



# Manual for Reporting Incidents Involving Damage to Underground Facilities

September 2019

**Energy Operations Division**  
Gas Operations Section

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## Introduction

Public Act Public Act 174 of 2013, MISS DIG Underground Damage Prevention and Safety Act (PA 174), requires that the Michigan Public Service Commission (MPSC) establish requirements for reporting incidents involving damage to underground facilities. The information that the MPSC collects includes standard industry damage data, data unique to PA 174, and data that will assist in management of the data collection process. This data includes individuals involved in the damage and submission of information, date and location of the damage, facility and operation information, excavation information, notification and marking information, downtime, description of damages, and root cause.

## Overview

Beginning June 15, 2015, facility owners or operators are required to file data involving damage to underground facilities with the MPSC. Damage data will be collected on a quarterly basis by the 15<sup>th</sup> day of the second month following each quarter as follows:

Reporting Period	Due Date
First Quarter	May 15
Second Quarter	August 15
Third Quarter	November 15
Fourth Quarter	February 15

The data shall be submitted electronically in a CSV file. You may request a copy of a blank file or construct your own CSV file. This manual will assist an operator or owner in obtaining a CompanyID and generating the quarterly underground facility damage report in a CSV file format. After the CSV file is prepared, the file will be emailed to MPSC Gas Operations Staff at [LARA-MPSC-Operations@michigan.gov](mailto:LARA-MPSC-Operations@michigan.gov).

## How To Obtain a CompanyID

To initiate this process, a facility owner/operator must obtain a CompanyID. Company contact information is needed to generate this ID in the database. An electronic Damage Prevention Contact Information form is available on the MPSC website, [www.michigan.gov/mpsc](http://www.michigan.gov/mpsc). Complete and submit the form to [LARA-MPSC-Operations@michigan.gov](mailto:LARA-MPSC-Operations@michigan.gov). When completing the form, a Company Official and Primary Company Contact must be provided. A company official is the company officer of a private company or chief executive officer of a locality to which any notifications or written correspondence related to compliance will be directed. The primary and secondary company contact information provided will be used for communications related to complaints, investigations, and data reporting. A CompanyID will be assigned once the completed form is provided to the MPSC. This ID will be emailed to you and is to be included on all damage data submitted for filing. For facility owner/facility operators who have multiple offices throughout the State, it is requested that you submit your damage data collectively.

## Damage Data Reporting Process

1. If applicable, submit a Damage Prevention Contact Information form to obtain a CompanyID.
2. Submit CSV file with quarterly damage data to [LARA-MPSC-Operations@michigan.gov](mailto:LARA-MPSC-Operations@michigan.gov) (user created CSV file or file available on website).
3. If there are no damages during the reporting period, submit an email stating that there were no damages to report for the specific quarter. This email is to be sent [LARA-MPSC-Operations@michigan.gov](mailto:LARA-MPSC-Operations@michigan.gov).
4. If there are questions, concerns, or issues, please contact Cindy Creisher at [creisher@michigan.gov](mailto:creisher@michigan.gov) or at 517-284-8232.

## CSV File Preparation Information

Below are the necessary columns for the CSV file. Columns must be either strings or numeric. Numeric columns must not contain comma-formatting or currency formatting. Required columns must contain at least one character. Non-required columns may be left empty. Refer to the CGA DIRT User's Guide for guidance on data field values.

Column Heading	Data Type	Required
CompanyID	String	Yes
SubmitIndustry	String	Yes
SubmittingPerson	String	Yes
TypeOfEvent	String	Yes
EventDate	Date	Yes
Address	String	Yes
NearestIntersection	String	Yes
City	String	Yes
State	String	Yes
Zip	String	Yes
County	String	Yes
Latitude	Number	No
Longitude	Number	No
ROWWhereOccured	String	Yes
OperationAffected	String	Yes
CrossBore	Boolean	No
DepthFromGrade	Number	No
FacilityAffected	String	Yes
JointTrench	Boolean	No
MemberOfOneCallCenter	Boolean	No
MemberOfOneCallExempt	Boolean	No
ExcavatorName*	String	Yes
ExcavatorType	String	Yes
ExcavationEquipment	String	Yes
WorkType	String	Yes
OneCallNotified	Boolean	Yes
TicketNumber	String	Yes
LocatorType	String	Yes
ActivityOrExcavatorExempt	Boolean	Yes
WhiteLined	Boolean	No
ExcavatorDowntime	Boolean	No
Downtime	Number	No
EstDowntimeCost	Number	No
InterruptionInService	Boolean	Yes
InterruptionDuration	Integer	No

