Summary of 2019 Program Improvements

- The full text of Part 196 was included again in the Excavation Safety Guide – Pipeline Edition. The state agencies responsible for enforcement were also listed in this section.

- Data from the commercial list sources (InfoUSA and Axiom) were used for all the states included in the Excavator Program and the available data for active licensed contractors was used to supplement the list.

- The Public Officials Newsletter was expanded from twelve to sixteen pages and included a new feedback/information request form on the inside back cover along with instructions about how to submit requests online. Information Requests are automatically sent to all pipeline members in the selected county.

- The Public Officials Newsletter highlighted information about development near pipelines and the PIMMA application provided by PHMSA. A one-hour webinar was conducted by Leigha Gooding on October 10 to explain how to access and use the PIMMA application.

- Initiated development of a series of videos incorporating the content of the Pipeline Emergency Response Guidelines booklet. The ER training web site was restructured to accept the new video content.

- Continued quarterly email communications with the County Emergency Managers and highlighted the October 10 PIMMA webinar along with other data available from the NPMS web site.

- The Pipeline Operators for Ag Safety continued to reach farmers and ranchers with several initiatives, including: a Hispanic TV and radio campaign; social media contests; cell phone Ringtones featuring the Call Before Ya Dig song; launched Tractor Supply Company Community Board flyer program; and toolkits for PHMSA, ag-cops and members, etc.

- The Drain Tile Safety Coalition conducted research, placed a 2-page spread in the “Drain Contractor” magazine and plans to continue outreach activities over the next several years.
# Summary of 2020 Program Changes

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<thead>
<tr>
<th>Program Changes</th>
<th>2019 Base Dues</th>
<th>2020 Base Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excavator Direct Mail Program</strong></td>
<td></td>
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</tr>
<tr>
<td>• The commercial list sources (InfoUSA and Acxiom) will continue to be included in the California mailing list</td>
<td>$1.10 per mail piece; per county member dues vary by state</td>
<td>$1.05 per mail piece; per county member dues vary by state</td>
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<tr>
<td>• Active licensed contractors will continue to be included in the mailing list for CA, NV and AZ</td>
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<td></td>
</tr>
<tr>
<td>• The feedback/information request form will continue to be included in the magazine</td>
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<tr>
<td><strong>Emergency Responder Program</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Training videos of each of the sections contained in the PERG booklet will be created and posted to the training web site</td>
<td>$275 per County</td>
<td>$250 per County</td>
</tr>
<tr>
<td>• The new video content will be made accessible from the PERG booklet through Zappar</td>
<td></td>
<td></td>
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<tr>
<td><strong>Identified Site Registry</strong></td>
<td></td>
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<tr>
<td>• The emergency response marker decals will continue to be available to the membership for use in HCA locations</td>
<td>$75</td>
<td>$75</td>
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<tr>
<td><strong>Public Officials Newsletter</strong></td>
<td></td>
<td></td>
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<tr>
<td>• The Newsletter will have 16 pages of content and include the feedback/information request form</td>
<td>$125</td>
<td>$120</td>
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<tr>
<td>• Additional research will be conducted to further develop the list of Townships and Special Districts</td>
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<tr>
<td>• A webinar covering the PIMMA will be conducted in October with PHMSA</td>
<td></td>
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<tr>
<td><strong>School Pipeline Safety Program</strong></td>
<td>Tier I - $160 Tier II - $260 Tier III - $460</td>
<td>Tier I - $150 Tier II - $250 Tier III - $450</td>
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<td>• The use of school specific videos vs a generic video will be further evaluated</td>
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<td><strong>General Programs</strong></td>
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<tr>
<td>• The ability to use the ISEPA mapping application and Pipelines Nearby for communicating company specific information will continue to be included in the base membership</td>
<td>$35</td>
<td>$35</td>
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# 2020 Program Schedule

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<tr>
<th>Date</th>
<th>Audience</th>
<th>Program Activity</th>
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<tr>
<td>Jan 8</td>
<td>All Members</td>
<td>Annual Program Meeting</td>
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<tr>
<td>Jan 15</td>
<td>All Members</td>
<td>Sign up deadline for all programs</td>
</tr>
<tr>
<td>Feb 1</td>
<td>All Members</td>
<td>Establish program dues and invoicing begins</td>
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<tr>
<td>March 1</td>
<td>Excavators</td>
<td>Message creation complete</td>
</tr>
<tr>
<td>April 1</td>
<td>Excavators</td>
<td>Printing complete</td>
</tr>
<tr>
<td>April 15</td>
<td>Excavators</td>
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</tr>
<tr>
<td>May 1</td>
<td>Excavators</td>
<td>Mailing to one calls complete</td>
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<td>July 1</td>
<td>Public Officials</td>
<td>Message creation complete</td>
</tr>
<tr>
<td>July 20</td>
<td>Public Officials</td>
<td>Printing complete</td>
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<tr>
<td>Aug 15</td>
<td>Public Officials</td>
<td>Mailing complete</td>
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<tr>
<td>Aug 1</td>
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<tr>
<td>Sept 15</td>
<td>Emergency Responders</td>
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<td>Sept 29</td>
<td>Sustaining Members</td>
<td>State Association / Sustaining Members Meeting</td>
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<td>Sept 30</td>
<td>All Members</td>
<td>Annual Membership Meeting</td>
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<tr>
<td>Nov 15</td>
<td>Emergency Responders</td>
<td>Identified Site Registry mailing complete</td>
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<tr>
<td>Dec 1</td>
<td>All Members</td>
<td>Program documentation posted to the web</td>
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<td>Dec 15</td>
<td>Schools</td>
<td>School communications complete</td>
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<tr>
<td>Dec 31</td>
<td>Schools</td>
<td>School program documentation posted to web</td>
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</table>
Pipeline Association for Public Awareness

Excavator Direct Mail Program

Purpose

The purpose of this program is to provide general pipeline safety information to commercial excavators. The message will include the basic “Dig Safely” message, information about the use of one-call centers, how to recognize and respond to pipeline emergencies, and how to obtain additional information from the Association and its supporting members.

Scope

The program is directed toward all commercial excavators on a countywide level. It may be expanded to a statewide level, depending on member participation. Excavators are identified through several sources: commercial data providers (Info USA, Acxiom and MCH Strategic Data), excavators who have registered on the web site, industry listings, member lists, and other sources. The complete listing of Job Titles and SIC codes is included below.

In California, Nevada and Arizona, the Active Licensed Contractors lists will be used to supplement the commercial list sources (if available). The listing of license codes and class descriptions are included below.

Program Elements

The elements include a direct mailing of the Excavation Safety Guide - Pipeline Edition and additional information available on the web site. The mailing is sent early in April. Follow up educational meetings will be coordinated on a local level with the one call organizations. In addition to the mailing, all state one call organizations will be shipped a sample quantity of the guides and additional copies will be made available to them upon request, free of charge.

Message Content

Messages will be consistent with the CGA damage prevention best practices and shall include the required messages contained in 49CFR192.616, 49CFR195.440 and API RP-1162. These messages are listed below with the section in the magazine where they are located shown in parenthesis.

- Pipeline purpose and reliability
  (Pipeline Safety Guidelines - inside front cover and opposite page)
- General location and purpose of gathering pipelines
  (Pipeline Location Information - refer to table of contents for page number)
- Awareness of hazards and prevention measures undertaken
  (Pipeline Safety Guidelines - inside front cover and opposite page)
- Damage prevention awareness
  (Pipeline Safety Guidelines - inside front cover and opposite page)
- The Dig Safely message; call the One-Call Center before digging, wait for the site to be marked, respect the marks, and dig with care
  (Pipeline Safety Guidelines - inside front cover and opposite page)
- One-Call requirements
  (Pipeline Safety Guidelines - inside front cover and opposite page, One-Call and State Law Directory – refer to table of contents for page number)
Excavator Direct Mail Program

- Direction to report even relatively minor damage to a pipeline or its protective coating  
  (Pull-Out Safety Poster – center of the magazine)
- Leak recognition and response  
  (Pipeline Safety Guidelines - inside front cover and opposite page,  
  Pull-Out Safety Poster – center of the magazine)
- How to get additional information  
  (Pipeline Operator Contact Information - refer to table of contents for page number)

Program Evaluations

An evaluation of program effectiveness will be performed at least once every four years. Previous evaluations were performed in 2007, 2010, 2014 and 2018. A detailed evaluation addressing outreach was performed in 2018. The next scheduled effectiveness evaluation will be performed in 2022.

Documentation

All program documentation will be available from the website, including: identity of participating members, excavator mailing lists, mail piece, postal reports and survey results.

Follow-up Communications

Stakeholders are encouraged to request additional from members using the online form or contact the Association via email. They typically will request additional materials, change mailing list information or request other resources. The Association responds to all incoming requests for information and may forward specific requests to local members. E-mails are archived in the program documentation folder entitled “Follow-Up Communications”.

Sign up

The deadline to sign up or make changes is January 15. Current members may change their program participation by sending an email to pipeline.association@pipelineawareness.info New members may sign up by submitting a Member Registration form before January 15. Members submitting excavator lists must do so by February 1.

Dues

The cost per mail piece is $1.05. Program dues are determined by dividing the number of participating member/Counties into the total projected cost for a state. Each state will have a different member/county (MC) rate depending upon participation levels and total number of excavators. Final member/county fees will be established in late January when the member participation levels are known. Program dues for the state of California are determined by the number of excavators associated with each member company. Information about the process used in California is available upon request. Members can expect to receive invoices in February or March.
Pipeline Association for Public Awareness

Excavator Direct Mail Program

Job Titles - selection of stakeholders from MCH Strategic Data (all states)

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<th>TRANSPORTATION DIRECTOR</th>
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<td>ROADS AND BRIDGES DIRECTOR</td>
<td>UTILITIES DIRECTOR</td>
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<tr>
<td>STREET SUPERINTENDENT</td>
<td>WATER DIRECTOR</td>
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SIC Codes and Descriptions (all states)

071106 DISCING-ROTORaty CULTIVATING & PLOWING SVC
076205 FARM DRAINAGE
076201 ROOTORING
076202 ROCK LAWNS & ROCKSCAPING
076203 SOD & SODDING SERVICE
076204 LANDSCAPE CONTRACTORS
078206 LAWN & GROUNDS MAINTENANCE
078207 TOPSOIL
078208 GRASS
078214 WATERFALLS
078217 BRUSH REMOVAL SERVICE
078220 MAINTENANCE PROGRAMS
078222 LAWN & GARDEN-WATER FEATURES-SVC-REPAIR
078201 TREE SERVICE
078202 LANDSCAPE NURSERYMEN
078203 ARBORISTS
078205 TREE PLANTING
078206 RIGHT OF WAY MAINTENANCE SERVICES
078208 MAINTENANCE PROGRAMS
081198 ORNAMENTAL SHRUB & TREE SERVICES
085105 TIMBER TRACTS
085106 FOREST RESTORATION
085107 GOVERNMENT-FORESTRY SERVICES
101198 IRON-ORE
10198 COPPER ORES
103198 LEAD & ZINC ORES
104102 PROSPECTORS
104198 GOLD ORES
104498 SILVER & COPPER ORES
106198 FERROALLOY ORES EXCEPT VANADIUM
108101 METAL MINING SERVICES
108102 MINES-EXPLORATION
109401 URANIUM
109498 URANIUM RADIUM VANADIUM ORES
109901 ORE
109999 MISCELLANEOUS METAL ORES NEC
121102 COAL MINING & SHIPPING
122298 BITUMINOUS COAL-UNDERGROUND MINING
123198 ANTHRACITE MINING
124101 AUGER CONTRACTORS
124198 COAL MINING SERVICES
131101 OIL & GAS PRODUCERS
131102 GAS PRODUCERS
131103 OIL COMPANIES
131104 OIL & GAS-PRODUCTION
131105 OIL OPERATORS
131106 OIL CRUDE
131107 PETROLEUM CONTRACTORS
131108 PETROLEUM CONTRACTORS
132198 NATURAL GAS LIQUIDS
138101 CONTRACTORS-OIL FIELD
138102 OIL WELL DRILLING
138103 GAS WELL DRILLING
138104 OIL WELL DIRECTIONAL DRILLING
138105 DRILLING-DIAMOND CORE
138107 DRILLING COMPANIES
138108 OIL & GAS DIRECTIONAL DRILLING
138198 DRILLING-OIL & GAS WELLS
138201 SEISMOGRAPH SERVICE
138203 OIL & GAS EXPLORATION & DEVELOPMENT
138205 EXPLORERS-NATURAL RESOURCES
138206 OIL & GAS SERVICES
138210 EXPLORATION & DRILLING CONTRACTORS
138211 EXPLORATION SERVICES
138902 MUD JACING CONTRACTORS
138903 OIL FIELD SPECIALTIES
138905 OIL FIELD SERVICE
138906 OIL WELL CEMENTING
138907 OIL WELL CASING-PULLING
138910 OIL WELL SERVICES
138920 GAS WELL SERVICING
138921 OIL & GAS WELL PLUGGING
138924 OIL FIELD MAINTENANCE
138927 WELL MAINTENANCE SERVICE
138928 OIL & GAS FIELD TRAINING
138929 CASING CREWS
138999 OIL & GAS-FIELD SERVICES NEC
141198 STONE-NATURAL
141199 DIMENSION STONE
142201 LIMESTONE
142202 DOLOMITE
142298 CRUSHED & BROKEN LIMESTONE
142301 GRANITE-DECOMPOSED
142302 GRANITE CULTURED
142398 CRUSHED & BROKEN GRANITE
142901 STONE-CRUSHED
142909 CRUSHED & BROKEN STONE NEC
144201 QUARRIES
144202 CONSTRUCTION-SAND & GRAVEL
144203 SAND & GRAVEL-MFRS
144601 SILICA
144698 INDUSTRIAL SAND
145598 KAOLIN & BALL CLAY
145901 CLAY
145902 BENTONITE
145999 CLAY CERAMIC & REFRACTORY MINERALS NEC
147498 POTASH SODA & BORATE MINERALS
147501 PHOSPHATE ROCK
147901 SULPHUR
147902 FLUORSPAR
147903 SALT MINERS
147999 CHEMICAL & FERTILIZER MINING NEC
148198 NONMETALLIC MINERALS SVC-EXCEPT FUELS
149901 MINING COMPANIES
149902 MINERAL EXPLORATION
149903 MINING CONTRACTORS
149905 DIAMOND DRILLING
149906 ABRASIVE MATERIALS
149907 GEMS & MINERALS
149908 MINES
149909 AMETHYST
149998 MISCELLANEOUS NONMETALLIC MINERALS
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- **179927** MOBILE HOMES-ANCHORING SERVICE
- **179928** BORING CONTRACTORS
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- **179934** DOG ENCLOSURES & RUNWAYS
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- **241198** LOGGING (MFRS)
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- **401102** TRAINS
- **461201** PIPE LINE COMPANIES
- **461298** CRUDE PETROLEUM PIPELINES
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- **461999** PIPELINES NEC
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- **492501** GAS COMPANIES
- **492502** GAS PROCESSORS
- **492503** GAS PRODUCERS
- **493101** CO-GENERATION
- **493198** ELECTRIC & OTHER SERVICES-COMBINED
- **493201** GAS SYSTEMS
- **493298** GAS & OTHER SERVICES-COMBINED
- **493502** UTILITIES
- **493503** UTILITIES-UNDERGROUND-CABLE LOCATING SVC
- **493904** UTILITY MANAGEMENT
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- **655201** LAND COMPANIES
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- **731201** ADVERTISING-OUTDOOR
- **731204** YARD SIGNS
- **734908** PROPERTY MAINTENANCE
- **735305** BACKHOE RENTAL
- **735306** EXCAVATING EQUIPMENT-RENTING & LEASING
- **735308** HEAVY EQUIPMENT-SALES RENTAL & SERVICE
- **735309** BULLDOZERS FOR HIRE
- **735398** HEAVY CONSTRUCTION EQUIPMENT-RENTAL
- **999901** FALLOUT SHELTERS-CONTRACTORS & DEALERS
Excavator Direct Mail Program

