California Underground Facilities Safe Excavation Board
("Dig Safe Board")

June 8-9, 2020

Agenda Item No. 3 (Information Item) – Staff Report

Implementation of the Idea Submission Form and the Idea Register

PRESENTER

Jeff McClenahan, Policy Analyst

SUMMARY

Staff has continued development of the Idea Register ("Register") and incorporated the revisions the Board requested to the draft Idea Submission Form ("Form") following previous discussions and is ready to implement them if directed to do so by the Board. This report details the options staff has created for the public to submit the Form as well as outlines the procedures staff will implement to follow up with submitters. Staff has also continued developing the Idea Register Summary Report that will be posted to the website for the public to track the status of their submissions and for the Board to reference. Staff recommends that the Board direct it to continue development on the Idea Register and publish the Idea Submission Form and Idea Register Summary Report for public use.

STRATEGIC PLAN

2020 Strategic Objective: Continue Building a Foundation for Board Operations
Strategic Activity: Enhance Strategic and Annual Planning Through the Creation of an Idea Register

BACKGROUND

At the January 13, 2020 meeting, the Board discussed the draft Strategic Plan and the ability to account for and track the ideas and possibilities for Board action by means of an Idea Register. During its February 10th, 2020 meeting, the Board discussed the draft Idea Submission Form that interested members of the public may utilize to enter possible ideas for Board action into the Register and provided feedback for staff to incorporate.

DISCUSSION

Staff collected the comments from Board from the February 2020 meeting and completed a comprehensive set of revisions to the Form including:

- The ability to submit a partially completed form
- Fully fillable PDF functionality
- Terminological changes to the title of "concern"
- Inclusion of a question on Government Code 4216
- Inclusion of a question on the Strategic Direction that best aligns with the idea
- The option for attachments if the provided space is insufficient
- Clarification of language in the "Background" section
- Consolidation of duplicative questions
- Addition of a reference number
- Additional instructions for contributors

The updated Form is a fully fillable PDF that would be available for download from the Board website at: https://www.disgsafe.fire.ca.gov/idea-register. The Form includes general instructions for completion and submission by email, mail, or returning a physical copy to staff at events such as Board meetings. A list of detailed instructions would also be available on the site to help the public best understand how to use the form.

After a contributor fills out the Form and sends it to the Board, staff will respond in an email with a confirmation of receipt of the submission. The confirmation email will include a reference number the contributor may use to track their idea within the Register.

Staff will process the information contained within the Form by adding it to a database staff has created to contain the Register data. Any blank answers on the Form will be input as blanks for that particular field. Staff will generate an Idea Register Summary Report from the information in the database that will be posted to the website and updated on a regular basis. The Idea Register Summary Report will include a summary of each submission and basic categorical details such as Strategic Direction of the idea, date of the submission, reference number, and the name of the contributor.

When the Board reaches the annual planning phase, staff will generate an Idea Register Detail Report that contains the full information received via Form submissions for the Board to consider for potential action and prioritization. If the Board selects an idea for inclusion in the annual plan, staff will email the contributor an update notifying them of this status change. When a meeting date is set for discussion on a topic from the Register, staff will email the contributor should they wish to attend and provide public comment.

At any point, if the Board wants to follow-up with a contributor, it may do so if the contributor provided their complete contact information on the Form.

Staff plans to include the Register, Form, and the processes for utilizing them as part of future outreach efforts as a way to grow stakeholder involvement in the Board's mission.

RECOMMENDATION

Staff seeks Board concurrence in posting the Idea Submission Form and the Idea Register Summary Report to the Board's website.

ATTACHMENTS:

A: Idea Submission Form – DIGSAFE-4
B: Sample Idea Register Summary Report

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of the State Fire Marshal
California Underground Facilities Safe Excavation Board
2251 Harvard Street
Sacramento, CA 95815
(916) 568-3800
https://digsafe.fire.ca.gov/

1. BACKGROUND

What is the safety concern?

Under what circumstances does this concern arise? *(Who sees it? When? Where?)*

Who does the concern affect? *(Select all that apply)*

☐ Excavators ☐ Locators ☐ Facility Operators ☐ Project Owners
☐ Engineers ☐ One-Call Centers ☐ Other: _____

How are these parties affected by the concern?

How do these parties currently manage this concern?

What part/s of Government Code 4216 does this concern relate to?

What Strategic Direction of the Board does this concern most closely fall under? *(Select one)*

◉ 1. Improve Compliance by Reaching Parties in Effective Ways
○ 2. Improve Accessibility of Buried Infrastructure location Knowledge and Understanding
○ 3. Identify Proximate and Contributing Causes to Safety Accidents and Noncompliances
○ 4. Build Board Operations to Achieve Compliance, Reporting, and Operational Excellence in Resource-Efficient Manner

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3. IDEA

What is your idea to address this safety concern?

What organizations might be willing to help develop or implement your idea?

