



WATER/SEWER BACKUP INCIDENT REPORT

Directions: This report serves as a guide to help NDIRF members capture important water/sewer backup incident information regarding its response, site condition, and repair/mitigation. Please complete this report as soon as possible after the sewer/water backup/break incident is resolved.

MEMBER INFORMATION

Member Name	Policy Number	
Name of Employee Who Received Initial Report of Incident	Employee Title	Employee Phone
Incident Report Time (A.M., P.M.)	Incident Report Date	

If a Supervisory Control and Data Acquisition (SCADA) report is available, please include a copy of your entity's SCADA report with the completed Water/Sewer Backup Incident Report. Please send these reports to NDIRFClaims@ndirf.com.

CLAIMANT INFORMATION

Claimant Name (First, Last)	Reason for Call (Sewer or Water Backup)
-----------------------------	---

ENTITY SITE RESPONSE AND DOCUMENTATION

On-Scene Arrival Time (A.M., P.M.)	Scene Location (Street Address, City, Zip)
Name(s) and Title(s) of Responding Employee(s)	Name(s) and Title(s) of Responding Employee(s)
Describe Site Condition (Property Condition, Water/Sewer Level, Area(s) Affected, etc.)	
Describe Action Taken to Mitigate and/or Resolve Issue	Time Repair Completed (A.M., P.M.)
For Sewer Backup: Explain Blockage Cause, if Known	

PROPERTY MAINTENANCE HISTORY AND GENERAL INFORMATION

Most Recent Sewer Line Flush Date	Sewer Line Age
Sewer Line Size	Sewer Line Type (Ex. Clay, Cast Iron, PVC, ABS, HDPE, etc.)

ENTITY EMPLOYEE SIGNATURE

Employee Signature	Print Name	Date
--------------------	------------	------

Please check whether this incident was caused by a backup/break in the property owner's or your entity's line. *In every situation, please advise the affected property owner to contact their insurance agent as soon as possible.*

Property Owner's Line Your Entity's Line