

# TRAINING AND OVERVIEW FOR REPORTERS OF PROBABLE VIOLATIONS



## GUFPA DOCUMENT AND WORKFLOW DATABASE

Facilities Protection Staff

# Already Registered? LOG IN!

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- ☐ Address for the site of the GUFPA Database:

<http://gufpa.psc.state.ga.us/>

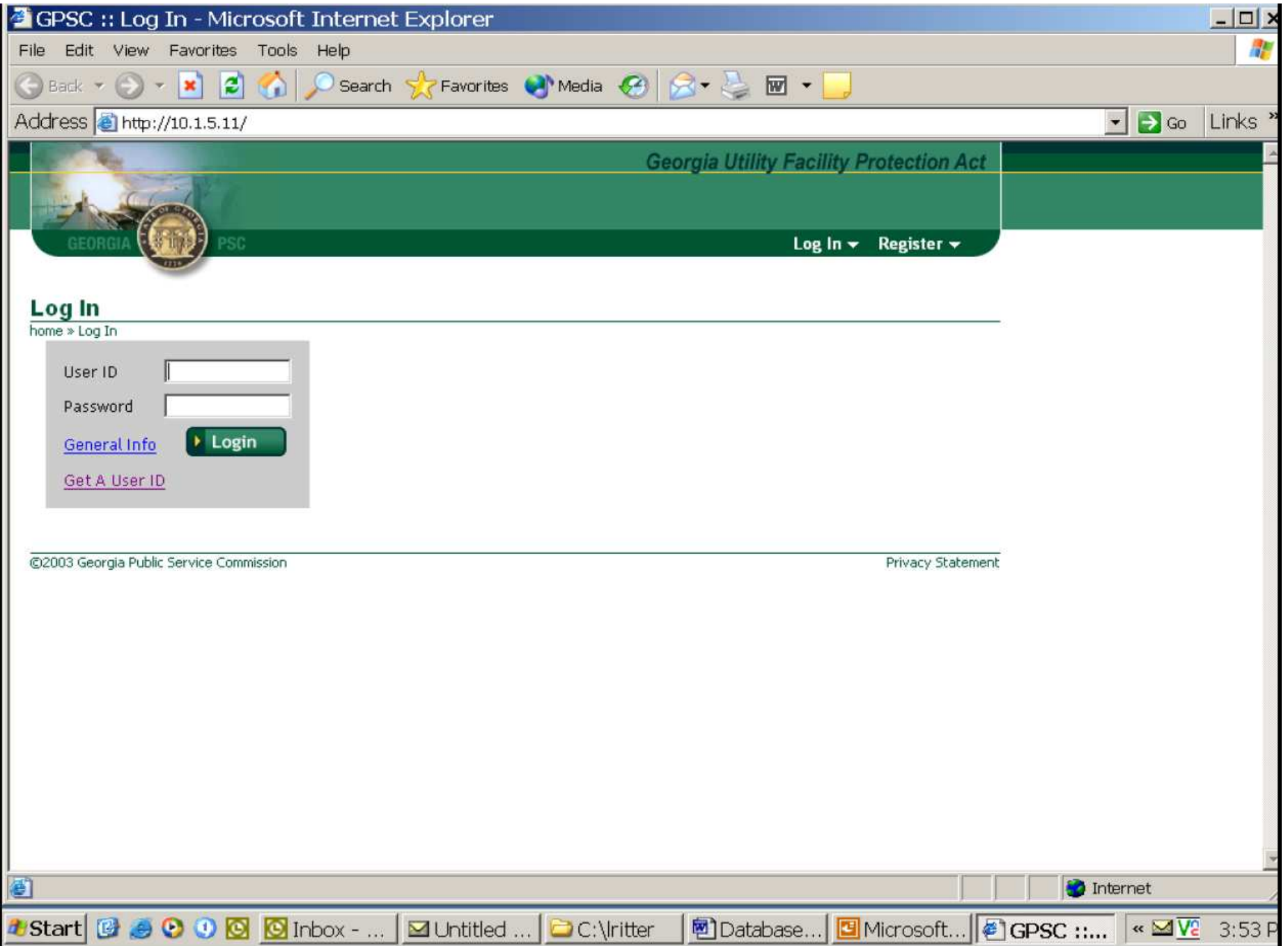
Click on “Facilities Protection”

Click on “GUFPA Violation Reporting System”

- ☐ Enter User I.D.
- ☐ Enter Password.

Takes you to the Probable Violation Report screen in order to submit a damage report/probable violation





# THE PROCESS FLOW OF A CASE SUBMITTED TO THE FACILITIES PROTECTION STAFF

## HOW TO SUBMIT A PVR

- REPORT DATE - automatically populated with the date that the report is submitted.
- REPORTER/COMPANY – Name of the company submitting the damage report/probable violation.
- REPORTER/CONTACT – GUFPA Staff's "Main Point of Contact" at the reporting company.
- REPORTER/MAILING ADDRESS – Street address of the reporter and where all correspondence from GUFPA will be sent.
- REPORTER/PHONE – Telephone number of the reporter/Main Point of Contact.
- REPORTER/CITY – Reporter City
- REPORTER/STATE – Reporter State
- REPORTER/ZIP – Reporter Zip Code





# THE PROCESS FLOW OF A CASE SUBMITTED TO THE FACILITIES PROTECTION STAFF

## HOW TO SUBMIT A PVR, continued...

- MATERIAL TYPE – (Required Field)  
Drop-down box to select material type of the facility which was damaged, i.e., plastic, steel, etc.
- SIZE – Populate the size of the facility which was damaged, i.e., 5/8-inch, 2-inch, 24 pair, 4/0, etc.
- PRESSURE – Examples: MHP, etc.
- UTILITY LINE FUNCTION – (Required Field)  
Drop-down box to select Utility Line Function of the facility which was damaged, i.e., main, service, primary, secondary, etc.
- NUMBER OF CUSTOMERS AFFECTED – number of customers out of service due to the damaged facility
- REPAIR COST – Cost incurred to repair the damaged facility
- MECH. EQUIP. – Type of mechanized equipment being used when damaged occurred, i.e., backhoe, trencher, bobcat, etc.
- NATURE OF EXCAVATION – What type of excavation was being performed by the excavator when the damage occurred, i.e., installing water line, installing sewer line, landscaping, etc.



# THE PROCESS FLOW OF A CASE SUBMITTED TO THE FACILITIES PROTECTION STAFF

## HOW TO SUBMIT A PVR, continued...

- PROBABLE VIOLATOR/NAME – Name of the company responsible for causing damage to the facility.
- PROBABLE VIOLATOR/CONTACT - Name of the main point of contact at the company responsible for the damage.
- PROBABLE VIOLATOR/ADDRESS – Street address of the company responsible for causing the damage and the address where all correspondence from GUFPA will be sent.
- PROBABLE VIOLATOR/PHONE – Telephone number of the probable violator main point of contact.
- PROBABLE VIOLATOR/CITY – City
- PROBABLE VIOLATOR/STATE – State
- PROBABLE VIOLATOR/ZIP - Zip Code



# THE PROCESS FLOW OF A CASE SUBMITTED TO THE FACILITIES PROTECTION STAFF

## HOW TO SUBMIT A PVR, continued...

- INCIDENT DATE – (Required Field)  
Date the damage/incident/probable violation occurred.
- INCIDENT ADDRESS – (Required Field)  
Street address where the damage/incident/probable violation occurred.
- INCIDENT CITY – (Required Field) City  
where the damage/incident/probable violation occurred.
- INCIDENT COUNTY – (Required Field)  
County where the damage/incident/probable violation occurred.
- FACILITY TYPE – (Required Field) Drop-down box to select facility type, i.e., gas, phone, CATV, electric, etc.
- WAS FACILITY LOCATED – (Required Field) N/A, Yes, No
- WERE LOCATE MARKS WITHIN 24 INCHES – (Required Field) N/A, Yes, No





# THE PROCESS FLOW OF A CASE SUBMITTED TO THE FACILITIES PROTECTION STAFF

## HOW TO SUBMIT A PVR, continued...

- LOCATE # - (This field required unless violation advises that probable violator did not request a locate. Format of field is 12345-123-123). Ticket number of the locate requested for the work being performed at the time of the incident/damage/probable violation.
- FAC OWNER – Company name of facility owner.
- FAC CONTACT – Name of the point of contact for the facility owner in the region/district where the damage occurred.
- PHONE – Telephone number of the point of contact for the facility owner in the region/district where the damage occurred.
- EXCAVATOR – Company name of the excavator
- EXCAVATOR CONTACT – Name of the main point of contact at the excavating company.
- PHONE – Telephone number of the main point of contact at the excavating company.
- LOCATOR – Name of the company responsible for performing the locate.
- LOCATOR CONTACT – Name of the main point of contact at the locate company.
- PHONE – Telephone number of the main point of contact at the locate company.



**Facility Contact and Phone entered in this section will be the point of contact in the field from the region/district where the incident occurred.**



# THE PROCESS FLOW OF A CASE SUBMITTED TO THE FACILITIES PROTECTION STAFF

## HOW TO SUBMIT A PVR, continued...

- DESCRIPTION – Enter a detailed description of the damage.

Example: While excavating to install a drainpipe, XYZ Water & Sewer Company struck and damaged a 5/8-inch gas service line. The incident occurred as they were excavating with a trencher. No locate was requested for the work being performed.




- SUBMIT TO SAVE THE RECORD.**
- RECEIVE CONFIRMATION NUMBER.**
- To enter another report of damage during this session, click on “PVR Report” at the top of the screen.

Back Forward Stop Home Search Favorites Media RSS Print Mail New Window

Address <http://10.1.5.11/pnewcase.asp> Go Lin

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**Georgia Utility Facility Protection Act**

Cases ▾ PVR Report ▾ User ▾ Log Out ▾

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## Probable Violation Report

home » PV Report

Report Date: 8/20/2003

**Reporter:**

Company: East Side Digging \* Contact: Joe Public

Mailing Address: 1234 Left Lane Phone: 404 111-2222

City: Atlanta State: GA Zip: 30096

Material Type \* Size (Diameter/Voltage/Pairs/etc.) Pressure(PSIG/INCHES)

Utility Line Function \* Number of Customer Affected Repair Cost

Mech. Equip Nature of Excavation

**Probable Violator:**

Name: \* Contact:

Address: Phone:

City: State: GA Zip:

Internet

Start [Icons] Inbox - ... Untitled ... C:\litter Database... Microsoft... GPSC :... 4:

Slide 1 of 2  
PVR Screen

Locate #:

FAC Owner:  FAC Contact:  Phone:

Excavator:  Excavator Contact:  Phone:

Locator:  Locator Contact:  Phone:

Description:

\* Denotes required fields.

