



State of Idaho
Division Of Occupational and Professional Licenses
Damage Prevention Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dpbcomplaints@dopl.idaho.gov

Guidelines for Filing a Complaint

Complaints regarding an alleged violation may be made by any individual and shall be made to the DOPL administrator by mail or email to the address above. Please follow these guidelines for DOPL to process your complaint.

- Complaint form must be complete and include as much information/documentation as possible to prove the alleged violation.
- Provide the most current contact information for both you and the alleged violator.
- Make sure you file the complaint within 30 days of the alleged violation or within 30 days of becoming aware of the alleged violation and provide the date of whichever applies.
- Describe the violation that took place in detail.
- Mark if the underground utility was damaged and if there was excavator downtime and give details about both.
- Provide written notification of this complaint to the alleged violator and proof of written notification to DOPL.
- Print your name, sign, and date the 2nd page of the form.
- The violation you mark on the violation checklist (page 3) must match the description of violation you provided in the “Description of alleged violation” section.



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DAMAGE PREVENTION COMPLAINT FORM

This complaint form is authorized pursuant to section 55-2011, Idaho Code, and the rules of the Damage Prevention Board. It is a public record subject to the provisions of chapter 2, title 74, Idaho Code. This document is a formal complaint form from which discipline may be imposed on the alleged violator pursuant to section 55-2211, Idaho Code. General reports of underground facility damage or excavator downtime, which are not complaints but required by section 55-2208(5), Idaho Code should be made separately in accordance with procedures established by the Board.

****ALL FIELDS MUST BE COMPLETED****

Company or Person(s) making the complaint (please provide main office address of company): _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Company or Person(s) committing alleged violation (please provide main office address of company):

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Was the violation caused by the Residential Homeowner/Residential Tenant? Yes No

Location of alleged violation: _____

Address

City _____ State _____ Zip _____



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Please check the nature of the violation being alleged below (*check all that may apply*):

****MUST PROVIDE DOCUMENTATION FOR ANY VIOLATION CHECKED****

- 55-2205 Notice of Excavation: Did the offender fail to call for locates?
- 55-2205(1)(b)(i) Notice of Excavation: Before commencing excavation,
Did the Excavator fail to pre-mark the excavation site with white paint OR,
Did the Excavator fail to clearly explain the location of proposed excavation on the locate ticket?
- 55-2205 One-Number Notification Service communication to Facility Owner of proposed Excavation.
Did the one-number notification service fail to communicate the proposed excavation to facility owners?
- 55-2205(2) Failure to Locate or Mark.
Did the underground facility owner or owner's agent fail to mark its underground facilities?
- 55-2205 Failure to Wait for Locate or Maintain Markings.
Did the excavator commence excavation prior to waiting the time prescribed by Section 55-2205(2), Idaho Code, for all known facilities to be located and marked?
Did the excavator fail to maintain the markings of underground facilities previously so marked subsequent to the commencement of excavation?
- 55-2205(4) Failure to Cease Excavation or Report Unidentified Facilities.
Did the excavator fail to cease excavation in the immediate vicinity upon the discovery of underground facilities therein, whether such facilities be active or abandoned, which were not previously identified or located with reasonable accuracy or does not notify the owner or operator of the facilities, or a one-number notification service in accordance with Section 55-2205(4), Idaho Code.
- 55-2207 Failure to Identify Facilities in Contract Documents.
Did the Project owners fail to indicate in bid or contract documents the existence of underground facilities known by the owner to be located within the proposed area of excavation?
- 55-2207(2) Precautions to Avoid Damage. (MUST CHECK ALL THAT APPLY AND PROVIDE WRITTEN DESCRIPTION)
 - Did the excavator fail to hand dig in the area twenty-four (24) inches or less from the facilities markings?
 - Did the excavator fail to plan the excavation to avoid damage to or minimize interference with underground facilities?
 - Did the excavator fail to provide such support for underground facilities in and near the construction area, including during backfill operations?

Please describe how the offender did not take precautions to avoid the damage that occurred.

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- 55-2208(1) Reporting of Damage to Facility.
Did an excavator fail to report to a facility owner and a one-number notification service any contact or damage to an underground facility or fails to alert an appropriate authority upon an actual breach of a facility which causes the release of gas or hazardous liquids as required by Section 55-2208(1), Idaho Code.
 - 55-2206 Failure to Participate.
Did a facility owner fail to participate or cooperate with a one-number notification service?