draft Data and Research Committee Minutes
Thursday, January 4, 2024, at 10:00 a.m.

Chair: Lee Tumminello
Voting Members: Lee Tumminello, Melanie Lewis, Nate Rivera, Alba Vogland, Kevin Hennessy, Connor Toney, Mitch Burghelea, Dale Bromaghin, and KC Chumachenko.
Non-voting members: Josh Thomas and Kitty O'Keefe.
Guests: Scott Gallegos, Frank Planton and Kim Boyd-OCC. Jeff Simas, City of Medford. Diana Anderson, Ziply. Trish Schoof and Erica Lee – CGA.

1. Announcements and Introductions
    a. Announcements and Guest sign-in
    b. Motion to approve the minutes from 8.29.23 by Kevin and 2nd by Dale. Kitty to post on OUNC website.
    c. Chair – Lee thanked members and guests for attending. She reminded members of the two primary objectives for the meeting: #1 Guiding Direction and #2 Proving Effectiveness.

2. Old Business
    a. Recap last meeting
        o Oregon DIRT Report findings – Josh shared we have a 5-year trend in Oregon to reduce damages. We have seen an increase in damages in Jackson, Douglas and Umatilla counties and we may want to focus outreach in these counties.
        o Data sources – Josh shared we have identified additional data sources beyond DIRT to help guide our efforts.
        o Measurement and reporting – Josh mentioned partnering with utilities for damage resources they can share with us.

    b. Common Ground Alliance 2023 DIRT Report recommendations
        o Trish Schoof and Erica Lee – CGA representatives (See their full ppt attached)
            ▪ Focus for today's meeting:
                • Overview of DIRT Report 2022 Key Findings
                • 2023 Industry Survey Results
                • 811 Center Industry Spotlight
                • Data-Driven Strategy to Decrease Damages: 50in 5 Challenges.
                • Google Fiber discussion on white paper: to learn more, click here

3. New Business
    a. Outlook for 2024 – Josh reminded members we are working on a Service Tariff increase in 2024 along with 7 proposed rule changes. Approximately 30% of board members are new. We are evolving and focused on continual improvement and how to maximize board efficiency and effectiveness. Josh reminded members from the last meeting that guest speakers reiterated you can't put all your stock into DIRT. However, it's the best we have and provides relevant information to draw actionable conclusions. OCC Master Report is a helpful tool. OPUC and OSHA have incident reports. Working closely with utilities and comparing information with them is another great resource.
        o Committee needs/requests for information:
            ▪ Mandatory damage reporting –Melanie had submitted her request via the concept submission form. (See attachment for reference) Josh stated, he can start an Issue Summary. Frank shared other states that have adopted damage ticket; downside: may not capture root cause… just that a damage happened. Kansas 811 just added a damage ticket, but OCC has no data yet. Does the report that Scott created show compliance? No. WA811 has in their law, damage reporting as a requirement. But does not know statistics. How do you enforce? Kevin asked CGA reps, how many fields are part of a single damage report? (Fields of entry must a person provide?)

(See CGAs form attached) She shared CGA has been looking at having Call Centers collect the damage data. Kevin commented, he sees from the excavator side: what is the benefit of me reporting this damage if I'm getting something out of it? Is there added value for the stakeholder? CGA shared end of February roll out with a user-friendly app to collect data. Lee suggested waiting till after the 1st quarter (concept form consideration) and look at Colorado's process reporting for comparison. Tabled this discussion.

- Definition of excavation excludes sidewalk, road, and ditch maintenance of less than 12" (data from other states?) (ORS 757.542(3) and OAR 952-001-0010(8))
  Members asked why this on the Data & Research agenda?
  Will request a concept form from Jaimie for clarification on definition.
  Kevin shared that CGAs definition of excavation is more conservative and doesn't include some of the exemptions that many states have in their law.

- Service tariff – Josh shared long term sustainability; increase in operational costs and staffing costs to consider with an increase in our service tariff. Josh is working on an Issue Summary to bring back to the board.

o Consideration of standing committee instead of ad hoc – Lee asked members if we consider keeping this committee as an ad hoc or standing? Some members shared concerns with each committee chair role along with what is our membership within each committee. Lee asked that we continue this conversation at the next meeting. Josh said this is a bigger conversation and would require an issue summary for further discussion on ad hoc vs standing committee. Nate commented on the Contract Committee; it's a 3-meeting process. Feels an ad hoc committee for the RFP process will be needed (not in this committee) Kevin offered to assist in the RFP process when it gets going.

o Positive Response (mandatory/enhanced) consideration - tabled.

4. For the Good of the Order –
   - Lee asked Kitty to schedule the next committee meeting.
   - Nate would like this meeting scheduled for 2 hours to allow for enough time for substantive discussions on agenda items. Members agreed.

5. Next Meeting – tbd

Motion to adjourn by Connor and 2nd by Alba at 11:34am
Minutes submitted by Kitty OKeefe on 1.12.24

Action Items:

- Kitty to schedule next meeting based on member availability; Positive Response moves to next agenda
- Committee to revisit mandatory damage reporting/damage tickets after first quarter, looking at Washington, Kansas and Colorado for comparison, Scott provided a spreadsheet, may need issue summary
- Melanie preparing concept submission form for reconsideration of standing/ad hoc committees
- Josh to request creation of RFP/Contract Committee for management of notification center (current contract ends December 2025)
- Jaimie to provide concept submission form for agenda item addressing sidewalk, road and ditch maintenance
- Josh is working with Melanie and Nate on an issue summary addressing a long term approach to the service tariff.

Oregon Utility Notification Center

Data & Research Committee Meeting
January 4, 2024

Introductions

Erika Lee
Vice President, Programs &
Strategic Initiatives

Trish Schoof
Data Program
Manager

CGA

Mission

The Common Ground Alliance is dedicated to preventing damage to underground utility infrastructure and protecting those who live and work near these important assets through the shared responsibility of our stakeholders.