### Violations

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">25-9-12</a> Failure to meet emergency excavation notice requirement (false emergencies)                        | <input type="checkbox"/> <a href="#">25-9-5(a)</a> Failure of a facility owner/operator to become member of UPC                                       |
| <input type="checkbox"/> <a href="#">25-9-6(a)</a> Failure to contact the UPC before commencing excavation or blasting with mechanized equipment    | <input type="checkbox"/> <a href="#">25-9-6(a)</a> Failure to wait 48 hours after, contacting the UPC, before beginning excavation                    |
| <input type="checkbox"/> <a href="#">25-9-6(a)</a> Failure to describe the proposed site with sufficient particularity as defined by UPC policy     | <input type="checkbox"/> <a href="#">25-9-6(a)(3)</a> Failure to describe the type of blasting or excavating to be engaged in by the person           |
| <input type="checkbox"/> <a href="#">25-9-6(b)</a> Failure to mark the route or boundary of excavation or schedule onsite meeting for clarification | <input type="checkbox"/> <a href="#">25-9-6(c)</a> Failure to submit a request for re-stake if excavation will continue beyond 21 calendar days       |
| <input type="checkbox"/> <a href="#">25-9-6(d)</a> Unnecessary locate requests unless the repeated requests are required for excavation to continue | <input type="checkbox"/> <a href="#">25-9-6(e)</a> Failure to notify the UPC when a locate request is modified to include blasting                    |
| <input type="checkbox"/> <a href="#">25-9-6(e)</a> Failure of a facility owner to respond within 24 hours to a request modified to include blasting | <input type="checkbox"/> <a href="#">25-9-6(f)</a> Failure of person planning excavation or blasting to ensure all requirements of the GUFPA followed |
| <input type="checkbox"/> <a href="#">25-9-7(a)</a> Failure of a facility owner/operator to  | <input type="checkbox"/> <a href="#">25-9-7(h)</a> Failure of a facility owner/operator to respond to the Georgia Ticket Information                  |

**Slide 2 of 2  
PVR Screen**




GPSC :: Cases - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://10.1.5.11/cases.asp?Action=filter&iStep=31> Go Links

**Georgia Utility Facility Protection Act**

GEORGIA  PSC Cases PVR Report User Log Out

### Cases

home »

Total Record: 71

Ref Number Search  Search

Case No.	Ref No.	Docket No.	Report Date	Report #	Status
03-01330	<a href="#">7302003829-89-jpublic</a>	17895-U	1/28/2003	BC03-166	Case Placed on Telecom Committee Agenda
03-00875	<a href="#">73020031038-90-jpublic</a>		7/30/2003	LR03-015	Send Discovery Letter
N/A	<a href="#">73020031052-91-jpublic</a>		7/30/2003	N/A	Case Submitted
03-00883	<a href="#">73020031053-92-jpublic</a>		7/30/2003	LR03-023	Send Consent Agreement(Fine Only)
N/A	<a href="#">73120031030-93-jpublic</a>		7/31/2003	N/A	PV Report Received
N/A	<a href="#">7312003118-94-jpublic</a>		7/31/2003	N/A	No Process Started
N/A	<a href="#">7312003149-95-jpublic</a>		7/31/2003	N/A	PV Report Received
03-00860A	<a href="#">842003914-96-jpublic</a>		8/4/2003	LR03-001	Process Hold Cancelled
03-00866	<a href="#">852003954-97-jpublic</a>		8/5/2003	LR03-007	Send Consent Agreement(Fine + Training)
N/A	<a href="#">8620031234-99-jpublic</a>		8/6/2003	N/A	Case Submitted

Done Internet


This is an example of the "Cases Screen" utilized by reporters of probable violations. All registered users will have access to this screen in order to view the status of their company's submissions of probable violations.

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS

Address <http://167.192.8.16/cases.asp?Action=filter&iStep=51> Go Links »

**Georgia Utility Facility Protection Act**

GEORGIA  PSC Cases ▾ PVR Report ▾ User ▾ Log Out ▾

### Cases

home »