California License Codes, SIC Codes and Descriptions

A  GENERAL ENGINEERING
B  GENERAL BUILDING
C07  LOW VOLTAGE SYSTEMS
C08  CONCRETE
C10  ELECTRICAL (GENERAL)
C12  EARTHWORK & PAVING
C13  FENCING
C21  BUILDING MOVING & DEMOLITION
C27  LANDSCAPING
C29  MASONRY
C32  PARKING & HIGHWAY IMPROVEMENT
C34  PIPELINE
C36  PLUMBING
C42  SANITATION SYSTEM
C45  ELECTRICAL SIGN
C53  SWIMMING POOL
C57  WELL DRILLING (WATER)
D09  DRILLING, BLASTING AND OIL FIELD WORK
D19  LAND CLEARING
D23  MEDICAL GAS SYSTEMS, PROCESS PIPING, BEVERAGE
D30  PILE DRIVING/PRESSURE FOUNDATION JACKING
D40  SERVICE STATION EQUIPMENTS AND MAINTENANCE
D42  NON-ELECTRICAL SIGN INSTALLATION
D43  SOIL GROUTING, SLURRY TRENCH CUT-OFF WALLS, SOIL STABILIZATION
D44  SPRINKLERS (NOT FIRE PROTECTION), SUB-SURFACE DRIP IRRIGATION
D47  TENNIS COURT SURFACING, PLAYGROUND SURFACING
D49  TREE SERVICE
D54  ROCKSCAPING, GRAVEL COATING (NO FLOORING)
D55  BLASTING
D56  TRENCHING
071106  DISCING-ROTARY CULTIVATING & PLOWING SVC
076205  FARM DRAINAGE
401101  RAILROADS
401102  TRAINS
493903  UTILITIES-UNDERGROUND-CABLE LOCATING SVC
497102  IRRIGATION COMPANIES
735305  BACKHOE RENTAL
735306  EXCAVATING EQUIPMENT-RENTING & LEASING
735308  HEAVY EQUIPMENT-SALES RENTAL & SERVICE
735309  BULLDOZERS FOR HIRE
735398  HEAVY CONSTRUCTION EQUIPMENT-RENTAL
999901  FALLOUT SHELTERS-CONTRACTORS & DEALERS

Nevada License Codes and Descriptions

A  GENERAL ENGINEERING
B  GENERAL BUILDING
AB  GENERAL BUILDING AND GENERAL ENGINEERING
C-1  PLUMBING AND HEATING CONTRACTING
C-2  ELECTRICAL CONTRACTING
C-5  CONCRETE CONTRACTING
C-6  ERECTING SIGNS
C-9  MOVEMENT OF BUILDINGS
C-10  LANDSCAPE CONTRACTING
C-18  MASONRY
C-21  REFRIGERATION AND AIR-CONDITIONING
C-23  DRILLING WELLS AND INSTALLING PUMPS, PRESSURE TANKS AND STORAGE TANKS
C-25  FENCING AND EQUIPPING PLAYGROUNDS
C-27  INDIVIDUAL SEWERAGE
Pipeline Association for Public Awareness

Excavator Direct Mail Program

C-28  FABRICATING TANKS
C-31  WRECKING
C-37  SOLAR CONTRACTING
C-38  INSTALLING EQUIPMENT USED WITH LIQUEFIED PETROLEUM AND NATURAL GAS
C-40  SPECIALITIES NOC
C-41  FIRE PROTECTION CONTRACTING

