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## California Underground Facilities Safe Excavation Board

July 14-15, 2025

### Agenda Item No. 25 (Action Item) – Staff Report

*Idea Submission Form Revision Proposal*

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#### **PRESENTER**

Jaime Hastings, Policy Manager

#### **AUTHOR**

Chris Peery, Policy Analyst

#### **SUMMARY**

This report consists of a proposal to revise the Idea Submission Form. Staff recommends the Board approve the revised Idea Submission Form. Upon approval, staff will draft an outreach plan to publicize and encourage use of the form.

#### **STRATEGIC PLAN**

2020 Strategic Plan Objective: Build Board Operations to Achieve Compliance, Reporting, and Operational Excellence in Resource-Efficient Manner

#### **BACKGROUND**

The Underground Safety Board (Board) launched the Idea Submission Form in 2020 to collect frontline and stakeholder input on underground excavation safety. The form was accompanied by an Idea Register<sup>1</sup>, which cataloged submissions by strategic objective. The form provides a structured, accessible way for the regulated public to communicate directly with the Board and submit ideas for review during Board meetings and potential inclusion in future workplans. Since its launch, participation has been limited. The Board has not received a submission in over 18 months. To strengthen this communication channel and support continuous learning and improvement, the following change is proposed for discussion:

- Shorten and simplify the Idea Submission Form to reduce barriers to submission

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<sup>1</sup> See [June 8, 2020, Agenda Item No. 3, Implementation of the Idea Submission Form and the Idea Register](#) and [February 10, 2020, Agenda Item No. 4, Presentation on the Idea Submission Form and Implementation of the Idea Register](#)

## **DISCUSSION**

### **Current Idea Submission Form**

The current Idea Submission Form is shown in Attachment 1. The order of the sections are:

- Background
- Idea
- Benefits, Costs, and Hazards
- Attachments & Data
- Contact Information
- Industry Role

### **Proposed Idea Submission Form**

The proposed Idea Submission Form is shown in Attachment 2. The order of the sections are:

- Contact Information
- Industry Role
- Background
- Idea
- Benefits
- Attachments & Data

### **Proposed Changes**

The following section includes proposed changes to the Idea Submission Form, grouped into Rearrangements, Revisions, and Removals:

#### Rearrangements

The Contact Information and Industry Role sections have been moved to the top of the form to serve as introductory information and allow for a more natural flow of information.

#### Revisions

Several questions were revised in the Background, Idea, and Data & Attachment sections and the title was revised for the Benefits, Costs, and Hazards section in an effort to be more specific, relatable, ask for more information, and shorten and simplify the document. The changes are more personable; acknowledge that not all concerns are safety related, as some may seek to address efficiency; and directly ask for the submission of documents and data.

#### Removals

Several questions have been removed throughout the form as they are more suitable for Board staff to research, merged with other questions, redundant, or reliant on other questions that were removed.

### **RECOMMENDATION**

Staff recommends the Board discuss the proposed changes to the Idea Submission Form and approve the revised form.

*Attachments:*

1. *Current Idea Submission Form*
2. *Proposed Idea Submission Form*

# Attachment 1

## Current Idea Submission Form

"IDEA SUBMISSION FORM" (REV. 9-22)



**OFFICE OF ENERGY INFRASTRUCTURE SAFETY  
UNDERGROUND SAFETY BOARD**  
715 P Street, 20th Floor  
Sacramento, CA 95814  
(916) 902-6000  
<https://energysafety.ca.gov/who-we-are/underground-safety-board/>



### 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 this 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

## 2. IDEA

What is your idea to address this safety concern?

What organizations do you believe 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)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> More Education/Outreach/Guidance on Existing Requirements or Resources | <input type="checkbox"/> New Regulations | <input type="checkbox"/> Recommend Statutory Changes |
| <input type="checkbox"/> New Standards  | <input type="checkbox"/> Enforcement     | <input type="checkbox"/> Other: <input type="text"/> |

## 3. 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 involve altering or replacing a process, where all factors depending on the existing process may not be understood?)

#### 4. ATTACHMENTS & DATA

What data or other information do you think 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.)

#### 5. 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.*

#### 6. INDUSTRY ROLE (Select one)

- |                                    |   |   |                                    |
|------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Excavator | <input type="checkbox"/> Locator          | <input type="checkbox"/> Facility Operator    | <input type="checkbox"/> Regulator |
| <input type="checkbox"/> Engineers | <input type="checkbox"/> One-Call Centers | <input type="checkbox"/> Member of the Public |                                    |

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

- |  |   |
|--|---|
| <input type="checkbox"/> Contractor—Utility Specialist   | <input type="checkbox"/> Agriculture            |
| <input type="checkbox"/> Contractor—Potholing Specialist | <input type="checkbox"/> Landscaper             |
| <input type="checkbox"/> Contractor—Roadwork Specialist  | <input type="checkbox"/> Railroad Operator      |
| <input type="checkbox"/> Contractor—Boring Specialist    | <input type="checkbox"/> Flood Control Operator |
| <input type="checkbox"/> Contractor—Fencing              | <input type="checkbox"/> Handyperson            |
| <input type="checkbox"/> Contractor—General              | <input type="checkbox"/> Homeowner              |
| <input type="checkbox"/> Other: <input type="text"/>     |   |

## Attachment 2

### Proposed Idea Submission Form

"IDEA SUBMISSION FORM" (REV. 7-25)



#### OFFICE OF ENERGY INFRASTRUCTURE SAFETY UNDERGROUND SAFETY BOARD

715 F Street, 20th Floor  
Sacramento, CA 95811 4  
(916) 902-6000  
<https://energysafety.ca.gov/who-we-are/underground-safety-board/>



#### 1. CONTACT INFORMATION

NAME:	<input type="text"/>
EMAIL ADDRESS:	<input type="text"/>
PHONE NUMBER:	<input type="text"/>
ORGANIZATION(S):	<input type="text"/>

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

#### 2. INDUSTRY ROLE (Select one)

Excavator	Locator	Facility Operator	Regulator
Engineers	811 Notification Centers	Member of the Public	

#### 3. BACKGROUND

What problem have you identified with the 811 system? Who does it affect and when?

#### 4. IDEA

Do you propose a particular solution to the problem you have identified?

What organizations do you believe 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:

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#### 5. BENEFITS

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...)*

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#### 6. ATTACHMENTS & DATA

Are there any data, documents or information you would like to provide to substantiate your identified problem or potential solution? Please include links to any relevant data sources you'd like to share: