String	No
AdditionalComments	String	No
StateExemption	String	Yes

Data Field Descriptions

CompanyID:

MPSC assigned identification number must be requested prior to submission of data to be included in CSV file.

SubmitIndustry:

Industry that is reporting the incident damage information. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
4	ELEC	Electric
8	ENGR	Engineer/Design
12	MFGR	Equipment Manufacturer
16	EXCV	Excavator
24	INSU	Insurance
32	LIQPIPE	Liquid Pipeline`
28	LOCA	Locator
20	NATGAS	Natural Gas
36	1CAL	One Call Center
40	PRVW	Private Water
44	PUBW	Public Works
48	RAIL	Railroad
52	ROAD	Road Builders
56	REGU	State Regulator
60	TELC	Telecommunications
99	UNKNOWN	Unknown/Other

SubmittingPerson:

Name of person that is reporting the incident damage information.

EventDate:

Enter the date that the damage occurred in MM/DD/YYYY format.

Address:

Enter the street address where the damage occurred.

NearestIntersection:

Enter the nearest major street intersection to the location where the damage occurred.

City:

Enter the name of the city or township where the damage occurred.

State:

Enter MI or Michigan.

Zip:

Enter the zip code where the damage occurred.

County:

Enter the county where the damage occurred. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
26001	MIALCO	MI-Alcona
26003	MIALGE	MI-Alger
26005	MIALLE	MI-Allegan
26007	MIALPE	MI-Alpena
26009	MIANTR	MI-Antrim
26011	MIAREN	MI-Arenac
26013	MIBARA	MI-Baraga
26015	MIBARR	MI-Barry
26017	MIBAY	MI-Bay
26019	MIBENZ	MI-Benzie
26021	MIBERR	MI-Berrien
26023	MIBRAN	MI-Branch
26025	MICALH	MI-Calhoun
26027	MICASS	MI-Cass
26029	MICHAR	MI-Charlevoix
26031	MICHEB	MI-Cheboygan
26033	MICHIP	MI-Chippewa
26035	MICLAR	MI-Clare
26037	MICLIN	MI-Clinton
26039	MICRAW	MI-Crawford
26041	MIDELT	MI-Delta
26043	MIDICK	MI-Dickinson
26045	MIEATO	MI-Eaton
26047	MIEMME	MI-Emmet
26049	MIGENE	MI-Genesee
26051	MIGLAD	MI-Gladwin
26053	MIGOGE	MI-Gogebic
26055	MIGRAN	MI-Grand Traverse
26057	MIGRAT	MI-Gratiot
26059	MIHILL	MI-Hillsdale
26061	MIHOUG	MI-Houghton

26063	MIHURO	MI-Huron
26065	MIINGH	MI-Ingham
26067	MIIONI	MI-Ionia
26069	MIIOSC	MI-Iosco
26071	MIIRON	MI-Iron
26073	MIISAB	MI-Isabella
26075	MIJACK	MI-Jackson
26077	MIKALA	MI-Kalamazoo
26079	MIKALK	MI-Kalkaska
26081	MIKENT	MI-Kent
26083	MIKEWE	MI-Keweenaw
26085	MILAKE	MI-Lake
26087	MILAPE	MI-Lapeer
26089	MILEEL	MI-Leelanau
26091	MILENA	MI-Lenawee
26093	MILIVI	MI-Livingston
26095	MILUCE	MI-Luce
26097	MIMACK	MI-Mackinac
26099	MIMACO	MI-Macomb
26101	MIMANI	MI-Manistee
26103	MIMARQ	MI-Marquette
26105	MIMASO	MI-Mason
26107	MIMECO	MI-Mecosta
26109	MIMENO	MI-Menominee
26111	MIMIDL	MI-Midland
26113	MIMISS	MI-Missaukee
26115	MIMONR	MI-Monroe
26117	MIMONC	MI-Montcalm
26119	MIMONM	MI-Montmorency
26121	MIMUSK	MI-Muskegon
26123	MINEWA	MI-Newaygo
26125	MIOAKL	MI-Oakland
26127	MIOCEA	MI-Oceana
26129	MIOGEM	MI-Ogemaw
26131	MIONTO	MI-Ontonagon
26133	MIOSCE	MI-Osceola
26135	MIOSCO	MI-Oscoda
26137	MIOTSE	MI-Otsego
26139	MIOTTA	MI-Ottawa
26141	MIPRES	MI-Presque Isle
26143	MIROSC	MI-Roscommon
26145	MISAGI	MI-Saginaw
26151	MISANI	MI-Sanilac
26153	MISCHO	MI-Schoolcraft
26155	MISHIA	MI-Shiawassee
26147	MISTCL	MI-St. Clair
26149	MISTJO	MI-St. Joseph
26157	MITUSC	MI-Tuscola

