

City of Chicago

811 Hit Enforcement

User Guide [Ver. 1.0]

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811 Hit Enforcement

Notification of Investigation

Email notification

○ **811enforcement@cityofchicago.org**
To: [redacted]@excelsiorconsulting.net Copy: [redacted]@606digital.com, [redacted]@infor.com

Reply Reply all Forward Delete ☰

Pursuant to the Chicago Underground Facilities Damage Prevention Ordinance, Chapter 10-21 of the Municipal Code of Chicago, 811 Chicago is investigating an incident wherein a possible violation of the Ordinance was reported. This incident may have involved **TARMONBARRY LLC DBA KEENAN SEWER & WATER**. The purpose of this notification is to obtain all the relevant facts regarding the incident in question. The information obtained will be used to investigate this incident to determine if a violation occurred and if any enforcement action is necessary. Please review the Notice of Investigation (NOI) at [CDOT - 2020-5-14433](#) and respond with any relevant documents by 23-Jul-2020.

Thank you.

If you have questions about **Case number** be reached via our support page: [Go](#)

Date you must respond by

Regards,

811 Enforcement Team
Chicago Department of Transportation (CDOT)
445 N Sacramento Blvd.
Chicago, IL 60612
[\(312\)743-1414](tel:(312)743-1414)
811enforcement@cityofchicago.org
<https://ipi.cityofchicago.org/Digger>

If you have been identified as part of a Hit Report, you will receive the above email notification. If you do not have email, you will receive a letter in the mail.

The letter identifies the Case for your company and the date you must respond by. The case number is a hyperlink that will take you to the case in our web portal.

The screenshot shows the City of Chicago's 811 Hit Report portal. At the top, the City of Chicago logo and 'The City of Chicago's Official Site' are on the left, and 'Inspections, Permitting & Licensing' is on the right. Below the header, there are navigation links for 'Home' and '811 Chicago'. The main heading is 'Hit Report 600827956'. There are tabs for 'Details', 'Notice History', 'Revision History', and 'Related Tickets', with 'Details' selected. A 'Print' button is in the top right. The 'Hit Report Details' section contains the following information:

- Hit Report No:** 600827956
- Hit Report Date:** 5/13/2020 12:00:00 AM
- Status:** Unacknowledged

Additional details include:

- Related Dig Ticket Number:** 600827914
- Requested:** 5/17/2020 11:47 AM
- Excavation Depth:** 1
- Facility Hit:** UNDERGROUND CABLE
- Hit in public right-of-way?:** No
- Facility Owner:** Crown Castle
- Onsite Contact Name:** Jon
- Onsite Contact Phone:** (312)555-6666

The **Addresses:** section contains a table:

From	To	Street Name	Street Type	Map
10 E	10 E	JACKSON	BLVD	

The **Reported By** section includes:

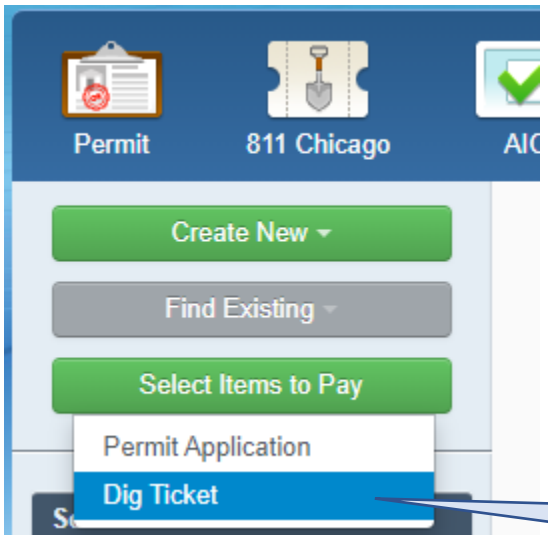
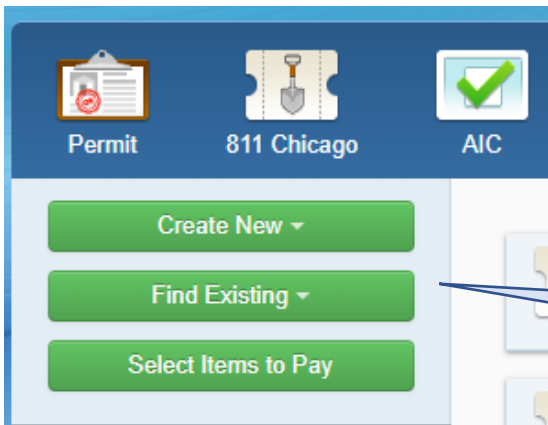
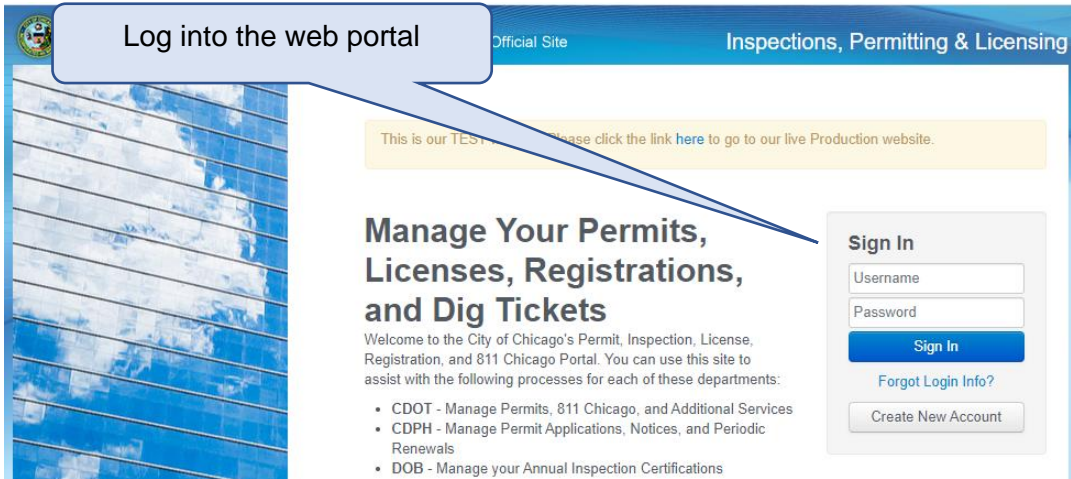
- Contact Info:** DWM
1000 E OHIO ST
CHICAGO IL 60611-3416

Clicking on the hyperlink in the email will bring you to the following page. The information on the page will tell you the location of the hit, the facility that was hit and who reported the hit.

To respond, you will need to log into the web portal

811 Hit Enforcement

Looking up the Hit Report



Home > 811 Chicago

Lookup Dig Ticket / Hit Report / Joint Meet

Use the form below to search by ticket number, notice number, or address.
If you can't find a historical ticket using this form, [click here to access the legacy system search form.](#)

Enter Hit Report number here

Or you can search by address or date

Search Number: 600827956 - OR - Search by Address: From, Dir, To, Dir, Street Name, Type, Between Create Date: 05/27/2020 and 06/26/2020

Search

Click the Search button

Lookup Dig Ticket / Hit Report / Joint Meet

Use the form below to search by ticket number, notice number, or address.
If you can't find a historical ticket using this form, [click here to access the legacy system search form.](#)

Search Number: 600827956 - OR - Search by Address: From, Dir, To, Dir, Street Name, Type

Search

The Ticket # that comes back is a hyperlink that will take you to the Hit Report. Click on the link.