Arizona License Classes and Descriptions

A  GENERAL ENGINEERING
A-12  SEWERS, DRAINS AND PIPE LAYING
A-14  ASPHALT PAVING
A-16  WATERWORKS
A-17  ELECTRICAL AND TRANSMISSION LINES
A-19  SWIMMING POOLS, INCLUDING SOLAR
A-4  DRILLING
A-5  EXCAVATING, GRADING AND OIL SURFACING
A-7  PIERS AND FOUNDATIONS
A-9  SWIMMING POOLS
B  GENERAL RESIDENTIAL CONTRACTOR
B-1  GENERAL COMMERCIAL CONTRACTOR
B-2  GENERAL SMALL COMMERCIAL CONTRACTOR
B-4  GENERAL REMODELING AND REPAIR CONTRACTOR
B-5  GENERAL RESIDENTIAL ENGINEERING CONTRACTOR
B-6  GENERAL SWIMMING POOL CONTRACTOR
B-6  GENERAL SWIMMING POOL CONTRACTOR, INCLUDING SOLAR
C-11  ELECTRICAL
C-16  FIRE PROTECTION SYSTEMS
C-37  PLUMBING
C-39  AIR CONDITIONING AND REFRIGERATION
C-4  BOILERS, STEAMFITTING AND PROCESS PIPING
C-53  WATER WELL DRILLING
C-6  SWIMMING POOL SERVICE AND REPAIR
C-74  BOILERS, STEAMFITTING AND PROCESS PIPING, INCLUDING SOLAR
C-77  PLUMBING INCLUDING SOLAR
C-78  SOLAR PLUMBING - LIQUID SYSTEMS ONLY
C-79  AIR CONDITIONING AND REFRIGERATION INCLUDING SOLAR
C-9  CONCRETE
CR11  ELECTRICAL
CR14  FENCING
CR15  BLASTING
CR16  FIRE PROTECTION SYSTEMS
CR2  EXCAVATING GRADING AND OIL SURFACING
CR21  LANDSCAPING AND IRRIGATION SYSTEMS
CR3  AWNINGS, CANOPIES, CARPORTS AND PATIO COVERS
CR31  MASONRY
CR37  PLUMBING
CR38  SIGNS
CR39  AIR CONDITIONING AND REFRIGERATION
CR4  BOILERS, STEAMFITTING AND PROCESS PIPING
CR41  SEPTIC TANKS AND SYSTEMS
CR53  WATER WELL DRILLING
CR6  SWIMMING POOL SERVICE AND REPAIR
CR69  ASPHALT PAVING
CR74  BOILERS, STEAMFITTING AND PROCESS PIPING, INCLUDING SOLAR
CR77  PLUMBING, INCLUDING SOLAR
CR78  SOLAR PLUMBING LIQUID SYSTEMS ONLY
CR79  AIR CONDITIONING AND REFRIGERATION INCLUDING SOLAR
CR80  SEWERS, DRAINS AND PIPE LAYING
CR9  CONCRETE
KA  DUAL ENGINEERING
KA-5  DUAL SWIMMING POOL CONTRACTOR
KA-6  DUAL SWIMMING POOL CONTRACTOR INCLUDING SOLAR
Pipeline Association for Public Awareness

Excavator Direct Mail Program

KB-1 DUAL BUILDING CONTRACTOR
KB-2 DUAL RESIDENCE AND SMALL COMMERCIAL
KE ABOVE & BELOW GROUND WASTEWATER BUILD & REHAB
KE APPLICATION OF BITUMINOUS MATERIAL
KE ARTIFICIAL TURF AND SPORTS FIELDS
KE ASPHALT COATINGS AND SOIL STABILIZATION
KE ASPHALT PAVING
KE BULK PROpane FACILITY
KE CATHodic PROTECTION SYSTEMS
KE CLEAnUP OF CONTAMINATED GROUND WATER & SOIL ONLY
KE CLEAnUP OF CONTAMINATED GROUND WATER AND SOIL ONLY
KE COMMERCIAL TAPPING OF GAS AND WATER LINES
KE COMMUNICATION CABLE ONLY
KE COMMUNICATION CABLE, EMPTY CONDUIT AND GAS PIPING
KE COMMUNICATION CABLES
KE COMMUNICATION Cabling
KE COMMUNICATION SYSTEMS
KE COMMUNICATION TOWERS
KE COMMUNICATION TOWERS AND ASSOCIATED SHELTERS
KE COMMUNICATION TOWERS AND EQUIPMENT
KE COMMUNICATIONS CABLE
KE COMMUNICATIONS TOWERS
KE COMMUNICATIONS TOWERS AND CABLE
KE CONCRETE & ASPHALT CUTTING & PAVEMENT REPAIR
KE CONCRETE & ASPHALT SAWING & CORE DRILLING
KE CONSTRUCTION & REPAIR OF RAILROAD SPUR TRACKS
KE COOLING TOWER CONSTRUCTION & REPAIR
KE COOLING TOWERS
KE COOLING TOWERS (INDUSTRIAL)
KE EARTH RETENTION SYSTEMS
KE EMPTY PIPE
KE ENGINEERING SPECIALTY WORK
KE EROSION CONTROL
KE EXTRUDED CONCRETE CURBING AND STRIPING
KE FENCING, LOOP DETECTORS, ROADWAY MARKERS & ROTOMILLING
KE GAS PIPELINES
KE GAS PIPING
KE GEO SYNTHETIC LINERS
KE GEOMEMBRANE LININGS ONLY
KE GEOSYNTHETIC LINING AND CONTAINMENT LININGS
KE GEOSYNTHETIC LININGS AND GECOMPOSITE
KE GOLF COURSE AND DAIRY FACILITIES
KE GOLF COURSE CONSTRUCTION
KE HEAVY INDUSTRY SPECIALTIES
KE HIGHWAY CONSTRUCTION APPURTENANCES
KE HIGHWAY SIGNS AND GUARDRAILS
KE HIKING TRAILS & PEDESTRIAN BRIDGES, EXCLUDES BRIDGES OVER SIX FEET WIDE OR 40 FEET LONG
KE HORIZONTAL BORING AND TUNNELING
KE HOT TAPPING AND LINE STOPPING
KE INSTALLATION AND REMOVAL OF UNDERGROUND STORAGE TANKS
KE INSTALLATION OF BLEACHERS AND GRANDSTANDS
KE INSTALLATION SERVICE & REPAIR OF RAILROAD TRACKS
KE LAKES & WATERFALLS
KE LAKES AND WATERFALLS
KE LIGHT WEIGHT SOUND BARRIERS AND POST
KE LIGHT WEIGHT SOUND BARRIERS AND POSTS
KE LOW VOLTAGE COMMUNICATION SYSTEMS
KE LOW VOLTAGE TELEPHONE LINE
KE MINING SPECIALTIES
KE PAVING
KE PAVING & ROADWAY SPECIALTIES
KE PAVING AND NON-STRUCTURAL CONCRETE
KE PETROLEUM TANKS AND RELATED FIXTURES
Pipeline Association for Public Awareness