CustomersAffected	Integer	No
CostOfDamage	Integer	No
RootCause	String	Yes
RootCauseOther	String	No
AdditionalComments	String	No
StateExemption*	String	Yes

\* = MPSC specific field that will not be found in the CGA DIRT User's Guide

### CompanyID:

MPSC assigned identification number must be requested prior to submission of data to be included in CSV file.

### SubmitIndustry:

Industry that is reporting the incident damage information. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
4	ELEC	Electric
8	ENGR	Engineer/Design
12	MFGR	Equipment Manufacturer
16	EXCV	Excavator
32	LIQPIPE	Liquid Pipeline
28	LOCA	Locator
20	NATGAS	Natural Gas
40	PRVW	Private Water
44	PUBW	Public Works
48	RAIL	Railroad
52	ROAD	Road Builders
56	REGU	Federal/State Regulator
60	TELC	Telecommunications
99	UNKNOWN	Unknown/Other

### SubmittingPerson:

Name of person that is reporting the incident damage information.

### Type of Event:

Enter the type of event. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	UGROUND	Underground Damage
6	UNEAR	Underground Near Miss
7*	AGRADE	Above Grade
3*	AERIAL	Aerial
4*	NATCAUSE	Natural Cause
5*	SUBMARA	Submarine

\* = Non-DIRT Event

### Event Date:

Enter the date that the damage occurred in MM/DD/YYYY format.

### Address:

Enter the street address where the damage occurred.

### Nearest Intersection:

Enter the nearest major street intersection to the location where the damage occurred.

### City:

Enter the name of the city or township where the damage occurred.

### State:

Enter MI or Michigan.

### Zip:

Enter the zip code where the damage occurred.

### County:

Enter the county where the damage occurred. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.



ID	Abbreviation	Description
26001	MIALCO	MI-Alcona
26003	MIALGE	MI-Alger
26005	MIALLE	MI-Allegan
26007	MIALPE	MI-Alpena
26009	MIANTR	MI-Antrim
26011	MIAREN	MI-Arenac
26013	MIBARA	MI-Baraga
26015	MIBARR	MI-Barry
26017	MIBAY	MI-Bay
26019	MIBENZ	MI-Benzie
26021	MIBERR	MI-Berrien
26023	MIBRAN	MI-Branch
26025	MICALH	MI-Calhoun
26027	MICASS	MI-Cass
26029	MICHAR	MI-Charlevoix
26031	MICHEB	MI-Cheboygan
26033	MICHIP	MI-Chippewa
26035	MICLAR	MI-Clare
26037	MICLIN	MI-Clinton
26039	MICRAW	MI-Crawford
26041	MIDELT	MI-Delta
26043	MIDICK	MI-Dickinson
26045	MIEATO	MI-Eaton
26047	MIEMME	MI-Emmet
26049	MIGENE	MI-Genesee
26051	MIGLAD	MI-Gladwin
26053	MIGOGE	MI-Gogebic
26055	MIGRAN	MI-Grand Traverse
26057	MIGRAT	MI-Gratiot
26059	MIHILL	MI-Hillsdale
26061	MIHOUG	MI-Houghton
26063	MIHURO	MI-Huron
26065	MIINGH	MI-Ingham
26067	MIIONI	MI-Ionia
26069	MIIOSC	MI-Iosco
26071	MIIRON	MI-Iron
26073	MIISAB	MI-Isabella
26075	MIJACK	MI-Jackson
26077	MIKALA	MI-Kalamazoo
26079	MIKALK	MI-Kalkaska
26081	MIKENT	MI-Kent
26083	MIKEWE	MI-Keweenaw

ID	Abbreviation	Description
26085	MILAKE	MI-Lake
26087	MILAPE	MI-Lapeer
26089	MILEEL	MI-Leelanau
26091	MILENA	MI-Lenawee
26093	MILIVI	MI-Livingston
26095	MILUCE	MI-Luce
26097	MIMACK	MI-Mackinac
26099	MIMACO	MI-Macomb
26101	MIMANI	MI-Manistee
26103	MIMARQ	MI-Marquette
26105	MIMASO	MI-Mason
26107	MIMECO	MI-Mecosta
26109	MIMENO	MI-Menominee
26111	MIMIDL	MI-Midland
26113	MIMISS	MI-Missaukee
26115	MIMONR	MI-Monroe
26117	MIMONC	MI-Montcalm
26119	MIMONM	MI-Montmorency
26121	MIMUSK	MI-Muskegon
26123	MINEWA	MI-Newaygo
26125	MIOAKL	MI-Oakland
26127	MIOCEA	MI-Oceana
26129	MIOGEM	MI-Ogemaw
26131	MIONTO	MI-Ontonagon
26133	MIOSCE	MI-Osceola
26135	MIOSCO	MI-Oscoda
26137	MIOTSE	MI-Otsego
26139	MIOTTA	MI-Ottawa
26141	MIPRES	MI-Presque Isle
26143	MIROSC	MI-Roscommon
26145	MISAGI	MI-Saginaw
26151	MISANI	MI-Sanilac
26153	MISCHO	MI-Schoolcraft
26155	MISHIA	MI-Shiawassee
26147	MISTCL	MI-St. Clair
26149	MISTJO	MI-St. Joseph
26157	MITUSC	MI-Tuscola
26159	MIVANB	MI-Van Buren
26161	MIWASH	MI-Washtenaw
26163	MIWAYN	MI-Wayne
26165	MIWEXF	MI-Wexford

### Latitude:

Enter the latitude where the damage occurred.

### Longitude:

Enter the longitude where the damage occurred.

### ROWWhereOccured:

Enter the Right of Way where the damage occurred. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	CITYST	Public - City Street
2	STHWY	Public - State Highway
8	PUBCR	Public - County Road
7	PUBIH	Public - Interstate Highway
9	PUBOTH	Public - Other
3	LANDOWN	Private - Land Owner
4	BIZ	Private - Business
10	PRVEAS	Private Easement
6	PIPE	Pipeline
13	PWRTRNS	Power/Transmission Line
5	RAIL	Railroad
11	DPUE	Dedicated Public Utility Easement
12	FEDLND	Federal Land
99	UNKNOWN	Unknown/Other

### OperationAffected:

Enter the type of facility operation that was damaged. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	CATV	Cable TV
2	ELECTRIC	Electric
3	NATGAS	Natural Gas
4	LIQPIPE	Liquid Pipeline
5	SEWER	Sewer
6	STEAM	Steam

7	TELECOM	Telecommunications
8	WATER	Water
99	UNKNOWN	Unknown/Other

### CrossBore:

Indicate if the event involved a cross bore. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

### DepthFromGrade:

Enter the depth from grade in inches of the damaged facility.

Value	Range/Meaning
<i>empty or -1</i>	Unknown
0	0" (0 cm) Embedded in pavement
1	Below surface <18" (<46 cm)
18	18" to <36" (46 to <92 cm)
36	36" (91 cm) or more
<i>positive integer</i>	Exact measured depth from grade

### FacilityAffected:

Enter the type of facility that was damaged. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	DISTRIBUTION	Distribution
2	GATHERING	Gathering
3	SERVICEDROP	Service/Drop
4	TRANSMISSION	Transmission
99	UNKNOWN	Unknown/Other

### JointTrench:

Indicate if the facility was part of a joint trench. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

### MemberOfOneCallCenter:

Indicate if the facility owner was a member of MISS DIG. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes
99	Unknown	Unknown	Unknown	Unknown

### MemberOfOneCallExempt:

If MemberOfOneCallCenter is No, was the facility owner exempt from being a member of MISS DIG. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes
99	Unknown	Unknown	Unknown	Unknown

### ExcavatorName:

Enter the name of the excavator.