DIRT
Data Collection

NEXT PRACTICES INITIATIVE
Systemic Issues/ Opportunities

BEST PRACTICES
Current Standard

CGA SM
Systemic Damage Reduction

TECHNOLOGY
Incentivizing Technology/ Innovation

811
Awareness & Use

DPI
Accreditation Metrics Peer Review

CGA SM

Focus for Today

- Overview of DIRT Report 2022 Key Findings

- 2023 Industry Survey Results

- 811 Center Industry Spotlight

- Data-Driven Strategy to Decrease Damages: 50-in-5 Challenge

- Q & A

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DIRT – Key Findings and Trends

2022 Report Highlights

76% of all damages are due to just <u>SIX</u> root causes

- **Top 6 damage root causes are persistent year-over-year** (no locate request, not marked/marked inaccurately, failure to maintain clearance, failure to pothole, improper excavation).

- **Excavation/construction was the top reporting source for first time.**

- Telecom and natural gas remain the **most damaged facilities.**

- **Telecom work caused most damages.**

- **Damages are flat or increasing** based on statistical analysis.

- Reversing the upward damage trend is critical to **reach 50% reduction in 5 years.**
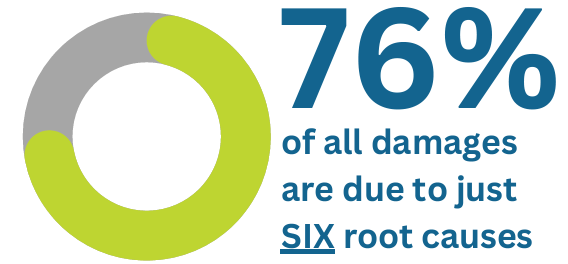
3-year trending suggests damages rose between 2021 and 2022:

↑ **9.34%** Increase in damages/811 center transmissions

↑ **12.35%** Increase in damages/construction spending

Half a trillion+ dollars are being allocated to new infrastructure in the U.S. over 5 years

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Root Cause Analysis

The top 6 root causes remain consistent.

ROOT CAUSE	Reports	2022 % of Total
🟢 No notification made to 811 Center	35,860	24.81%
🔴 Facility not marked due to locator error	21,951	15.19%
🔵 Excavator failed to maintain clearance after verifying marks	19,448	13.46%
🔴 Marked inaccurately due to locator error	12,048	8.34%
🔵 Improper excavation practice not listed elsewhere	11,835	8.19%
🔵 Excavator dug prior to verifying marks by potholing	7,965	5.51%

*Unknowns excluded

CGA

Damages By Root Cause Group

The consistency in damage drivers provides an opportunity to _focus our efforts_ and _measure progress_.
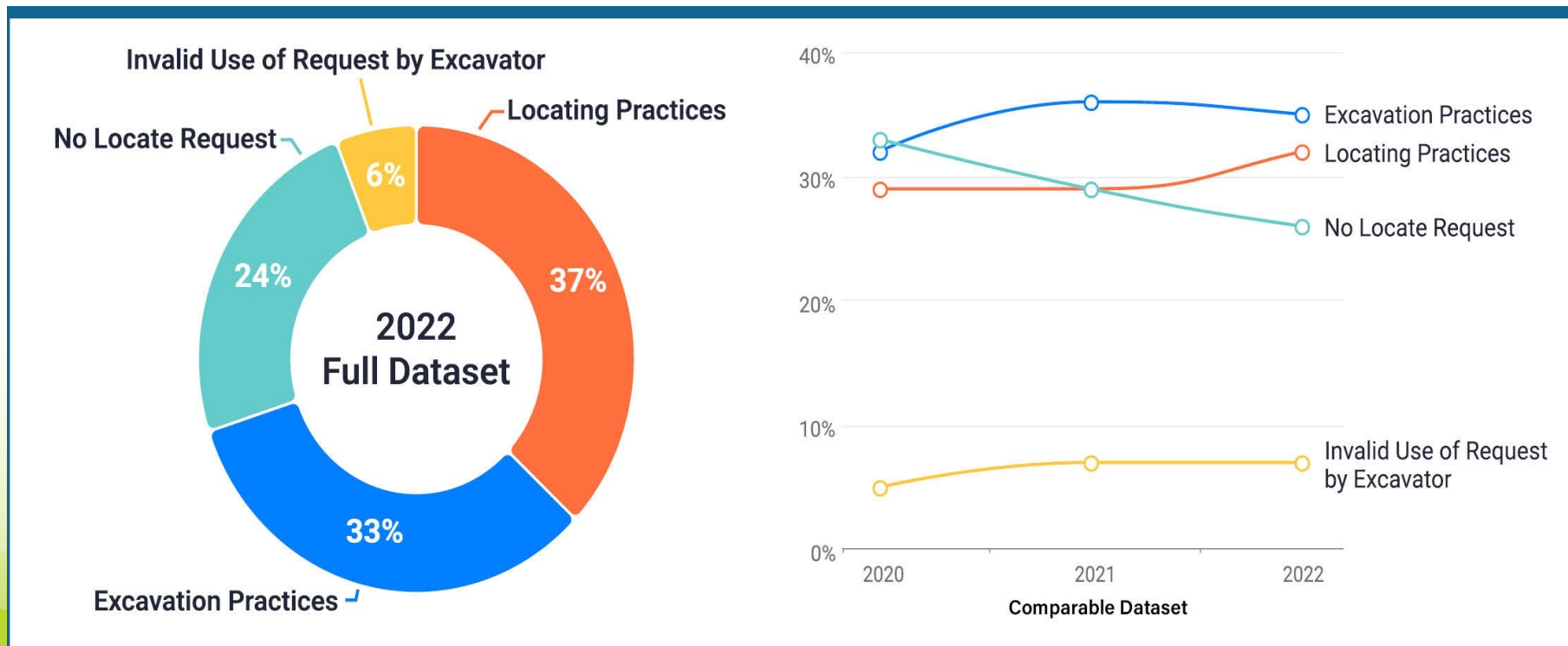
*Unknowns excluded.

Late Locates: 811 Center Data

- **Data from 7 states** with mandatory positive response was analyzed.
- As many as 56% of tickets receive late or no positive response, **meaning work cannot legally start.**
- Some operators/locators mark sites on time but **delay updating positive response systems.**
- Excavators report inaccurate status codes, including those **indicating sites are marked when they are not.**

AS OFTEN AS
56% OF THE TIME,
excavators cannot legally begin work on their planned start date

CGA

Industry Survey – Damage Prevention Today

Most Critical Damage Prevention Challenges by Industry
Damage Prevention Industry Survey – October 2023

CGA * Survey question – "From your perspective, please select five issues from the list that currently present the greatest challenge to the damage prevention industry." Responders chose from 18 critical issues/challenges. The top 8 are listed above.

|	Challenge/Issue	All	811 Center / One Call	Telecom	Excavator / Road Builder	Natural Gas Distribution	Locator	Liquid Pipeline / Gas Transmission
1	**Facilities not marked** (facility not marked due to no response, inaccurate facility maps, improper ticket screening practices, etc.)	**56%**	**66%**	78%	71%	43%	13%	36%
2	**Inaccurate line locates** (facilities marked but not marked accurately)	**54%**	**28%**	78%	77%	45%	29%	39%
3	**Inaccurate and outdated facility maps**	**41%**	**28%**	34%	58%	32%	25%	31%
4	**Excavator errors in the field**	**36%**	**21%**	28%	37%	45%	38%	33%
5	**Late locates**	**34%**	**60%**	69%	31%	23%	29%	21%
6	**Lack of potholing by excavator**	**33%**	**25%**	34%	26%	43%	42%	22%
7	**Excavator failing to maintain clearance after verifying marks**	**32%**	**26%**	22%	26%	38%	33%	48%
8	**Lack of communication between stakeholders**	**32%**	**51%**	25%	31%	30%	42%	39%

Policies and/or Initiatives with the Most Potential to Reduce Damages
Damage Prevention Industry Survey – October 2023

	Challenge/Issue	All	811 Center / One Call	Telecom	Excavator / Road Builder	Natural Gas Distribution	Locator	Liquid Pipeline / Gas Transmission
1	Improved communication between stakeholders (locators, facility owners, excavators, etc.)	15%	20%	18%	17%	12%	18%	16%
2	Increased focus on excavator education and training	12%	10%	8%	11%	14%	10%	14%
3	Comprehensive enforcement of state laws/regulations and/or modifications of those requirements as necessary	12%	14%	13%	5%	17%	10%	19%
4	Increased focus on locator education and training	10%	4%	17%	13%	10%	4%	5%
5	Enhanced accuracy and accessibility of facility GIS-based mapping information	10%	8%	11%	12%	6%	12%	7%
6	Improved locate technology	9%	4%	8%	13%	8%	7%	8%
7	Greater emphasis on increasing awareness and consistent use of 811	8%	4%	2%	4%	14%	11%	12%
8	Enhanced communication among stakeholders through robust positive response	7%	10%	4%	6%	6%	7%	6%

CGA

* Survey Question - Which of the following practices, policies and/or initiatives do you think has the most potential to reduce damages to underground?

Which of the following practices, policies and/or initiatives do you think has the most potential to reduce damages to underground facilities?

[Please select exactly 3 options.]
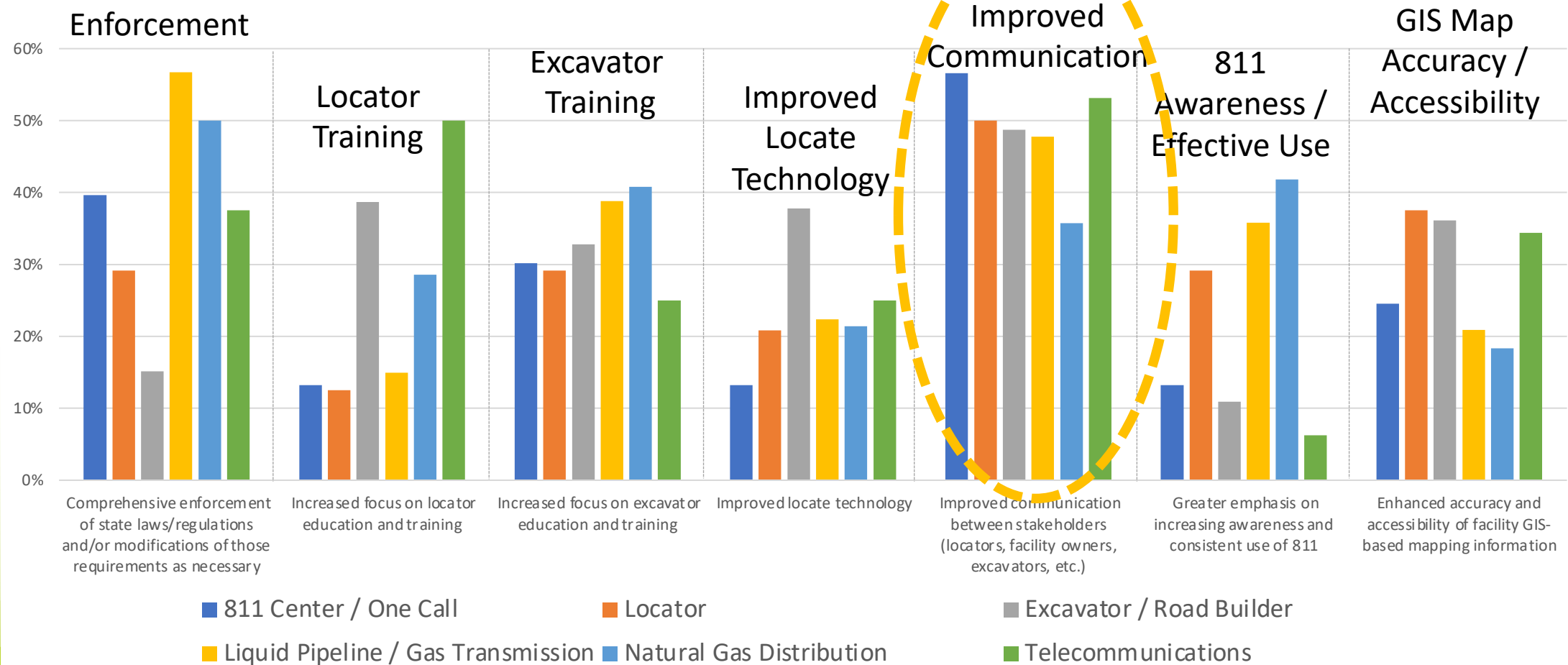
*Responses that received 20% or more noted above

811 Center Industry Spotlight

Damage Trends

↑ **9.34%** — Increase in damages/811 center transmissions

↑ **12.35%** — Increase in damages/construction spending

3-year trending using a _comparable dataset_ showed increases in key metrics between 2021-2022.

U.S. damage counts from _consistently reporting organizations_ have increased over the past 3 years

2020	2021	2022
146,038	153,886	163,726

Half a trillion+ dollars are being allocated to new infrastructure in the U.S. over 5 years

Incoming Locate Requests / Outgoing Transmissions

🇺🇸		
Total Incoming	42,716,394	
Total Transmissions	274,244,329	
Transmissions/Incoming	6.42	

Electronic-incoming	30,888,791
Voice-incoming	11,817,359
Fax-incoming	10,244

🇨🇦		
Total Incoming	2,444,851	
Total Transmissions	10,193,154	
Transmissions/Incoming	4.17	

Electronic-incoming	2,191,692
Voice-incoming	253,159
Fax-incoming	0

Map of Unique Reported DIRT Damages in 2022
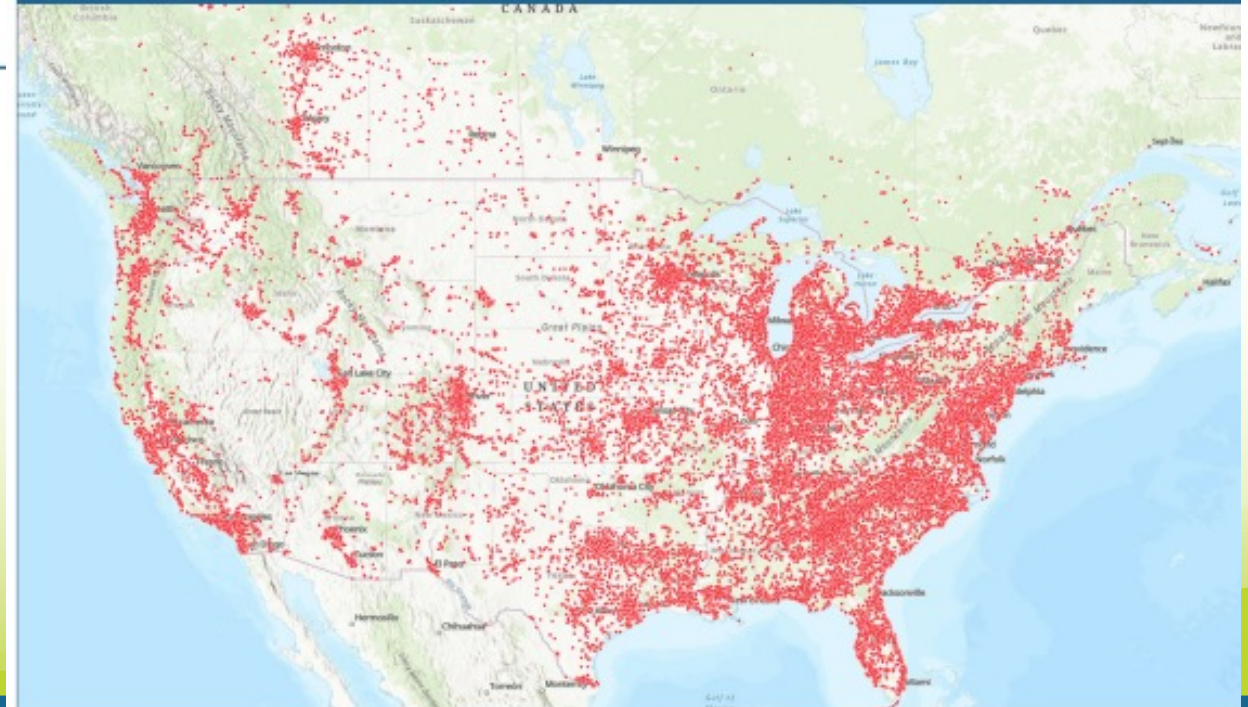
Oregon Utility Notification Center

Annual 811 Center Statistics

Based on data submitted for 2022

Zero (0) means data was not provided by the 811 Center

5.51	350,949	1,934,676
Transmissions / Incoming ❓	Incoming Tickets ❓	Transmissions ❓

Incoming Tickets by Year

Transmissions by Year

Transmission Ratio by Year
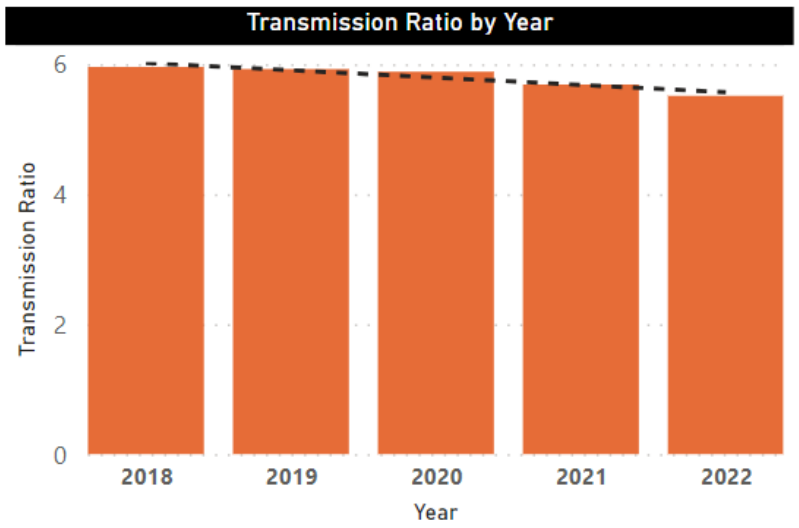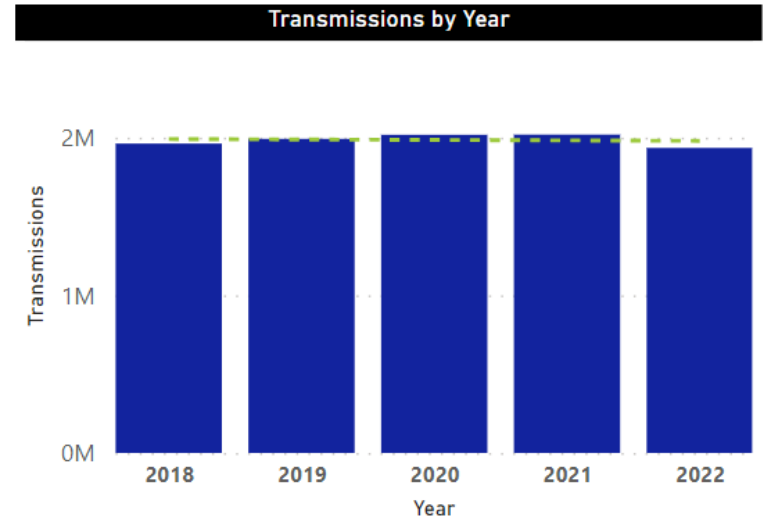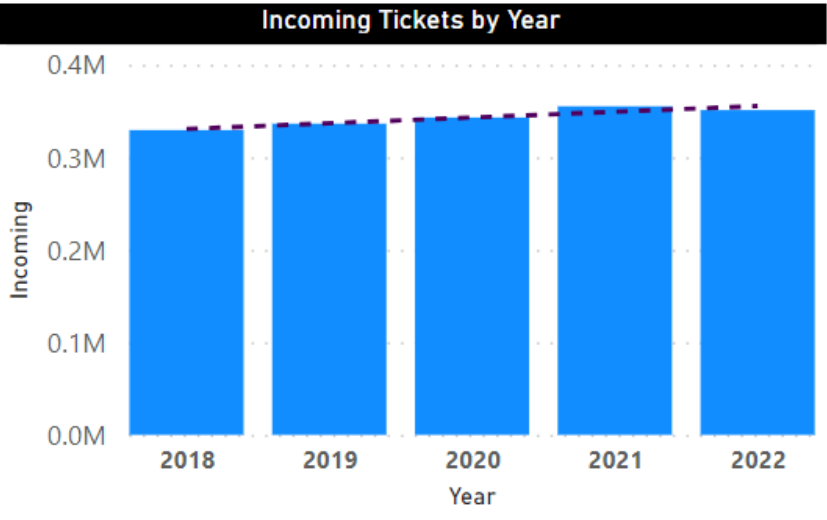
-1.15 %	-4.18 %
Incoming Tickets: Percent Change	Transmissions: Percent Change
(compared to 2021)	(compared to 2021)

CGA℠

Oregon Damage Root Cause Groups - 2022

State	Reported Unique Damages (2022)	Transmissions (2022)	Incoming Tickets (2022)	Transmissions / Incoming (2022)
OR	1,758	1,934,676	350,949	5.51

● Excavation Practices ● Invalid Use of Request by Excavator ● Locating Practices ● Miscellaneous ● No Locate Request ● Unknown/Other

2020
- 22%
- 13%
- 25%
- 32%

2021
- 11%
- 17%
- 28%
- 10%
- 33%

2022
- 9%
- 15%
- 35%
- 12%
- 30%

Reported Unique Damages (y-axis: 0% – 100%)