Excavator Direct Mail Program

KE PIPELINE ONLY
KE PRECAST CONCRETE MANHOLES
KE PROPANE TANKS AND DISPENSERS
KE PROPANE TANKS AND DISPENSING EQUIPMENT ONLY
KE RADIO & TELEVISION TRANSMISSION EQUIPMENT
KE RAILROAD
KE RAILROAD REPAIR AND MAINTENANCE
KE RAILROAD SYSTEMS AND SERVICES
KE RAILROAD TRACK LAYING ONLY
KE RAILROAD TRACKS & CROSSINGS
KE RAILROAD TRACKS, INSTALLATION, REPAIR AND REMOVAL
KE ROADWAY SIGNAGE AND SPECIALTIES
KE ROADWAY SIGNS
KE ROADWAY SIGNS, LIGHTING, GUARD RAILS AND STRIPING
KE ROADWAY SPECIALTIES
KE ROADWAY SPECIALTY PRODUCTS
KE SEWER SIPHONS & CUSTOM STRUCTURES RELATED TO SEWERS & DRAINAGE
KE SEWER, GAS & WATER LINES
KE SOIL AND GROUND WATER REMEDIATION
KE SOIL REMEDIATION
KE SOIL REMEDIATION & UNDERGROUND STORAGE TANK REMOVAL
KE SOILS AND GROUND WATER REMEDIATION
KE STORMWATER POLLUTION AND TRACKOUT PREVENTION
KE SYNTHETIC TURF SYSTEMS
KE TANK BUILDING & RENOVATING
KE TANK CONSTRUCTION
KE TANK CONSTRUCTION ONLY
KE TANKS
KE TENNIS & GAME COURTS
KE TRAILS
KE UNDERGROUND COMMUNICATION CABLE (COMMERCIAL)
KE UNDERGROUND TANK REMOVAL & HAZARDOUS MATERIALS ABATEMENT
KE WATER EFFECTS & FOUNTAINS ONLY
KE WATER FEATURES
KE WATER FEATURES, ROCKSCAPES & PLANTS
KE WATER TREATMENT SYSTEMS
KO BARNs AND CORRALS
KO ENERGY CONSERVATION SYSTEMS
KO HAZARDOUS MATERIAL ABATEMENT AND STORAGE TANK REMOVAL
KO MAUSOLEUM CONSTRUCTION
KO SOLAR ELECTRIC INSTALLATIONS ONLY
KO WATER AND ICE FACILITIES
R-11 ELECTRICAL
R-13 ASPHALT PAVING
R-16 FIRE PROTECTION SYSTEMS
R-2 EXCAVATING, GRADING AND OIL SURFACING
R-37 PLUMBING, INCLUDING SOLAR
R37R GAS PIPING
R37R PLUMBING
R37R PLUMBING RESIDENTIAL RESTRICTED
R37R SEWERS, DRAINS AND PIPE LAYING
R37R SOLAR PLUMBING LIQUID SYSTEMS ONLY
R37R Swimming Pool Plumbing and Equipment
R-39 AIR CONDITIONING AND REFRIGERATION, INCLUDING SOLAR
R39R AIR CONDITIONING AND REFRIGERATION
R39R AIR CONDITIONING AND REFRIGERATION RESIDENTIAL RESTRICTED
R-4 BOILERS, INCLUDING SOLAR
R-53 DRILLING
R-6 SWIMMING POOL SERVICE AND REPAIR
R-9 CONCRETE RESIDENTIAL
Program History

2006 – Initial mailing of the magazine to excavators in 8 states. The pipeline safety messages were included on the inside front and back cover in English and Spanish and also in the pullout safety poster.

2007 – 440,000 copies mailed to excavators with 11 of the states involving full statewide coverage. The CGA Excavation Best Practices and the Federal Laws covering excavation safety were included.

2008 – 450,000 copies mailed to excavators with 12 of the states involving full statewide coverage. A member directory was included listing emergency and non-emergency contact information.

2009 – 550,000 copies mailed to excavators with 16 of the states involving full statewide coverage. A specific article about pipelines and an article about PIPA were also included in this edition.

2010 – 575,000 copies mailed to excavators with 17 of the states involving full statewide coverage. A specific article about pipelines and the evacuation chart for natural gas pipelines were included in this edition.

2011 – 535,000 copies mailed to excavators with 17 of the states involving full statewide coverage. A specific article about pipelines and a quick reference chart identifying the indications of a pipeline leak, hazards of a release, and appropriate emergency response actions by product transported was included.

2012 – 776,000 copies mailed to excavators across 50 states with 17 states (AL, AZ, CA, CO, CT, ID, LA, MN, MS, MT, ND, NM, NV, SD, UT, WI, and WY) involving full statewide coverage. Two sources, Info USA and USA Data, were used to develop the mailing list. Eight pages were added and a new section titled “What's Happening in Your State” was incorporated into the guide and the new Pipeline Safety video was featured on the back cover.

2013 – 452,000 copies mailed to excavators across 35 states with 12 states (CA, CO, ID, MN, MT, ND, NV, SD, UT, WA, WI, and WY) involving full statewide coverage. Two sources, Info USA and USA Data, were used to develop the mailing list. The new section titled ‘What's Happening in Your State’ was continued and the Pipeline Safety video was featured on the back cover. The video was also advertised in the quarterly issues of the Damage Prevention Professional magazine. A survey of 200 excavators was conducted to obtain information about the value of the messages and important sections.

2014 – 454,000 copies mailed to excavators across 36 states with 12 states (CA, CO, ID, MN, MT, ND, NV, SD, UT, WA, WI, and WY) involving full statewide coverage. Two sources, Info USA and USA Data, were used to develop the mailing list. A review of the SIC codes used for stakeholder identification was completed and an expanded list of six digit SIC codes was developed. A message map for the required messages was created and incorporated into the program outline. An outreach evaluation comparing the purchased lists with the California Licensed Contractors list was performed. The California Licensed Contractors list was found to be more complete than the purchased lists and will be used in future years. A new 12-minute video for excavators entitled “Pipelines” was created with Underground Focus.
Excavator Direct Mail Program

2015 – 522,000 copies mailed to excavators across 36 states with 12 states (CA, CO, HI, ID, MT, ND, NV, SD, UT, WA, WI, and WY) involving full statewide coverage. Two sources, Info USA and Acxiom (USA Data), were used to develop the mailing list in all states except California. In California, the California Licensed Contractors list was used along with commercial lists for the non-licensed entities. An outreach evaluation comparing the purchased lists with the Nevada Licensed Contractors list was performed. The Nevada Licensed Contractors list was found to contain additional records not included in the commercial lists and will be incorporated in 2016. A review of the SIC codes used for stakeholder identification was performed again in 2015. It was determined that the general four digit codes ending in “00” are not needed and only the more specific six-digit SIC codes will be used in the future.

