

Instructions for State Form 54909, Damage Information Request

Filling in the Form

Fill out as much information as you can. If you cannot answer a question, please leave it blank.

Providing Additional Information

If you have pictures or documentation, please submit those in addition to the completed form. Additional documentation may include, but is not limited to, the following:

- Color photographs:
 - Pictures taken after the underground facilities have been located. Include pictures that show locate descriptions of underground facilities.
 - Pictures taken after the excavation or demolition was completed, including the damage.
 - Pictures that include measurements or otherwise indicate depth and tolerance zone distance.
- Indiana 811 tickets:
 - Your valid locate ticket for the area you were working in when damage occurred.
 - Your damage ticket.
- Any maps or drawings to help explain what happened in your case.
- Any internal damage reports that would help explain what happened in your case.

Sending the Form and Additional Information

Email

- Send to: PipelineDamageCase@urc.in.gov
- Include the case number in the subject line of the email.
- There is a 5MB cap to the size of emails the IURC can receive. If needed, please feel free to divide your response into multiple emails to get around the size of file cap.
- You will receive an auto-reply when the email is received. If you do not receive this auto-reply (sometimes received in a SPAM folder), your response was not received.

Mail

- Send to: Indiana Utility Regulatory Commission
Pipeline Safety Division - Case Number _____
101 West Washington Street, 1500E
Indianapolis, IN 46204
- Include your case number in the mailing address on the envelope.

Fax

- Send to: (317) 233-2410
- Include your case number on a cover sheet or on the first page of your submission.