TR 2010-02 – Updating Chapter 9

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Final Practice Wording to Appear in Best Practices Version 12.0**

WORDING APPROVED BY BEST PRACTICES COMMITTEE (03/11/2014)
Proposed New Best Practice Wording and Modifications

The following addition was approved by the Best Practices Committee in order to provide an introduction of the chapter:

Section NEW	Introduction		Review Suggestion / Proposals
Introductory			**Best Practices Associated with Reporting damage, near Miss, and Incident Data.** **The following best practices related to reporting damage prevention data were reviewed by the CGA's data Reporting & Evaluation Committee (DR&EC). Under each particular best practice is a partial list of examples identified during the creation of that best practice. Understanding this is a partial list, it should be recognized that other options may be available.** **From a national data perspective, CGA Stakeholders recognize the CGA DIRT tool as the most beneficial source currently available for nationwide data regarding damages, near misses and incident data.**

The following modifications were approved to Chapter 9 in effort to make the document current:

Section	Best Practice 7.0 2010	Best Practice 10.0 2013	Review Suggestion / Proposals
9-2	**Standardized Information Is Reported.** The requested data is standardized and consists of minimum essential information that can be analyzed to determine what events could, or did, lead to a damaged facility. This means that collected data should include damage information, downtime and near-misses.	**Standardized Information Is Reported Practice Statement:** The requested data is standardized and consists of minimum essential information that can be analyzed to determine what events could, or did, lead to a damaged facility. This means that collected data includes damage information, downtime, and near misses.	**Standardized Information Is Reported By All Stakeholders.** The requested data is standardized and consists {~~minimum~~} of essential information that can be analyzed to determine what events could, or did, lead to a damaged facility. This means that collected data includes damage information, downtime, and near misses. All stakeholders submit the same damage, near miss and downtime data via simple answers and check boxes. (Refer to Appendix C for example Form)
9-6	**A Standardized Form Is Adapted.** A standardized form is adopted and distributed to all facility owners/operators, locators, excavators, and other appropriate stakeholders. (**Refer to Appendix C for Sample Form**)	**A Standardized Form Is Adopted** A standardized form is adopted and distributed to all facility owners/operators, locators, excavators, and other appropriate stakeholders. **(Refer to Appendix C for a sample form)**	**Proposed wording:** **A Standardized Form Is Adopted** A standardized form which includes the mandatory DIRT fields is adopted and distributed to all facility owners/operators, locators, excavators, and other appropriate stakeholders. **(Refer to Appendix C for an example form)** **Add Reference NC811 DIRT Lite Form** **PA PDD (PA Damage Database)** **Remove Reference:** **PennSAFE Bureau Department of Labor and Industry** ***Team is reviewing additional states that have a similar practice to determine if they should be referenced. (VT, IL, VA and MD)***
9-7	**The Form Is Simple.** Data is reported using a simple, standardized	**The Form Is Simple.** Data is reported using a simple, standardized	**Proposed wording:** Data is reported using a simple, standardized form. By limiting the

	form. By limiting the number of hand-written responses, the information is easy to complete. Check boxes or other simple answering techniques help the person reporting the information and make the evaluation process easier. (**Refer to Appendix C for Sample Form**)	form. By limiting the number of hand-written responses, the information is easy to complete. Check-boxes or other simple answering techniques help the person reporting the information and make the evaluation process easier. **(Refer to Appendix C for Sample Form)**	number of hand-written responses, the information is easy to complete. Check-boxes or other simple answering techniques help the person reporting the information and make the evaluation process easier. **(Refer to Appendix C for example Form)** **Add Reference** **NC811 DIRT Lite Form** **PA PDD (PA Damage Database)** **Remove Reference:** **PennSAFE Bureau Department of Labor and Industry** ***Team is reviewing additional states that have a similar practice to determine if they should be referenced. (VT, IL, VA and MD)*** ***Side note: extensive discussion regarding the term hand-written concluded that free form boxes were the same as hand-written and should not be modified.***
9-10	**The Form Is One Page.** If possible, the form is limited to one page.	**The Form Is One Page.** If possible, the form is limited to one page.	**Suggest to remove section.** *(Technical Writer to recommend numbering change – if any)*
9-12	**An Organization Is Identified To Receive The Information.** A centralized and independent organization is identified to receive and process completed forms.	**An Organization Is Identified To Receive The Information.** A centralized and independent organization is identified to receive and process completed forms.	**Proposed wording:** A centralized and independent organization is identified to receive and process completed forms. DIRT is currently recognized as the national repository for housing damage data. All stakeholders submit damage, near miss and downtime data via simple answers and check boxes. (Refer to Appendix C for example Form)
9-14	**An Organization Evaluates The Data** A centralized and independent organization, such as a Damage Prevention Committee, is	**An Organization Evaluates The Data.** A centralized and independent organization, such as a Damage Prevention	**An Organization Evaluates The Data.** A centralized and independent organization, such as the **Data Reporting and Evaluation** committee, is identified to evaluate

	identified to evaluate the completed forms and publish the data.	Committee, is identified to evaluate the completed forms and publish the data.	the completed forms and publish the data.
9-15	**The Organization Has Representatives From All Stakeholders.** The Damage Prevention Committee, with representation from all interested stakeholders, is utilized to assist in the evaluation process.	**The Organization Has Representation From All Stakeholders.** The Damage Prevention Committee, with representation from all interested stakeholders, is utilized to assist in the evaluation process.	**The Organization Has Representation From All Stakeholders.** **An organization such as the Data Reporting and Evaluation** committee, with representation from all interested stakeholders, is utilized to assist in the evaluation process. **To be consistent with 9-14.**
9-17	**Data Is Used To Elevate Underground Damage Awareness.** The reported data is not primarily used to penalized or punish; rather, it is used to elevate underground damage awareness through recommended training and education.	**Data Is Used To Elevate Underground Damage Awareness.** The reported data is not primarily used to penalized or punish; rather, it is used to elevate underground damage awareness through recommended training and education.	**Data Is Used To Promote Underground Damage Awareness.** The reported data is not ~~primarily~~ used to penalize or punish; rather, it is used to promote underground damage awareness through recommended training and education.
9-19	**Root Causes Are Identified.** Root causes of damages or near damages are identified.	**Root Causes Are Identified.** Root causes of damages or near damages are identified.	**Root Causes Are Identified.** Root causes of events are identified.