Year
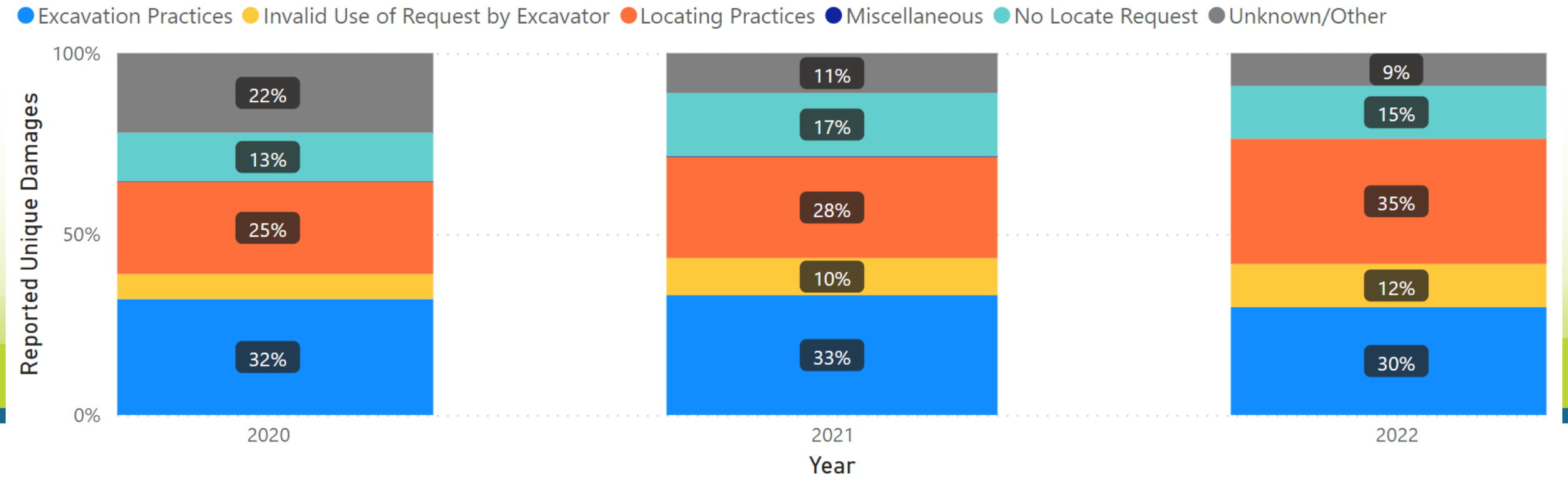
Effectiveness of State Level Data

- Encourage completeness of data

- Ability to look more closely at the effects of laws and regulation

- Alignment with DIRT statistics / data comparison

- Importance of consistency with 811 ticket data collection

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Data-Driven Strategy to Decrease Damages: 50-in-5 Challenge
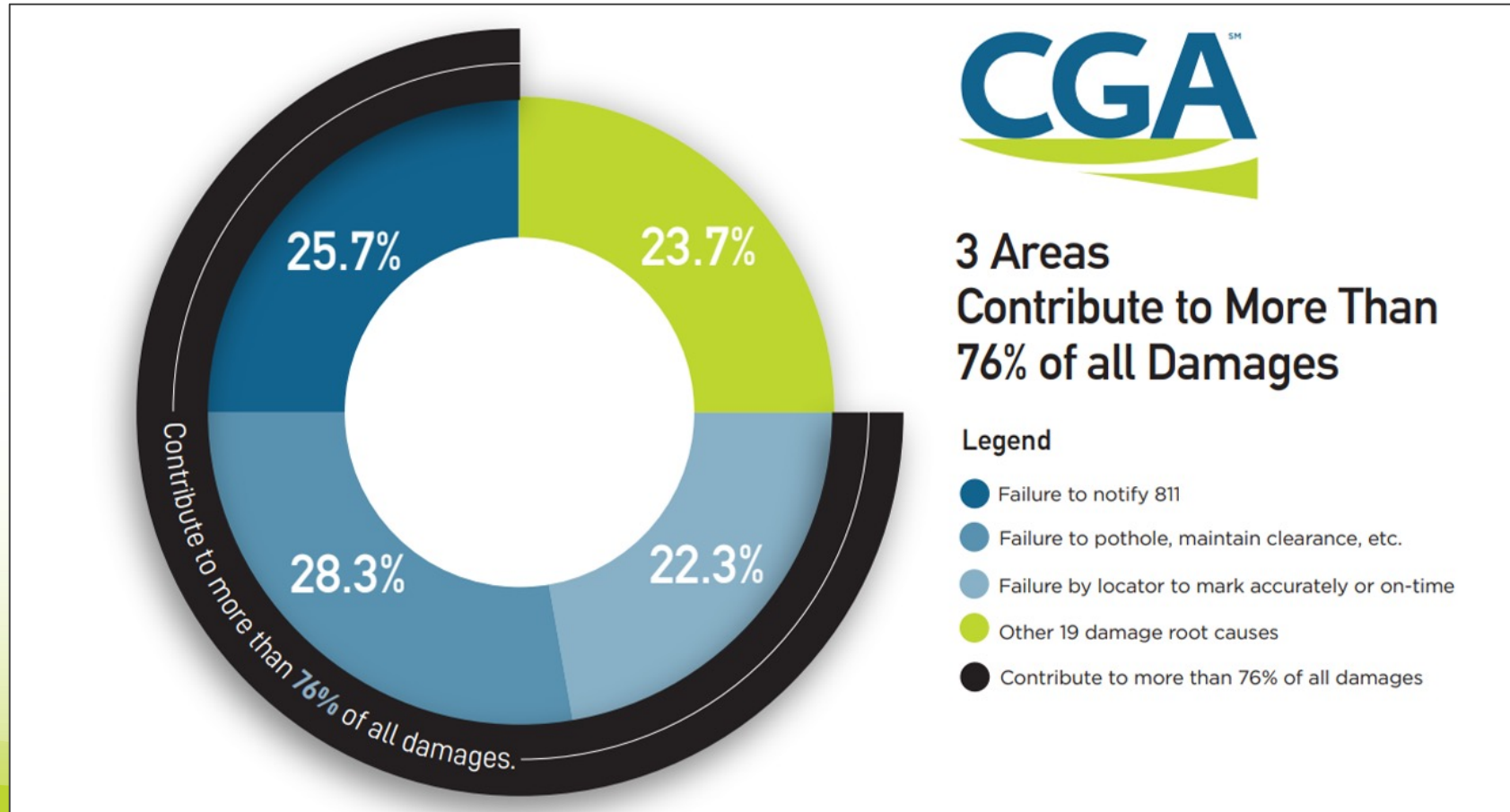
Industry Call-to-Action

Recommendations:

➡ **Incentivize comprehensive damage and near-miss reporting** across organizational departments and integrate reporting into operating workflows.