2016 – 468,000 copies mailed to excavators across 36 states with 12 states (CA, CO, HI, ID, MT, ND, NV, SD, UT, WA, WI, and WY) involving full statewide coverage. Two sources, Info USA and Acxiom, were used to develop the mailing list in all states except California. In California, the California Licensed Contractors list was used along with commercial lists for the non-licensed entities. The Nevada Licensed Contractors list was also incorporated into the mailing list for the first time in 2016. An analysis of the records where more than one mail piece was sent to the same address was performed. It was determined that 2.5% of the overall list were duplicate records (the same company with just a slightly different spelling of the company name in each record). The percentage was significantly higher in Nevada (10%) where the state licensing list was used along with the two commercial sources. Additional methods for identifying and eliminating duplicate records should be explored for future mailings.

2017 – 515,000 copies mailed to excavators across 37 states with 14 states (AR, CA, CO, HI, ID, MT, ND, NV, OK, SD, UT, WA, WI, and WY) involving full statewide coverage. The security message contained on the inside front cover was expanded and the full text of Part 196 was included in the magazine. This was the first year MCH Strategic Data was used for the selection of local government entities. The commercial data sources that were used to develop the mailing list in all states except California were: Info USA, Acxiom and MCH Strategic Data. In California, the California Licensed Contractors list was used along with the commercial sources for the non-licensed entities. Licensed Contractors lists were used to supplement the commercial list sources in Nevada and Arizona.

2018 – 455,000 copies mailed to excavators across 34 states with 15 states (AR, CA, CO, HI, IA, ID, MT, ND, NV, OK, OR, SD, UT, WA, and WY) involving full statewide coverage. The complete text of Part 196 was included again this year. The commercial data sources that were used to develop the mailing list in all states except California were: Info USA, Acxiom and MCH Strategic Data. In California, the California Licensed Contractors list was used along with the commercial sources for the non-licensed entities. Licensed Contractors lists were used to supplement the commercial list sources in Arizona. The Nevada lists were not available when the mailing list was being compiled. An outreach evaluation and an effectiveness evaluation were conducted in 2018.

2019 – 510,000 copies mailed to excavators across 35 states with 15 states (AR, CA, CO, HI, IA, ID, MT, ND, NV, OK, OR, SD, UT, WA, and WY) involving full statewide coverage. The complete text of Part 196 was included again this year. A feedback/information request form was included on the inside back cover. The commercial data sources used to develop the mailing list in all the states
Excavator Direct Mail Program

were: Info USA, Acxiom and MCH Strategic Data. Active Licensed Contractors lists were used to supplement the commercial list sources in California, Nevada and Arizona.
Purpose

The purpose of the program is to provide general pipeline safety information to Public Officials. The message will include: awareness of hazards associated with pipeline facilities, what types of emergencies may occur on pipeline facilities, how to obtain information about the location of pipeline facilities, general one call requirements, and how to contact pipeline companies for additional information.

Scope

The program is directed toward local, city, county or state officials and/or their staffs having land use and street/road jurisdiction in areas where pipelines are located. Local School Districts are also included in the program outreach. Examples are:

- Planning boards
- Zoning boards
- Licensing departments
- Permitting departments
- Building code enforcement departments
- City and county managers
- Public and government officials
- Public utility boards
- Includes local Governing Councils as defined by many communities
- Public officials who manage franchise or License agreements
- School Districts

Officials are obtained from commercially available data sources (InfoUSA and MCH) using job titles or SIC codes. Communications are directed toward the person, appropriate job titles or the Senior Official at the agencies. See the Stakeholder Identification section for additional details.

Program Elements

The elements in the program will be a mailing of the Pipeline Awareness newsletter with a custom cover letter listing member companies by state or county. The Newsletter will include an Information Request form and a postage paid return envelope will be included in the packet. Paper forms received by the Association will be processed and the data entered in the online form. The mailing is scheduled to be sent out in the month of August.

Message Content

Messages shall include the required messages contained in 49CFR192.616, 49CFR195.440 and API RP-1162. These messages are listed below with the section in the Newsletter where they are located shown in parenthesis.

- Pipeline purpose and reliability
  *(Letter from the Executive Director – page 2)*
- General location and purpose of gathering pipelines
  *(Types of Pipelines - page 5)*
Program Evaluations

An evaluation of program effectiveness will be performed every four years. Evaluations were performed in 2007, 2010, 2014 and 2018. The next evaluation will be performed in 2022. The last outreach evaluation was completed in 2017.

Documentation

All program documentation will be available from the website, including: identity of participating members, lists of Public Officials, mail pieces, and any survey results or feedback. A summary report of the information requests will also be posted in the follow up folder.

Follow-up Communications

Stakeholders are encouraged to send in requests for information with the paper form in the return envelope or in the online “Information Request” form on the web site. They can also send an email directly to the Association at: pipeline.association@pipelineawareness.info. The organization will respond to all incoming emails and may forward specific requests to local members. Follow up communications from the Association are archived in a program documentation folder entitled “Public Officials Follow-Up". Members are expected to retain records of their own follow up communications. The Association does not retain copies of member communications.
Dues

The base member dues for the program are $120 per county. This fee will be reduced in states where participation levels are sufficient to create cost sharing. The final dues for each state will be established at the end of January when all participation levels are known. Members can expect to receive invoices in February or March.

Sign up

Companies may sign up by sending an email to pipeline.association@pipelineawareness.info indicating the states and counties they wish to participate in. The deadline for signing up to participate in the program is January 15.