Total Record: 72

Ref Number Search  Search

<u>Case No.</u>	<u>Ref No.</u>	<u>Docket No.</u>	<u>Report Date</u>	<u>Report #</u>	<u>Status</u>
N/A	<a href="#">81120031531-214-jpublic</a>		8/11/2003	N/A	Case Submitted
N/A	<a href="#">81220031315-219-jpublic</a>		8/12/2003	N/A	Case Submitted
03-00222	<a href="#">81320031437-334-jpublic</a>		8/13/2003	BC03-001	GPSC Decision: Final Order Issued
N/A	<a href="#">8132003158-336-jpublic</a>		8/13/2003	N/A	Case Submitted
N/A	<a href="#">81420031639-406-jpublic</a>		8/14/2003	N/A	Case Submitted
N/A	<a href="#">8152003117-431-jpublic</a>		8/15/2003	N/A	Send Consent Agreement(Fine + Training)
N/A	<a href="#">81520031145-434-jpublic</a>		8/15/2003	N/A	Send Info Letter
N/A	<a href="#">8182003116-471-JPUBLIC</a>		8/18/2003	N/A	Case Submitted
N/A	<a href="#">81820031127-472-jpublic</a>		8/18/2003	N/A	Case Submitted
N/A	<a href="#">81820031133-473-jpublic</a>		8/18/2003	N/A	Case Submitted

<< Prev 1 2 3 4 5 6 7 8 next >>

Internet

To view or print a copy of a previously submitted probable violation, select and click on the reference number.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Word

Address <http://167.192.8.16/pubcasedetail.asp?CaseId=334&refnum=81320031437-334-jpublic> Go Link

GEORGIA PSC Cases PVR Report User Log Out

### Case Detail

home » Case Detail 334

INCIDENT DATE:	8/12/2003
INCIDENT ADDRESS:	404 Downtown Street, Atlanta
FACILITY TYPE:	Gas
SIZE:	5/8-inch
MATERIAL TYPE:	Plastic
UTILITY LINE FUNCTION :	Service
MECHANIZED EQPT.	Backhoe
LOCATE CO. NAME:	None
LOCATE NUMBER:	
WAS FACILITY LOCATED:	Yes
MARKS WITHIN 24inches:	Yes
REPORTING COMPANY:	All Good City Utilities
CONTACT NAME:	Joe Public
CONTACT NUMBER:	404 111-2222
MAILING ADDRESS:	1234 Left Lane
CITY, STATE, ZIP:	Atlanta, GA, 30096
CUSTOMERS AFFECTED:	
REPAIR COST:	585
VIOLATOR CO. NAME:	BoBo's Septic Tank
CONTACT NAME:	BoBo
CONTACT NUMBER:	404 222-1111
MAILING ADDRESS:	4321 Right Lane
CITY, STATE, ZIP:	Atlanta, GA, 30096

Done Internet

C:\Iritter\GUFPA CASE STATUS\SCENARIOS

Example of a probable  
violation/damage report  
submitted by a reporter  
Page 1 of 2



LOCATE CO. NAME:	None
LOCATE NUMBER:	
WAS FACILITY LOCATED:	Yes
MARKS WITHIN 24inches:	Yes
REPORTING COMPANY:	All Good City Utilities
CONTACT NAME:	Joe Public
CONTACT NUMBER:	404 111-2222
MAILING ADDRESS:	1234 Left Lane
CITY, STATE, ZIP:	Atlanta, GA, 30096
CUSTOMERS AFFECTED:	
REPAIR COST:	585
VIOLATOR CO. NAME:	BoBo's Septic Tank
CONTACT NAME:	BoBo
CONTACT NUMBER:	404 222-1111
MAILING ADDRESS:	4321 Right Lane
CITY, STATE, ZIP:	Atlanta, GA, 30096
FACILITY OWNER:	
CONTACT NUMBER:	
VIOLATION:	25-9-6(a) Failure to contact the UPC before commencing excavation or blasting with mechanized equipment
DESCRIPTION OF DAMAGES:	While excavating to install a sewer system, BoBo's Septic Tank struck and damaged an unmarked 5/8-inch gas service. No locate was requested for the work being performed.

[Return](#) [Print](#)

Example of a probable violation/damage report submitted by a reporter  
Page 2 of 2

Changes cannot be made to a probable violation/damage report after it's been submitted. Corrections, updated info, changes must be submitted to [GUFPA Staff](#) at the log on page.