### ExcavatorType:

Enter the type of excavator involved in the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	CONTRACTOR	Contractor
2	COUNTY	County
9	DEVELOPER	Developer
3	FARMER	Farmer

4	MUNICIPALITY	Municipality
5	OCCUPANT	Occupant
6	RAILROAD	Railroad
7	STATE	State
8	UTILITY	Utility
99	UNKNOWN	Unknown/Other

### ExcavationEquipment:

Enter the type of excavation equipment involved in the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	AUGER	Auger
2	BACKHOE	Backhoe/Trackhoe
3	BORING	Boring
14	BULLDOZER	Bulldozer
4	DRILLING	Drilling
5	DIRECTIONAL	Directional Drilling
6	EXPLOSIVES	Explosives
12	FARMEQUIP	Farm Equipment
7	GRADESCRAPE	Grader/Scraper
8	HANDTOOLS	Hand Tools
13	MILLINGEQUIP	Milling Equipment
10	PROBING	Probing Device
11	TRENCHER	Trencher
9	VACUUM	Vacuum Equipment
99	UNKNOWN	Unknown/Other

### WorkType:

Enter the type of work being performed at the time of the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	AGRICULTURE	Agriculture
3	CATV	Cable TV
5	CURBSIDEWALK	Curb/Sidewalk
4	CONSTRUCTION	Bldg. Construction
6	DEMOLITION	Bldg. Demolition
7	DRAINAGE	Drainage

8	DRIVEWAY	Driveway
9	ELECTRIC	Electric
10	ENGINEERING	Engineering/Surveying
11	FENCING	Fencing
15	GRADING	Grading
13	IRRIGATION	Irrigation
14	LANDSCAPING	Landscaping
31	LIQPIPE	Liquid Pipeline
32	MILLING	Milling
12	NATGAS	Natural Gas
16	POLE	Pole
17	TRANSAUTH	Public Transit Authority
18	RAILROAD	Railroad
19	ROADWORK	Road Work
20	SEWER	Sewer
21	SITEDEVEL	Site Development
22	STEAM	Steam
23	STORMDRAIN	Storm Drain/Culvert
24	STREETLIGHT	Street Light
25	TELECOM	Telecommunications
26	TRAFSIGNAL	Traffic Signal
27	TRAFSIGN	Traffic Sign
29	WATER	Water
30	WATER_WAY	Waterway Improvement
99	UNKNOWN	Unknown/Other

### OneCallNotified:

Indicate if notification of the excavation or blasting activity was provided to MISS DIG through a locate request submission. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

### TicketNumber:

If known, enter the MISS DIG ticket number.

### LocatorType:

Enter the type of locator that completed the locate request. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
1	UTILITYOWNER	Utility Owner
2	CONTRACTLOC	Contract Locator
99	UNKNOWN	Unknown/Other

### ActivityOrExcavatorExempt:

If OneCallNotified is No, is excavation activity and/or excavator type exempt from notification? Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes
99	Unknown	Unknown	Unknown	Unknown

### WhiteLined:

Indicate if work area of the excavation or blasting activity was white-lined. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes
99	Unknown	Unknown	Unknown	Unknown

### ExcavatorDowntime:

Indicate if excavator incurred down time related to the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes

### Downtime:

Enter the downtime in hours that the excavator incurred as a result of the facility damage. Use exact downtime if known.

Value	Range/meaning
<i>empty or -1</i>	Unknown
0	<1 hr
1	1 - <2hrs
2	2 - <3hrs
3	3+ hrs
<i>positive integer</i>	Exact downtime

### EstDowntimeCost:

Enter the cost in dollars of the downtime that the excavator incurred as a result of the facility damage. Use exact cost if known.