Stakeholder Identification:

• State Level Officials:
  Source – InfoUSA; selection by Standard Industry Classifications listed below:

<table>
<thead>
<tr>
<th>SIC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>919906</td>
<td>GOVERNMENT OFFICES-INDIAN (within a program state)</td>
</tr>
<tr>
<td>922902</td>
<td>STATE GOVERNMENT-PUBLIC ORDER &amp; SAFETY (within a program state)</td>
</tr>
<tr>
<td>953202</td>
<td>STATE GOVT-URBAN PLANNING &amp; DEVELOPMENT (within a program state)</td>
</tr>
<tr>
<td>962102</td>
<td>STATE GOVERNMENT-TRANSPORTATION PROGRAMS (within a program county)</td>
</tr>
<tr>
<td>963102</td>
<td>STATE GOVT-REG &amp; ADM-COMMS &amp; UTILITIES (within a program state)</td>
</tr>
</tbody>
</table>

• County Level and Local Officials:
  Source – MCH Strategic Data; selection by job function titles listed below:

<table>
<thead>
<tr>
<th>Role</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Commissioner</td>
<td>Land Commissioner</td>
</tr>
<tr>
<td>Building Official</td>
<td>Mayor</td>
</tr>
<tr>
<td>Chair of County Commission</td>
<td>Planning Director</td>
</tr>
<tr>
<td>City Engineer</td>
<td>Pollution Control Director</td>
</tr>
<tr>
<td>City Manager</td>
<td>Presiding Judge (AR and TX only)</td>
</tr>
<tr>
<td>Community Development Director</td>
<td>Public Safety Coordinator</td>
</tr>
<tr>
<td>County Commissioner</td>
<td>Public Works Director</td>
</tr>
<tr>
<td>County Engineer</td>
<td>Risk Manager</td>
</tr>
<tr>
<td>County Manager</td>
<td>Roads and Bridges Director</td>
</tr>
<tr>
<td>Development Services Director</td>
<td>Street Superintendent</td>
</tr>
<tr>
<td>Emergency Services Director</td>
<td>Transportation Director</td>
</tr>
<tr>
<td>First Selectman</td>
<td>Utilities Director</td>
</tr>
<tr>
<td>Health Official</td>
<td>Water Director</td>
</tr>
<tr>
<td>Industrial Authority Director</td>
<td>Zoning Administrator</td>
</tr>
</tbody>
</table>

• School Districts:
  Source – MCH Strategic Data; selection by district offices located within a program county. Communications will be directed to the District Superintendent.
## Keywords used for filtering out inappropriate agencies

| 4-H | abuse | account | acct | acquisition | activity | adoption | adult | Aeronautics | agent | aids | airport | alcohol | amusement | animal | annex | appraisal | aquatic | arbitration | archives | arena | arrest | art ctr | artist's market | assets | assistance | athletics | audit | barber | baseball | behavior | benefit | bingo | birth | blind | Board of Medicine | bookkeeping | bookkeeper | bookstore | boys | budget | cafeteria | campaign | campground | canine | care | case | celebration | cemetery | channel | chapter | checks | children | chorus | church | civic ctr | civil | claims | clinic | cinc | club | cmtnt | coin | collections | collector | communications | complex | computer | conflict | consultation | consumer | convention | co-op | corner | correct | counsel | county nurse | court | crime | criminal | crisis | gallery | guards | ct | custodial | custodian | customer | dairy | data | deal | death | defender | dental | depot | detective | detention | dialysis | diets | disabil | disabled | disease | disorders | disposal | dispute | dog | drinking | driver | drug | edctn | EDU | elder | elections | eleccton line | employee | employment | emlymnt | envrmntl | equilization | estate | events | examiners | experiment | extension | extension | families | family | Farmers market | learning | legislature | liability | library | licence | lifeguard | liquor | litem | literacy | litter | logistics | long term | lunch room | lunchroom | mail | marketing | marriage | meal | medical | medicine board | memorial bldg | memorial building | memorial ctr | mental | minerals | misdemeanor | mosquito | motor pool | motor vehicle | museum | museum | nurse | nurse's office | nursing | nutrition | occupational | offender | officers | outreach | pardon | parking | parole | patients | payment | payroll | pediatrics | pharmacy | pistol | playground | plaza | ponds | portables | parking dept | rabies | radio | recorder | recovery | recreation | recruiting | recycle | recycling | red cross | refuse billing | refuse collection | register-deeds | registration | rehab | relay | relief | rental | research | reservations | retarding | retir | rules | sanitation | saving | science | screen | secretary | self | senior citizen | senior citizen ctr | senior citizen | senior ctri | senior ctri | sexualy | shelter | shopping | snowboard | snowmobile | social | society | softball | soldiers | solicitor | sports | sprmrtk | stadium | steer | stores | student | study | substance | support | surrogate | switchboard | switchbd | task force | tax | tax payer | taxes | technical | technology | teen | telem | telephone | television | test | therapeutic | therapy | tip line | tobacco | town nurse | trash | travel | treasurer's | trial | tuberculosis | university | valuations | vet | victim | violations | violence | visiting nurse | visitor | visitix | vital | vocational | volunteer office | volunteer program | volunteer | programs | volunteer svc | volunteers | voter | voting | vstrs | warehouse | warrant | weatherization | weights | welcome | welfare | wc program | wildlife | witness | work advantage | work force | work permits | work release | work source | worker | workforce | x-ray | ymca | youth | zoo |


Program History

2006 – Initial mailing of four-page newsletter to over 10,000 officials with an article about the various types of pipelines and their purposes featured on the cover front.

2007 – Mailing of four-page newsletter to over 47,000 officials featuring an article about locating pipelines near you on the front cover.

2008 – Mailing of six-page newsletter to over 50,000 officials featuring articles about construction of new pipeline infrastructure and the actions pipeline operators take to promote safety on the front cover.

2009 – Mailing of six-page newsletter to over 53,000 officials featuring an article about school pipeline safety on the front cover.

2010 – Mailing of eight-page newsletter to over 64,000 officials featuring an article about 911 dispatchers on the front cover.

2011 – Mailing of eight-page newsletter to over 69,000 officials featuring an article about PIPA on the front cover.

2012 – Mailing of eight-page newsletter to over 69,000 officials featuring an article about why it is important to know about the pipelines in their area. The newsletter was poly-bagged with a cover letter that included the names of operators in their county or state, the facilities operated, emergency and non-emergency phone numbers.

2013 – Mailing of twelve-page newsletter to over 55,000 officials in 37 states featuring an article about emergency preparedness and pipelines. The newsletter was poly-bagged with a cover letter that included the names of operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. An evaluation of the outreach was performed in a sample county and the member list from the American Planners Association was incorporated into the mailing of the Pipeline Awareness newsletter as an additional list source.

2014 – Mailing of twelve-page newsletter to over 56,000 officials in 36 states featuring an article about pipeline safety and security. The newsletter was poly-bagged with a cover letter that included the names of operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. The member list from the American Planners Association was used as an additional list source. A message map for the required messages was created and incorporated into the program outline.