Ticket #	Legacy#	Type	Location	Requested	Permit # (if applicable)
600827956	N/A	Hit Report	10 E - 10 E JACKSON BLVD	5/17/2020 11:47 AM	N/A

Home 811 Chicago

Hit Report 600827994

Click the Case Details tab

Details Notice History Revision History Related Tickets Case Details Print


Hit Report Details

Hit Report No: 600827994	Hit Report Date: 5/6/2020 12:00:00 AM	Status: Unacknowledged
------------------------------------	---	----------------------------------

Related Dig Ticket Number:

Requested:	5/18/2020 2:06 AM
Excavation Depth:	10
Facility Hit:	CABLE TV
Hit in public right-of-way?:	No
Facility Owner:	Nicor Gas
Onsite Contact Name:	sudher
Onsite Contact Phone:	(222)222-2222x2222

Addresses:

From	To	Street Name	Street Type	Map
202 N	214 N	MADISON	ST	

Dig Location: Madison st

When you are logged into the web portal, you will now have a Case Details tab. This is where you will get to respond.

Hit Report 600827994

[Details](#)
[Notice History](#)
[Revision History](#)
[Related Tickets](#)
[Case Details](#)

The Case Information area

[Print](#)

Case Information:

- Case is in Notification of Investigation Milestone.
- Please Complete Involved Party Additional Information.
- If a joint meet request was originally submitted for this excavation, please attach a copy of any maps or descriptions that were given to the utility facility locators at the joint meet that describes the area where utilities needed to be located.

Hit Report Case Number :

Involved Party Additional Information

Excavator Details

[Edit](#)

[Request Plead Liabile](#)

Messages

Sent	Message Type	Message

[Send Message](#)

Documentation

Document	Categories
Notice of Investigation - 06/26/2020 11:50 AM	<ul style="list-style-type: none"> • Hit Report Notices

[Add Document](#)

In the Case Information area, the user will see what is still needed from them or what the status is on their case.

The Hit Report Case Number drop-down will show the case number and the company name.

The Involved Party Addition Information will have a detail page for the Involved Party to fill out.

The Request Plead Liabile button will allow the Involved Party to plead Liabile and will move the process forward.

The messages area will allow the Involved party to correspond with the DEO in regard to their case.

The Documentation area will allow the Involved Party to add any documentation for their case.

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Responding to the Notice of Investigation

Pleading Liabe

Involved Party Additional Information

Excavator Details

Request Plead Liabe

Click on the Request Plead Liabe button

Request Plead Liabe [X]

Enter Reason :

Enter the Reason and click on the Yes, Request button

No, Don't Request **Yes, Request**

Case Information:

- Case is in Assessment Review Milestone.
- Plead Liabile Opted.

Hit Report Case Number :

Involved Party Additional Information

[Edit](#)

Messages

Sent	Message Type	Message
6/26/2020 1:31:04 PM	Hit Report Plead Liabile Opted	Plead liabile opted by Rebecca Byrd

[Send Message](#)

Documentation

Document	Categories
Notice of Investigation - 05/28/2020 12:20 PM	<ul style="list-style-type: none">• Hit Report Notices

[Add Document](#)

Click on Document hyperlink to see the report

The case Information area will be updated
The message area will be updated
The documentation area will be updated

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Facility Operator/Locator Detail information

- If Involved Party is a Facility Operator or a Locator, this is the page they will get

Hit Report Case Number :

Involved Party Additional Information

[Edit](#)

Click on the Edit hyperlink
to fill out the page

Edit Facility Operator/Locator Details

1. Was your company informed of the proposed excavation or demolition?: *

2. Did your company use a contract locator to locate the facilities at this incident location?: *

3. Please provide the date and time of when the:

Damage occurred: *

Damage was reported: *

Locate was completed:

4. Did your company or a contract locator respond and mark the area of the proposed excavation within 48 hours of receipt of the notice (2 hours in the case of an emergency locate request).:

5. Did your company or contract locator request an extension of time to locate the facilities?: *

Click on the Submit button
when page is complete

The Facility Operator/Locator Details page has a list of questions that need to be filled out by the Involved Party.

Questions with an asterisk (*) are required.

Based on answers, other questions may be required.

There is a scroll bar on the side of the page for Involved Party to see all of the questions.

Once this form has been filled out, Involved Party can select the Submit button.

If Involved Party chooses the Cancel button, their responses will not be saved.

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Excavator Detail Page

- If Involved Party is an Excavator, this is the page they will get

Hit Report Case Number : CDOT - 2020-5-14437 (TARMONBAR ▼)

Involved Party Additional Information

Excavator Details [Edit](#)

[Request Plead Liabile](#)

Click on the Edit hyperlink
to fill out the page

Edit Excavator Details ✕

1. Company FEIN #:

2. Did you or your company perform excavation or demolition at or near the incident location on the date of the incident?: *

3. At the time of this incident, were you aware that the Chicago Underground Facilities Damage Prevention Ordinance requires all persons who intend to engage in excavation or demolition to call 811 Chicago (DIGGER) at least 48 hours (exclusive of Saturdays, Sundays and holidays) prior to the excavation or demolition?: *

4. Did you or your company submit to 811 Chicago a locate request for the location of the incident?:

5. For a non-emergency locate request, did your company wait the required 48 hours (exclusive of Saturdays, Sundays and holidays) after submitting your locate request before beginning excavation?:

6. For a joint meet locate request, did your company call a 48 hours locate request after the joint meet?: *

[Cancel](#) [Submit](#)

Click on the Submit button
when page is complete

The Excavator Details page has a list of questions that need to be filled out by the Involved Party.

Questions with an asterisk (*) are required.

Based on answers, other questions may be required.

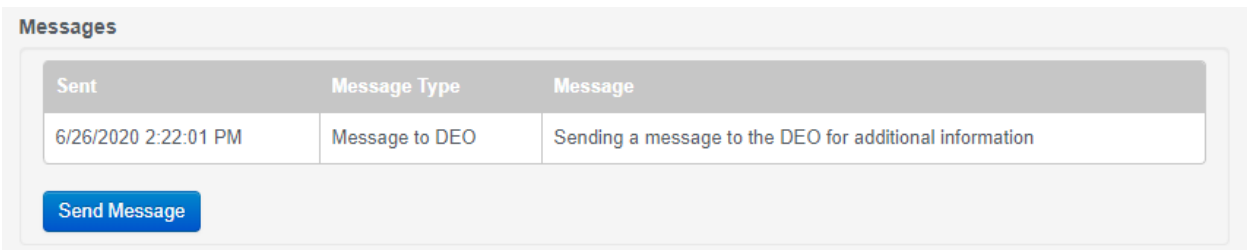
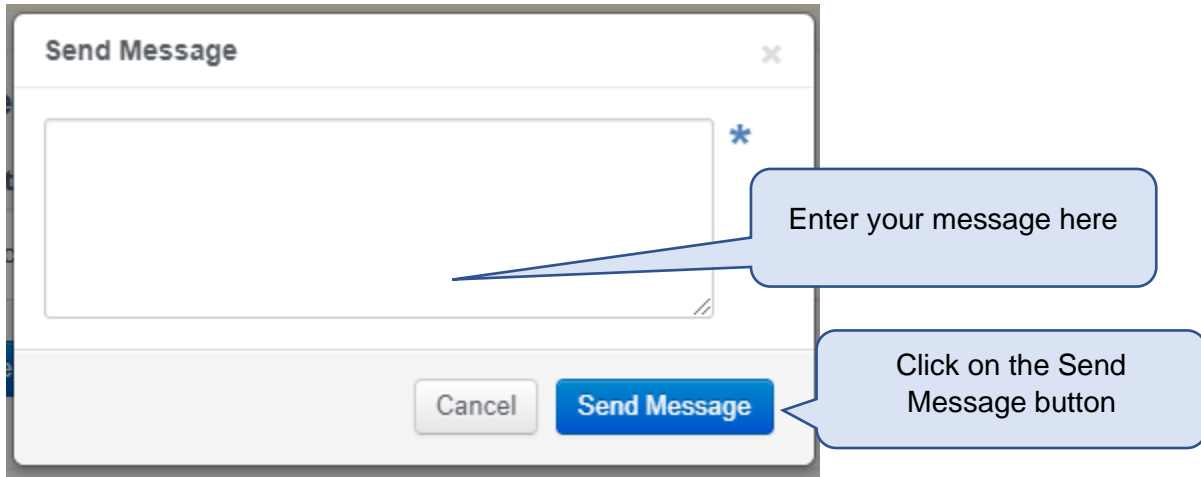
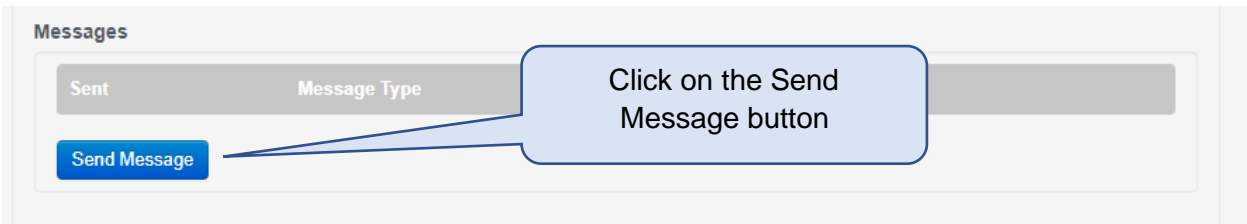
There is a scroll bar on the side of the page for Involved Party to see all of the questions.

Once this form has been filled out, Involved Party can select the Submit button.

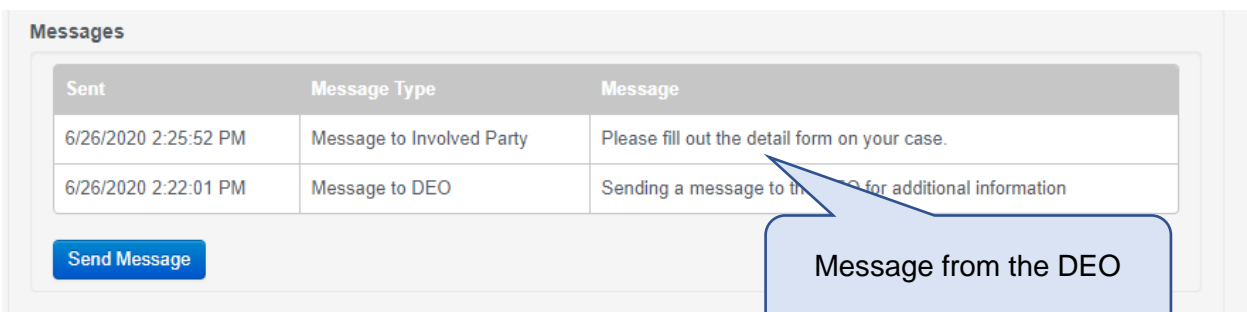
If Involved Party chooses the Cancel button, their responses will not be saved.

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Sending Messages to the DEO



This area is for messaging the DEO.
Any responses from the DEO will also be here.
Involved Party will receive an email when the DEO has responded

