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STATE OF MICHIGAN
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
Energy Operations Division

DATE: September 9, 2019

SUBJECT: Updated reporting requirements for incidents involving damage to underground facilities

Public Act 174 of 2013, MISS DIG Underground Damage Prevention and Safety Act, and R 460.40 require that the Michigan Public Service Commission (MPSC) establish requirements for reporting incidents involving damage to underground facilities. Due to the recent updates in the 2018 CGA DIRT form, the CSV file for submission has been updated to reflect those changes.

For incidents involving damage occurring on or after January 1, 2020, facility owners or operators will be required to file data involving damage to underground facilities using the new report format using the following process:

1. Quarterly damage data shall be submitted by the 15th day of the second month following the each quarter such that first quarter data is due May 15th, second quarter data is due August 15th, third quarter data is due November 15th, and fourth quarter data is due February 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 manual for reporting data to the MPSC. The CSV file template can be found at www.michigan.gov/mpsc.
4. After CSV file is prepared, the file will be emailed to LARA-MPSC-Operations@michigan.gov.

Thank you for your attention to this matter. If you have any questions concerning the requested information, please contact Cindy Creisher at 517-284-8232 or creisher@michigan.gov.

Enclosures:

Damage Reporting Manual
Damage Prevention Contact Information form
CSV File Template
CSV File Preparation September 2019 Redline
DIRT User's Guide

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