➡ **Focus 811 outreach to excavators on behavior change** – particularly consistent and effective use of 811 – and tailor messages to professional vs. private property excavators.

➡ **Prioritize tolerance zone safety on the jobsite** (pothole, maintain marks, use observers to help maintain clearance (see Best Practices 5-17 through 5-20)), **in trainings, via technology investments** (e.g., vacuum excavators) **and through contract structures**.

➡ **Prioritize sufficient resources to meet marking timelines**, and consider innovative technologies and/or processes for leveling locating demand (see Best Practice 4-17).

➡ **Examine enforcement of all primary participants in the process** to ensure penalties are balanced and incentivize those involved to change their behavior.

CGA

Question & Answer

CONCEPT SUBMISSION FORM

The Oregon Utility Notification Center (OUNC) Board of Directors welcomes ideas and suggestions that prevent damage, ensure safety and improve OUNC's contact center and programs. To submit a concept for consideration by the OUNC Board or its committees, fill out this form using whatever space you need, include relevant attachments, and submit it to info@digsafelyoregon.com.

PROBLEM STATEMENT

At this time the OUNC does not have accurate way to track damages in the field.

RULE/LAW/POLICY REFERENCE

Proposed Addition to OAR 952-001-0090 (6)

PROPOSED CHANGE(S)

Proposed Addition to OAR 952-001-0090 (6)

Consideration:

I am proposing to the OAR committee, the adoption of required damage ticket/reporting. Adopting this process would:

- Prevent damages
- Prevent serious incidents/accidents
- Improve workplace safety
- Save time and resources
- Protect companies – recorded damage ticket
- Improve damage investigations - claims

To take it a step further, the data collected would:

- Assist in targeting and increasing awareness in problematic:
    - Geographical areas
    - Contractors
    - Utility companies
    - Locating Companies
- Which can lead to additional:
    - Training
    - Public awareness

Near misses and incidents lead to major injuries, it's just matter of time. If we are more informed of the happenings in the field, we can better inform excavators, utility companies, homeowners and locate contractors to prevent damages. Also an added benefit, we will be able to monitor bad actors.

Form updated on May 7, 2023

Possible Processes:

- A damage ticket would be created when a damage or near miss occurs in the field. The ticket would notify the utility/contractor locator of the damage. This would establish a recorded record of the damage which would be for public use. The ticket would treated as an emergency ticket.
- Another option is to not create a ticket but logging the damage data as Washington, Colorado and California does which would lead to mandatory damage reporting.
- Or both

Enforcement:

- Processes and mandatorily requirements can be approved but the driver to making change will be enforcement of the rule.
  - Consideration –
    - Statute change regarding enforcement ORS
    - OAR 757.993

Language change - OAR 952-001-0090 (6):

- ***Current Language***

If the excavator causes or observes damage to underground facilities, the excavator must notify the operator of the underground facilities immediately. If the damage causes an emergency or if the damage from excavation activity is to a pipeline and causes release of any natural gas, other gas or hazardous liquid from the pipeline, the excavator must promptly report the released to appropriate emergency response authorities by calling the 911 emergency telephone number and must take reasonable steps to ensure the public safety. The excavator must not bury damaged underground facilities without the consent of the operator of the damage underground facilities.

- ***Proposed Language***

If the excavator causes or observes damage to underground facilities, the excavator must notify the operator of the underground facilities and notify the Oregon Utility Notification Center immediately. If the damage causes an emergency or if the damage from excavation activity is to a pipeline and causes release of any natural gas, other gas or hazardous liquid from the pipeline, the excavator must promptly report the released to appropriate emergency response authorities by calling the 911 emergency telephone number and must take reasonable steps to ensure the public safety. The excavator must not bury damaged underground facilities without the consent of the operator of the damage underground facilities.

Damage reporting submittal is required within 60 days of damage date. Submittal shall be completed at >>>>>>>>>

Reference:

- *Existing state laws, including Wyoming (ticket), California (report), Colorado (report), Nebraska (ticket), Texas (ticket)*

COMMITTEE REFERRAL
OARs

Form updated on May 7, 2023

ADDITIONAL INFORMATION

Is there anything else we should know about this issue or your proposed concept?

NAME:
Melanie Lewis

COMPANY/ORGANIZATIONAL AFFILIATION AND TITLE:
Employed @ PacifiCorp - OUNC Board Member representing the Regulated Electric

EMAIL ADDRESS:
Melanie.Lewis@PacifiCorp.com

PHONE:
307.247.1177

Damage Information Reporting Tool (DIRT) - Field Form

Part A – Original Source of Event Information

Who is providing the information?   ☐ Electric   ☐ Engineer/Design   ☐ Equipment Manufacturer

☐ Excavator   ☐ Liquid Pipeline   ☐ Locator   ☐ Natural Gas   ☐ Private Water

☐ Public Works   ☐ Railroad   ☐ Road Builders   ☐ Federal / State Regulator

☐ Telecommunications   ☐ Unknown/Other

Name of person providing the information:

Part B – Type, Date, and Location of Event

Type of Event: DIRT Event   ☐ Underground Damage   ☐ Underground Near Miss

Non-DIRT Event   ☐ Above Grade   ☐ Aerial   ☐ Natural Cause   ☐ Submarine

*Date of Event: (MM/DD/YYYY)

*Country   ***State**   ***County**   City

Street address: **Nearest Intersection:**

Latitude/Longitude: Lat: Lon   ☐ Decimal Degrees ☐ D M S

*Right-of-Way where event occurred

Public: ☐ City Street   ☐ State Highway ☐ County Road   ☐ Interstate Highway   ☐ Public-Other

Private: ☐ Private Business   ☐ Private Land Owner   ☐ Private Easement
                 ☐ Pipeline   ☐ Power /Transmission Line   ☐ Dedicated Public Utility Easement
                 ☐ Federal Land ☐ Railroad   ☐ Unknown/Other