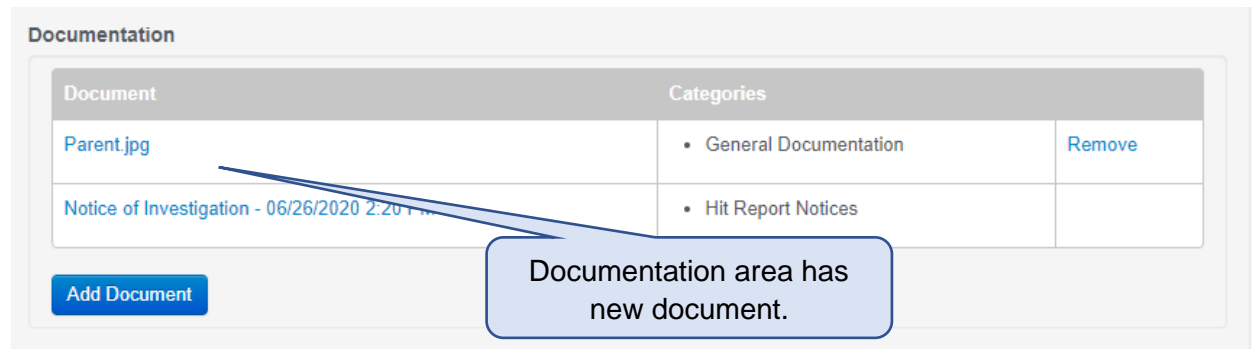
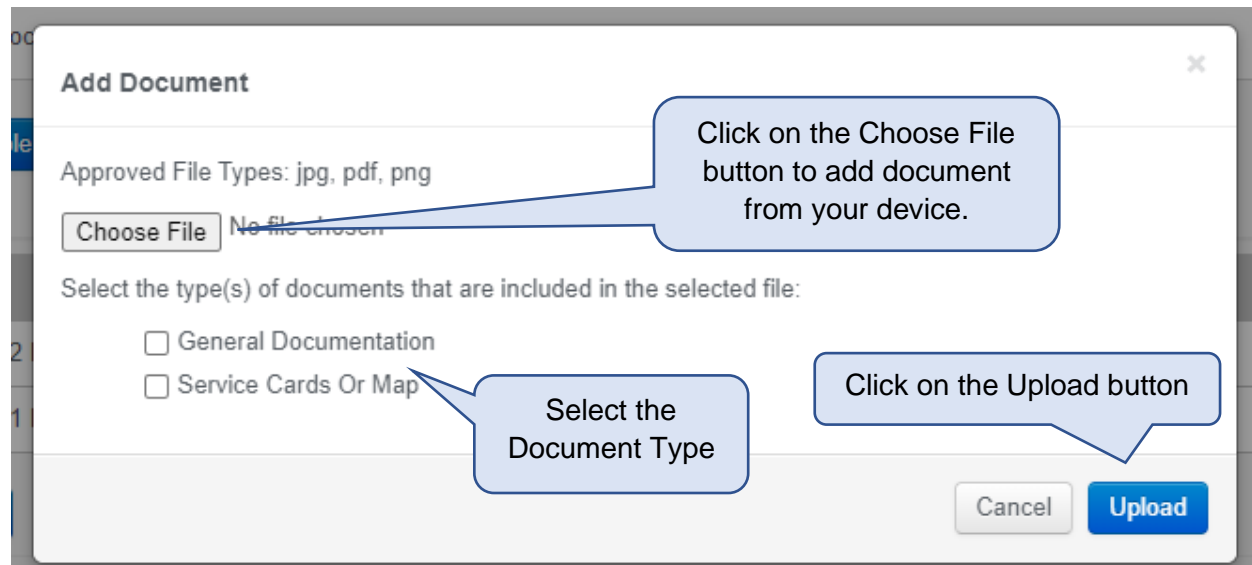
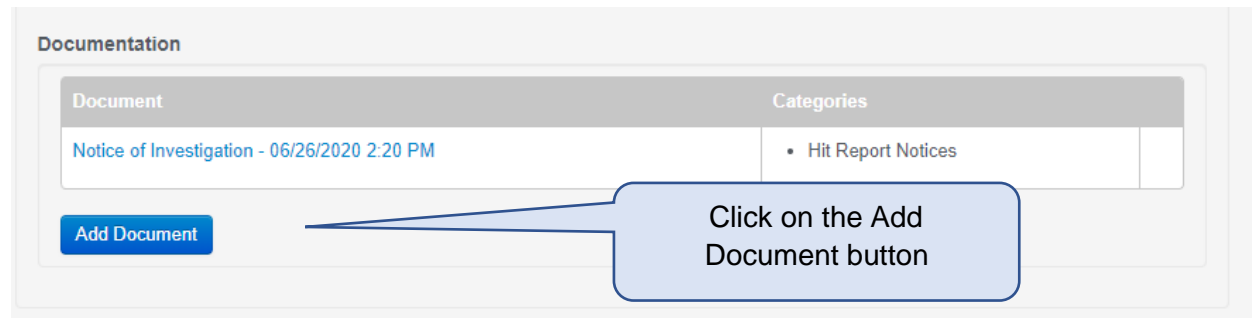


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Attaching Supporting Documentation

The Involved Party may be asked to upload supporting documentation for their case. This is where they will attach documents.