26159	MIVANB	MI-Van Buren
26161	MIWASH	MI-Washtenaw
26163	MIWAYN	MI-Wayne
26165	MIWEXF	MI-Wexford

Latitude:

Enter the latitude where the damage occurred.

Longitude:

Enter the longitude where the damage occurred.

ROWWhereOccured:

Enter the Right of Way where the damage occurred. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	CITYST	Public - City Street
2	STHWY	Public - State Highway
8	PUBCR	Public - County Road
7	PUBIH	Public - Interstate Highway
9	PUBOTH	Public - Other
3	LANDOWN	Private - Land Owner
4	BIZ	Private - Business
10	PRVEAS	Private Easement
6	PIPE	Pipeline
13	PWRTRNS	Power/Transmission Line
5	RAIL	Railroad
11	DPUE	Dedicated Public Utility Easement
12	FEDLND	Federal Land
98	NOTCOL	Data Not Collected
99	UNKNOWN	Unknown/Other

OperationAffected:

Enter the type of facility operation that was damaged. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	CATV	Cable TV
2	ELECTRIC	Electric
3	NATGAS	Natural Gas
4	LIQPIPE	Liquid Pipeline
5	SEWER	Sewer (Sanitary/Storm)
6	STEAM	Steam
7	TELECOM	Telecommunications

8	WATER	Water
99	UNKNOWN	Unknown/Other

FacilityAffected:

Enter the type of facility that was damaged. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	DISTRIBUTION	Distribution
2	GATHERING	Gathering
3	SERVICEDROP	Service/Drop
4	TRANSMISSION	Transmission
99	UNKNOWN	Unknown/Other

JointTrench:

Indicate if the facility was part of a joint trench. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

MemberOfOneCallCenter:

Indicate if the facility owner was a member of MISS DIG. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

ExcavatorName:

Enter the name of the excavator.

ExcavatorType:

Enter the type of excavator involved in the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	CONTRACTOR	Contractor
2	COUNTY	County
9	DEVELOPER	Developer
3	FARMER	Farmer

4	MUNICIPALITY	Municipality
5	OCCUPANT	Occupant
6	RAILROAD	Railroad
7	STATE	State
8	UTILITY	Utility
98	NOTCOLLECTED	Data Not Collected
99	UNKNOWN	Unknown/Other

ExcavationEquipment:

Enter the type of excavation equipment involved in the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	AUGER	Auger
2	BACKHOE	Backhoe/Trackhoe
3	BORING	Boring
4	DRILLING	Drilling
5	DIRECTIONAL	Directional Drilling
6	EXPLOSIVES	Explosives
12	FARMEQUIP	Farm Equipment
7	GRADESCRAPE	Grader/Scraper
8	HANDTOOLS	Hand Tools
13	MILLINGEQUIP	Milling Equipment
10	PROBING	Probing Device
11	TRENCHER	Trencher
9	VACUUM	Vacuum Equipment
98	NOTCOLLECTED	Data Not Collected
99	UNKNOWN	Unknown/Other

WorkType:

Enter the type of work being performed at the time of the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	AGRICULTURE	Agriculture
3	CATV	Cable TV
5	CURBSIDEWALK	Curb/Sidewalk
4	CONSTRUCTION	Bldg. Construction
6	DEMOLITION	Bldg. Demolition
7	DRAINAGE	Drainage
8	DRIVEWAY	Driveway
9	ELECTRIC	Electric
10	ENGINEERING	Engineering/Surveying
11	FENCING	Fencing
15	GRADING	Grading