Part C – Affected Facility Information

*What type of facility operation was affected?   ☐ Cable Television   ☐ Electric   ☐ Liquid Pipeline

☐ Natural Gas   ☐ Sewer   ☐ Steam   ☐ Telecommunications   ☐ Water   ☐ Unknown/Other

*What type of facility was affected? ☐ Distribution   ☐ Gathering ☐ Service/Drop ☐ Transmission ☐Unknown/Other

Was the facility part of a joint trench?   ☐ Yes   ☐ No   ☐ Unknown

Did this event involve a Cross Bore?   ☐ Yes   ☐ No

Was facility owner One Call Center member? ☐ Yes   ☐ No   ☐ Unknown

If No, is facility owner exempt from One Call Center membership? ☐ Yes   ☐ No ☐ Unknown

Measured Depth   ☐ Embedded in concrete/asphalt pavement   ☐ <18" / 46 cm   Measured depth

From Grade   ☐ 18" – 36" / 46 - 91 cm   ☐ >36" / 91 cm   from grade _____in/cm

Part D – Excavation Information

*Type of Excavator ☐ Contractor   ☐County   ☐ Developer   ☐ Farmer   ☐ Municipality
                 ☐ Occupant   ☐ Railroad   ☐ State   ☐ Utility   ☐ Unknown/Other

*Type of Excavation Equipment   ☐ Auger   ☐ Backhoe/Trackhoe   ☐ Boring   ☐ Bulldozer

☐ Drilling   ☐ Directional Drilling   ☐ Explosives   ☐ Farm Equipment   ☐ Grader/Scraper ☐ Hand Tools

☐ Milling Equipment   ☐ Probing Device   ☐ Trencher   ☐ Vacuum Equipment ☐ Unknown/Other

*Type of Work Performed   ☐ Agriculture   ☐ Bldg. Construction   ☐ Bldg. Demolition ☐ Cable Television

☐ Curb/Sidewalk   ☐ Drainage   ☐ Driveway   ☐ Electric   ☐ Engineering/Survey

☐ Fencing   ☐ Grading   ☐ Irrigation   ☐ Landscaping   ☐ Liquid Pipeline ☐ Milling

☐ Natural Gas ☐ Pole   ☐ Public Transit Auth. ☐ Railroad   ☐ Road Work   ☐ Sewer

☐ Site Development   ☐ Steam   ☐ Storm Drain/Culvert ☐ Street Light   ☐ Telecommunication ☐

Traffic Signal   ☐ Traffic Sign ☐ Water   ☐ Waterway Improvement   ☐ Unknown/Other

Part E – Notification and Locating

*Was the One-Call Center notified?   ☐ Yes   ☐ No   Ticket Number

If Yes, type of locator ☐ Facility Owner   ☐ Contract Locator   ☐ Unknown/Other

If No, is excavation activity and/or excavator type exempt from notification? ☐Yes   ☐ No   ☐ Unknown

Was work area white-lined? ☐ Yes   ☐ No   ☐ Unknown

Part F – Intentionally left blank

Part G – Excavator Downtime

Did Excavator incur down time?   ☐ Yes   ☐ No

If yes, how much time?   ☐< 1 hr   ☐ 1 -<2 hrs   ☐ 2-<3 hrs ☐ 3+ hrs   Exact Value _____ ☐ Unknown

Estimated cost of down time? ☐ $0   ☐ $1 -1000   ☐ $1,001 - 5,000   ☐ $5,001 - 25,000
          ☐ $25,001 - 50,000   ☐ >$50,000   Exact Value _____   ☐ Unknown

Part H – Interruption and Restoration

*Did the damage cause an interruption in service?☐ Yes   ☐ No   ☐ Unknown

If yes, duration of interruption ☐ < 1 hr   ☐ 1 - <6 hrs   ☐ 6 - <12 hrs   ☐12 - <24 hrs   ☐ 24 - <48 hrs
☐ 48+ hrs   Exact Value _____ hrs   ☐ Unknown
Approximately how many customers were affected?

☐ Unknown   ☐ 0   ☐ 1   ☐ 2 - 10   ☐ 11 - 50   ☐ 51+   Exact Value _____

Estimated cost of damage / repair/restoration: ☐ $0   ☐ $1 - 1,000   ☐ $1,001- 5,000☐ $5,001 - 25,000
                    ☐ $25,001 - 50,000   ☐ > $50,000   Exact Value _____   ☐ Unknown

*Part I – Root Cause   Select only one

Notification Issue	**Locating Issue**
☐ No notification made to One Call Center/ 811	*Facility not marked due to*:
☐ Excavator dug outside area described on ticket	☐ Abandoned facility
☐ Excavator dug prior to valid start date/time	☐ Incorrect facility records/maps
☐ Excavator dug after valid ticket expired	☐ Locator error
☐ Excavator provided incorrect notification information _____	☐ No response from operator/contract locator
Excavation Issue	☐ Incomplete marks at damage location
☐ Excavator dug prior to verifying marks by test-hole (pothole)	☐Tracer wire issue
☐ Excavator failed to maintain clearance after verifying marks	☐ Unlocatable Facility
☐ Excavator failed to protect/shore/support facilities	*Facility marked inaccurately due to*
☐ Improper backfilling practices	☐ Abandoned facility
☐ Marks faded or not maintained	☐ Incorrect facility records/maps
☐ Improper excavation practice not listed above _____	☐ Locator error
Miscellaneous Root Causes _____	☐ Tracer wire issue_____
☐ Deteriorated facility ☐ One Call Center Error	
☐ Previous damage ☐ Root Cause not listed (comment required)	

Part J – Additional Comments

Part Z – Images and Attachments: List the file names of any images and attachments to submit with this report