Any reports that get generated through the process will be attached here. Involved Party will be notified via email or mail that there is a new report on their case.



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A Notice of Violation

When the Involved Party has been determined that there is a violation, the case gets updated with fees and the Case Information area is updated.

There will be a report along with supporting documentation in the Documents area

Involved Party can either pay the fees and end their case or they can Request for Evaluation Panel to review their case.

Hit Report 600827994

[Details](#)
[Notice History](#)
[Revision History](#)
[Related Tickets](#)
[Case Details](#)
[Print](#)

Case Information:

- Case is in Fee Payment ANOV Milestone.
- Evaluation Panel Review Requested.
- Pending Payment for Case.

Case Information has been updated

Hit Report Case Number :

Involved Party Additional Information

Facility Operator/Locator Details

Fees have been added

[Add to Cart \(\\$3,000.00\)](#)

[Edit](#)

[Request for Evaluation Panel](#)

Messages

Sent	Message Type	Message
6/26/2020 2:25:52 PM	Message to Involved Party	Please fill out the detail form on your case.
6/26/2020 2:22:01 PM	Message to DEO	Sending a message to the DEO for additional information

[Send Message](#)

Hit Report Notices have been added

Documentation

Document	Categories
Administrative Notice of Violation - 06/26/2020 3:10 PM	<ul style="list-style-type: none"> • Hit Report Notices
Administrative Notice of Violation Supporting Documents - 06/26/2020 3:10 PM	<ul style="list-style-type: none"> • Hit Report Notices
Parent.jpg	<ul style="list-style-type: none"> • General Documentation Remove
Notice of Investigation - 06/26/2020 2:20 PM	<ul style="list-style-type: none"> • Hit Report Notices

[Add Document](#)

Request for Evaluation Panel



Hit Report 600827994

Details Notice History Revision History Related Tickets Case Details

Print

Case Information:

- Case is in Fee Payment ANOV Milestone.
- Pending Payment for Case.

Case Information updated

Hit Report Case Number : CDOT - 2020-5-14435 (BENCHMARK)

Involved Party Additional Information

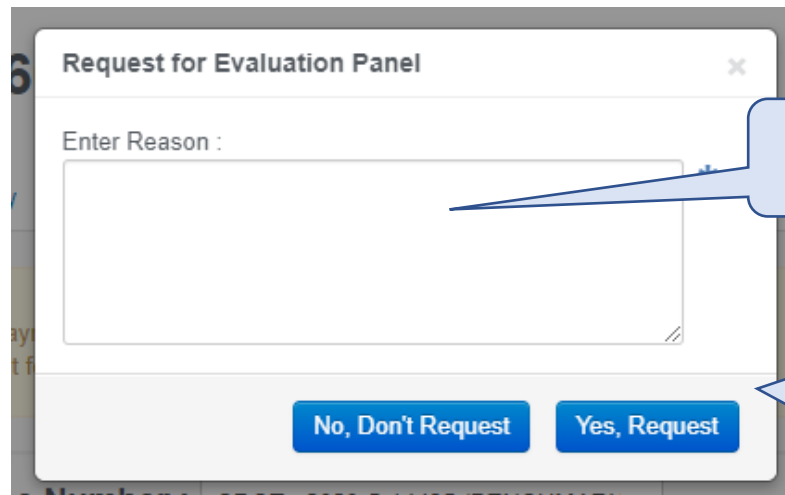
Add to Cart (\$3,000.00)

Facility Operator/Locator Details

Request for Evaluation Panel

Click on the Request for Evaluation Panel button for further investigation

Click on the Add to Cart button to pay the fees



Enter your reason here

Click on the Yes, Request button

Case Information:

- Case is in Fee Payment ANOV Milestone.
- Evaluation Panel Review Requested.
- Pending Payment for Case.

Case Information Area has been updated with Evaluation Panel Review Requested

Hit Report Case Number : CDOT - 2020-5-14435 (BENCHMARK)

Hit Report 600827994

Details Notice History Revision History Related Tickets Case D Print

Case Information:

- Case is in Evaluation Panel Review Milestone.
- Evaluation Panel Review Requested.