13	IRRIGATION	Irrigation
14	LANDSCAPING	Landscaping
31	LIQPIPE	Liquid Pipeline
32	MILLING	Milling
12	NATGAS	Natural Gas
16	POLE	Pole
17	TRANSAUTH	Public Transit Authority
18	RAILROAD	Railroad Maintenance
19	ROADWORK	Road Work
20	SEWER	Sewer (Sanitary/Storm)
21	SITEDEVEL	Site Development
22	STEAM	Steam
23	STORMDRAIN	Storm Drain/Culvert
24	STREETLIGHT	Street Light
25	TELECOM	Telecommunications
26	TRAFSIGNAL	Traffic Signal
27	TRAFSIGN	Traffic Sign
29	WATER	Water
30	WATER_WAY	Waterway Improvement
98	NOTCOLLECTED	Data Not Collected
99	UNKNOWN	Unknown/Other

OneCallNotified:

Indicate if notification of the excavation or blasting activity was provided to MISS DIG through a locate request submission. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

TicketNumber:

If known, enter the MISS DIG ticket number.

LocatorType:

Enter the type of locator that completed the locate request. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	UTILITYOWNER	Utility Owner
2	CONTRACTLOC	Contract Locator
98	NOTCOLLECTED	Data Not Collected
99	UNKNOWN	Unknown/Other

FacilityMarks:

Indicate if facility marks were visible in the area of the excavation. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes
-1	NOTCOL		Data Not collected	
-2	UNKNOWN		Unknown/Other	

FacilityMarksCorrect:

Indicate if facilities were marked correctly. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

ExcavationDowntime:

Indicate if excavator incurred down time related to the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

Downtime:

Enter the downtime in hours that the excavator incurred as a result of the facility damage.
EstDowntimeCost:

Enter the cost in dollars of the downtime that the excavator incurred as a result of the facility damage. Use exact cost if known.

FacilityDamage:
Indicate if the facility was damaged. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

InterruptionInService:

Indicate if the facility damage resulted in an interruption in service. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

InterruptionDuration:

Enter the duration of the service interruption related to the facility damage in hours.

CustomersAffected:

Enter the number of customers affected by the service interruption related to the facility damage.

CostOfDamage:

Enter the cost in dollars to repair facility damage and restore service.

PeopleInjured:

Enter the number of people injured related to the facility damage.

Fatalities:

Enter the number fatalities related to the facility damage.

RootCause:

Enter the root cause of the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
7	NOLOCATEREQ	No notification made to the one-call center
14	INSUFCALL	Notification to one-call center made but not sufficient
12	WRONGINFO	Wrong information provided
9	NOTFOUND	Facility could not be found/located
4	INSUFMARKING	Facility marking or location not sufficient
1	NOTLOCATED	Facility was not located or marked
11	BADMAP	Incorrect facility records/maps
19	EXCLEARANCE	Failure to maintain clearance
20	EXMARKS	Failure to maintain the marks
21	EXSUPPORT	Failure to support exposed facilities
22	EXHANDTOOL	Failure to use hand tools where required
23	EXTESTHOLE	Failure to verify location by test-hole (pot-holing)
24	EXBACKFILL	Improper backfilling
6	CALLCENTER	One-Call notification center error

10	ABANDONED	Abandoned facility
13	DETERIORATED	Deteriorated facility
16	PREVDAMAGE	Previous damage
98	NOTCOL	Data Not Collected
99	OTHER	Other

RootCauseOther:

If RootCause was entered as Other, enter a description of the cause of the facility damage.

AdditionalComments:

Enter additional comments related to this facility damage.

StateExemption:

Indicate the exemption to the requirement for notification or marking related to excavation or blasting activities. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values. For further detail regarding exemptions, refer to Public Act 174 of 2013, MISS DIG Underground Damage Prevention and Safety Act.

ID	Abbreviation	Description
0	NONE	No exemption
1	FARM	Certain activities performed in the course of farming operations
2	POST	Replacement of fence post, sign post, or guardrail in existing position
3	GRAVE	Excavation at a grave site in a cemetery
4	LANDFILL	Excavation within a landfill unit
5	RAIL	Certain activities conducted by railroad employees or contractors
6	ROAD	Roadway maintenance
7	MDOT	Marking of facility by MDOT
8	DRAIN	Marking of facility by county drain commission