

Memorandum

*Making Conservation
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: August 05, 2026

File: Division of Construction
CPD 26-3



From: RAMON HOPKINS, Chief
Division of Construction

Subject: **NEW ELECTRONIC APPLICATION FOR REPORTING CONSTRUCTION INCIDENTS**

Department of Transportation (Caltrans) is committed to safety and taking effective measures to reduce or eliminate the risk of injury or fatality on any project.

This Construction procedure directive (CPD) informs Construction staff that Form DOT CEM-0603, "Construction Incident Notification," used to document and report construction incidents is now available in the new ArcGIS Survey123 application.

The application supports Caltrans' commitment to safety by providing a faster way to report major and minor incidents, close calls, intrusions, or any type of construction incident that occurs onsite.

The statewide use of completing Form DOT CEM-0603 through the new application, available on state-issued devices, will allow the Division of Construction to monitor the performance of the construction incident notification more accurately, analyze data in real time, make informed decisions, and take appropriate action.

This directive requires all incidents to be reported using the new application no later than August 1, 2026. Staff should only follow the existing process when the application is unavailable or undergoing scheduled maintenance.

Caltrans staff can access ArcGIS Survey123 application information and resources on the Construction Incident Notification Training Resources intranet webpage.

For questions or comments regarding this directive, please contact Sunil Repaka, Division of Construction, at Sunil.Repaka@dot.ca.gov or at (916) 764-8809.