Value	Range/meaning
<i>empty or -1</i>	Unknown
0	\$0
1	\$1 – 1,000
110	\$1,001 – 5,000
5001	\$5,001 – 25,000
25001	\$25,001 – 50,000
50001	>\$50,000
<i>positive integer</i>	Exact downtime cost

### InterruptionInService:

Indicate if the facility damage resulted in an interruption in service. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Alternate Abbreviation	Description	Alternate Description
0	F	N	False	No
1	T	Y	True	Yes
99	Unknown	Unknown	Unknown	Unknown



### InterruptionDuration:

Enter the duration of the service interruption related to the facility damage in hours. Use exact interruption duration if known.

Value	Range/meaning
<i>empty or -1</i>	Unknown
0	<1 hr
1	1 to <6 hrs
6	6 to <12 hrs
12	12 to <24 hrs
24	24 to <48 hrs
48	48 or more hrs
<i>positive integer</i>	Exact interruption duration

### CustomersAffected:

Enter the number of customers affected by the service interruption related to the facility damage. Use exact number of customers affected if known

Value	Range/meaning
<i>empty or -1</i>	Unknown
0	0
1	1
2	2 – 10
11	11 – 50
51	51 or more
<i>positive integer</i>	Exact number of customers affected

### CostOfDamage:

Enter the cost in dollars to repair facility damage and restore service. Use exact cost if known.

Value	Range/meaning
<i>empty or -1</i>	Unknown
0	\$0
1	\$1 – 1,000
1001	\$1,001 – 5,000
5001	\$5,001 – 25,000
25001	\$25,001 – 50,000
50001	>\$50,000
<i>positive integer</i>	Exact repair and restore cost

### RootCause:

Enter the root cause of the facility damage. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values supported by CGA-DIRT electronic data submission.

ID	Abbreviation	Description
7	NOLOCATEREQ	No notification made to the one-call center
26	EXDUGOUT	Excavator dug outside area described on ticket
27	EXDUGBEFORE	Excavator dug prior to valid start date/time
28	ESDUGAFTER	Excavator dug after valid ticket expired
25	EXBADINFO	Excavator provided incorrect notification information
30	NORESPLOC	Facility not marked due to no response from operator/locator
37	NOMARKABAND	Facility not marked due to abandoned facility
11	BADMAP	Incorrect facility records/maps
29	LOCERROR	Facility not marked due to locator error
32	TRACEWIRE	Facility not marked due to tracer wire issue
31	INCOMPLETE	Site marked but incomplete at damage location
9	NOTFOUND	Facility could not be found/located
33	INACCABAN	Facility marked inaccurately due to abandoned facility
34	INACCBADMAP	Facility marked inaccurately due to incorrect facility record/map
35	INACCLOCERR	Facility marked inaccurately due to locator error
36	INACCTRACEW	Facility marked inaccurately due to tracer wire issue
23	EXTESTHOLE	Excavator dug prior to verifying marks by test-hole (pot-hole)
19	EXCLEARANCE	Excavator failed to maintain clearance after verifying marks
20	EXMARKS	Marks faded, lost or not maintained
21	EXSUPPORT	Excavator failed to protect/shore/support facilities
24	EXBACKFILL	Improper backfilling
15	INSUFEX	Improper excavation practice not listed above
6	CALLCENTER	One-Call center error
13	DETERIORATED	Deteriorated facility
16	PREVDAMAGE	Previous damage
99	OTHER	Root Cause not listed above (comment required)

### RootCauseOther:

If RootCause was entered as Other, enter a description of the cause of the facility damage.

### AdditionalComments:

Enter additional comments related to the facility damage.

## StateExemption:

Indicate the exemption to the requirement for notification or marking related to excavation or blasting activities. Must be one of the IDs, abbreviations, or full descriptions listed in the table of values. For further detail regarding exemptions, refer to Public Act 174 of 2013, MISS DIG Underground Damage Prevention and Safety Act.

ID	Abbreviation	Description
0	NONE	No exemption
1	FARM	Certain activities performed in the course of farming operations
2	POST	Replacement of fence post, sign post, or guardrail in existing position
3	GRAVE	Excavation at a grave site in a cemetery
4	LANDFILL	Excavation within a landfill unit
5	RAIL	Certain activities conducted by railroad employees or contractors
6	ROAD	Roadway maintenance
7	MDOT	Marking of facility by MDOT
8	DRAIN	Marking of facility by county drain commission