Hit Report Case Number : CDOT

Involved Party Additional Information

Facility Operator/Locator Details Edit

Case Information Area has been updated

Fees have been removed

When the DEO has agreed to an Evaluation Panel Review, the Case Information area will be updated letting the Involved Party know their case is being reviewed.

All fees have been temporarily removed until Evaluation Panel Review is complete

Commissioner Determination letter will be added to the Documentation area. The letter will have their recommendations.

Documentation

Document	Categories
Commissioner Determination - 06/26/2020 3:50 PM	<ul style="list-style-type: none"> • Hit Report Notices
Administrative Notice of Violation - 06/26/2020 3:10 PM	<ul style="list-style-type: none"> • Hit Report Notices
Administrative Notice of Violation - 06/26/2020 3:10 PM	<ul style="list-style-type: none"> • Hit Report Notices
Parent.jpg	<ul style="list-style-type: none"> • General Documentation Remove
Notice of Investigation - 06/26/2020 2:20 PM	<ul style="list-style-type: none"> • Hit Report Notices

Commissioner Determination letter

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Board Review

Hit Report 600827994

Details Notice History Revision History Related Tickets Case Details

Print

Case Information:

- Case is in Board Review Milestone.
- Evaluation Panel Review Requested.

Hit Report Case Number : CDOT - 2020-5-14435 (BENCHMARK ▼)

When the Evaluation Panel has given their recommendation, the Case goes to the Board for Review

All fees have been temporarily removed until Board Review is complete

When the Board Review is complete the Case Information area will be updated with status

All fees have been added back

Hit Report 600827994

Details Notice History Revision History Related Tickets Case Details

Print

Case Information:

- Case is in Commissioner Determination Milestone.
- Evaluation Panel Review Requested.
- Pending Payment for Case.

Hit Report Case Number : CDOT - 2020-5-14435 (BENCHMARK ▼)

Involved Party Additional Information

Add to Cart (\$3,000.00) 🛒

Facility Operator/Locator Details

Edit

Request for Administrative Hearing

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Request for Administrative Hearing

Hit Report 600827994

Details Notice History Revision History Related Tickets **Case Details** [Print](#)

Case Information:

- Case is in Commissioner Determination Milestone.
- Evaluation Panel Review Requested.
- Pending Payment for Case.

Hit Report Case Number :

Involved Party Additional Information [Add to Cart \(\\$3,000.00\)](#)

Facility Operator/Locator Details [Edit](#)

[Request for Administrative Hearing](#)

Click on the Request for Administrative Hearing button

Request for Administrative Hearing

Enter Reason :

[No, Don't Request](#) [Yes, Request](#)

Enter your reason here

Click on the Yes, Request button

Hit Report 600827994

Details Notice History Revision History Related Tickets **Case Details**

Case Information:

- Case is in Commissioner Determination Milestone.
- Evaluation Panel Review Requested.
- Administrative Hearing Requested.
- Pending Payment for Case.

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Administrative Hearing

Hit Report 600827994

Details Notice History Revision History Related Tickets Case Details Print

Case Information:

- Case is in AH Milestone.
- Evaluation Panel Review Requested.
- Administrative Hearing Requested.

Case Information area updated

Hit Report Case Number : CDOT - 2020-5-14435 (BENCHMARK ▼)

Involved Party Additional Information

Facility Operator/Locator Details Edit

Fees have been removed

When the Administrative Hearing has been completed, Case Information area will be updated.

Fees will be added on.

Paying fees

Home > 811 Chicago

Hit Report 600827994

Details Notice History Revision History Related Tickets Case Details Print

Case Information:

- Case is in AH Processing Milestone.
- Evaluation Panel Review Requested.
- Administrative Hearing Requested.
- Pending Payment for Case.

Click on Add to Cart button

Hit Report Case Number : CDOT - 2020-5-14435 (BENCHMARK ▼)

Involved Party Additional Information

Facility Operator/Locator Details Edit

Add to Cart (\$3,000.00)

The documentation to walk you through the payment process is [here](#)