What do you think is the most appropriate Board action to implement your idea? *(Select one)*

☐ More Education/Outreach/Guidance on Existing Requirements or Resources

☐ New Standards ☐ New Regulations ☐ Recommend Statutory Changes

☐ Enforcement ☐ Other: _____

4. BENEFITS, COSTS, AND HAZARDS

What do you see as the potential benefits of your identified solution? *(Examples of potential benefits: Improves knowledge of facility locations; Less burdensome way of achieving existing safety benefit; Removes compliance barrier; Improves communication between parties…)*

What do you see as the potential downsides of your identified solution? *(Examples of potential costs: Creates a communication barrier; Inconsistency with statute; Imposes a new or outsized burden on a specific stakeholder group; Would be difficult to enforce…)*

What new hazards could be created in pursuing your idea, or what existing hazards could be worsened by your idea? *(Discuss potential unintended consequences of your idea. For example: Does the idea add complexity to the safe digging process? … Does the idea impact parties in ways they are not trained to handle? … Does the idea involved altering or replacing a process, where all factors depending on the existing process may not be understood?)*

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5. ATTACHMENTS & DATA

What data or other information is necessary to make an informed decision on this issue?

Does the required data exist today? If so, please identify potential public data sources. *(Please include link/s to any relevant data sources you'd like to share.)*

6. CONTACT INFORMATION

NAME:	
EMAIL ADDRESS:	
PHONE NUMBER:	
ORGANIZATION/S:	

**Providing your email address enables the Board to notify you if your idea is incorporated into the Board's planned activities.*

7. INDUSTRY ROLE *(Select one)*

- ☐ Excavator
- ☐ Locator
- ☐ Facility Operator
- ☐ Regulator
- ☐ Engineers
- ☐ One-Call Centers
- ☐ Member of the Public

If you selected Excavator, please select the group you most closely identify with: *(Select one)*

- ☐ Contractor--Utility Specialist
- ☐ Contractor--Potholing Specialist
- ☐ Contractor--Roadwork Specialist
- ☐ Contractor--Boring Specialist
- ☐ Contractor--Fencing
- ☐ Contractor--General
- ☐ Agriculture
- ☐ Landscaper
- ☐ Railroad Operator
- ☐ Flood Control Operator
- ☐ Other: _____
- ☐ Homeowner
- ☐ Handyperson

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Guide for Form DIGSAFE-4

The Board uses the information you provide in this form to better understand the context of the issue, whether there are tools at the Board's disposal to address the idea, and whether the idea warrants Board action. Submission of an idea does not assure Board action; all ideas are weighed against the Board's strategic directives and planned objectives and activities which are generally considered on a yearly basis. While you are not required to fill the form out in its entirety, missing information may not provide the Board with the details it needs to fully understand the issue.

Use of this form is not required to provide comment to the Board. Members of the public may provide comment to the Board at public meetings or in writing at any time.

You may provide your completed form to the Board in the following ways:

BY MAIL:

The Dig Safe Board
Office of the State Fire Marshal
2251 Harvard Street, Suite 400
Sacramento, California 95815

PUBLIC MEETING: If you attend the Board's meetings, you may provide your form to staff at that time.

BY EMAIL: You may send a scan of your completed form to: XXXXXXXXXX@fire.ca.gov

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Dig Safe Board - Idea Register - Summary Report

Monday, June 1, 2020

Grouped by Strategic Directive

Reference ID	Submitted	Summary of Idea	Contributor	Annual Pla
1 - Improve Compliance by Reaching Parties in Effective Ways				
IR-2020-01-28-01	1/28/2020	Need more outreach to excavators and operators who are not already engaging with or aware of the Board	Stake Holder	2020
2 - Improve Accessibility of Buried Infrastructure Location Knowledge and Understanding				
IR-2018-09-23-01	9/23/2018	Implement use of power tools in tolerance zone prior to determining exact location of a subsurface installation	AB 1914	2019
IR-2020-01-14-01	1/14/2020	Locators/operators need more effective ways of knowing when there's been a mismark, such as through enhanced positive response (Exp. excavator could send a specific mismark code, which potentially could route to a supervisor)	Randy Charland	
IR-2020-01-14-02	1/14/2020	Raising the profile of locating as a career path could improve retention of knowledge/expertise in locator workforce, improving overall quality of locates.	Bret Barrow	
IR-2020-01-14-03	1/14/2020	Providing a mechanism by which others excavating in the same area can have knowledge of mapping corrections prior to official update at city/county can improve communication of identified hazards (mapping inaccuracies).	Jessica Arden	

Reference ID	Submitted	Summary of Idea	Contributor	Annual Pla
IR-2020-01-14-04	1/14/2020	Maps often provide a false sense of security, especially old or lower quality maps. This may be improved through education and training on standards like the Subsurface Utility Engineering (SUE) Quality Levels in project development.	BillJohns	
3 - Identify Proximate and Contributing Causes to Safety Accidents and Non-compliances				
IR-2020-01-14-05	1/14/2020	The Board and public need visibility into near-miss occurrences in order to more effectively identify preventive safety improvements.	Ron Bianchini	