2015 – Mailing of twelve-page newsletter to over 67,000 officials in 36 states featuring an article about school pipeline safety. The newsletter was poly-bagged with a cover letter that included the names of operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. School district offices located in a program county were included in the mailing. Data from the National Center for Education Statistics (NCES) was used as the list source for school districts. Using job function titles with data acquired from MCH Strategic Data was compared to using SIC codes / keyword filtering with data from InfoUSA. It was determined that the use of job function titles with the data from MCH will provide a more accurate list for local and county level officials.
Public Officials Newsletter

2016 – Mailing of twelve-page newsletter to over 55,000 officials in 36 states. The cover of the newsletter did not include a feature article. It was redesigned to include the table of contents and highlighted information about the contents of the newsletter. The newsletter was poly-bagged with a cover letter that included the names of operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. This was the first year MCH data was used for the list of local level officials and school districts.

2017 – Mailing of twelve-page newsletter to over 63,000 officials in 40 states. The newsletter was re-designed to have a different look and feel. The standard content was further refined, and additional personalized articles were included. The newsletter was poly-bagged with a cover letter that included the names of member operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. The US Census Bureau data was used to identify missing Townships and Special Districts. These records will be researched for inclusion in the future.

2018 – Mailing of twelve-page newsletter to over 49,000 officials in 37 states. The design of the newsletter followed the new layout that was created in 2017. The newsletter was poly-bagged with a cover letter that included the names of member operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. The packet also included a paper “Information Request” form along with a postage paid return envelope. A 2-hour webinar covering NPMS and PIMMA was held on September 18, 2018. This webinar was conducted by Amy Nelson with PHMSA. A second webinar is planned for February 7, 2019. The US Census Bureau data was used to identify missing Townships and Special Districts. These records will also be researched for future mailings.

2019 – Mailing of sixteen-page newsletter to over 48,000 officials in 37 states. The newsletter was poly-bagged with a cover letter that included the names of member operators in their county or state, the facilities operated, emergency and non-emergency phone numbers. The packet included a postage paid return envelope for return of the feedback/information request form included in the newsletter. A one-hour webinar covering NPMS and PIMMA was held on October 10. This webinar was conducted by Leigha Gooding with PHMSA. The US Census Bureau data was used to identify missing Special Districts. These records will also be researched for future mailings.
Purpose

The purpose of the program is to provide pipeline safety information to Emergency Responders.

Scope

The program is directed toward local, state, or regional officials, agencies, and organizations with emergency response and/or public safety jurisdiction over areas involving pipelines. These agencies include:

- Fire departments
- Police/Sheriff departments and Public Safety Answering Points (PSAP)
- Local Emergency Planning Commissions (LEPC)
- County Emergency Management Agencies (CEMA)
- Other local emergency response and public safety organizations

Emergency Officials will be identified through commercially available data sources, member information, and the web sign up database. Commercial data is obtained from the National Public Safety Information Bureau (NPSIB). Information about this data can be found at: www.safetysource.com. Substations identified in the USGS data are also included in the mailing. The primary mailing list will be maintained internally by the Association. A listing of the NPSIB department descriptions along with the corresponding SIC Code and SIC descriptions are included below.

Program Elements

The elements in the program include:

- A direct mailing of the Pipeline Emergency Response Guidelines booklet and the Pipeline Awareness newsletter for public officials. The mailing packet will include a customized cover letter listing the names of member companies in the county along with a description of the types of facilities they operate and their emergency and non-emergency phone numbers. A solicitation for emergency response capability information and a request form for additional information are included in the cover letter. The packet is sent first class and contains a postage paid return envelope.
- An online interactive training web site with various pipeline emergency scenarios.
- The online training resource: Responding to Utility Emergency Emergencies.
- A mobile friendly web application providing pipeline information for specific locations.
- A web-based listing of emergency response capabilities for pipeline members and emergency response agencies.
- A password protected web-based mapping application displaying pipeline specific information for emergency planning purposes (company name, product transported, pipeline size, recommended evacuation distance, emergency phone, non-emergency phone, and links to additional documents).
- Periodic (quarterly) email communications to County Emergency Managers.
- Additional email communications with response agencies who have provided their email addresses to the Association and requested additional information.
Message Content

Messages shall include the required messages contained in 49CFR192.615(c)(1) thru (4), 49CFR195.402(c)(12), 49CFR192.616, 49CFR195.440 and API RP-1162. These messages are listed below with the sections in the Pipeline Emergency Response Guidelines booklet where they are located shown in parenthesis. Refer to the table of contents for specific page numbers.

- Pipeline purpose and reliability
  (Pipeline Basics)
- Location and purpose of gathering pipelines
  (Pipeline Basics)
- Pipeline location information and availability of NPMS
  (Pipeline Basics)
- Damage prevention activities
  (Damage Prevention a Shared Responsibility)
- Awareness of hazards and prevention measures undertaken
  (Products Transported, Damage Prevention a Shared Responsibility, Appendix A)
- Physical indications of a pipeline release
  (Products Transported and Appendix A)
- Steps to take to protect the public in the event of a pipeline release
  (Incident Response Steps and Appendix A)
- Procedures for reporting a pipeline emergency
  (Incident Response Steps)
- Emergency preparedness communications
  (Emergency Preparedness)
- The types of pipeline emergencies of which the operator notifies the officials
  (Emergency Preparedness)
- The responsibility and resources of government organizations that may respond
  (Emergency Response Capabilities)
- The operator’s ability in responding to an emergency, and means of communication
  (Incident Response Steps, Emergency Response Capabilities)
- How the operator and officials can engage in mutual assistance to minimize hazards
  (Emergency Preparedness, Incident Response Steps, Damage Prevention a Shared Responsibility)
- Overview of operator’s Integrity Management Programs
  (Damage Prevention a Shared Responsibility)
- Company contacts
  (Additional Resources and back page of cover letter)
- How to get additional information
  (Additional Resources and cover letter)
Emergency Responder Program

Program Evaluations

An evaluation of program effectiveness will be performed at least once every four years. Previous evaluations were performed in 2007, 2010, 2014 and 2018. The next scheduled evaluation will be performed in 2022. Outreach evaluations are conducted annually with the returns from the mailing. The emergency responder mailing is sent first class, so any undeliverable mail is returned. Returns received within 45 days of the mailing are researched, and if the addresses can be corrected, the returned packets are then resent to the agencies. Reports of the processed returns are posted in the ER Follow-up documentation folder for that year.

Documentation

All program documentation will be available from the website, including: identity of participating members, Emergency Responders contacted, copies of communications, and any survey results or feedback received.

Follow-up Communications

Stakeholders are encouraged to use the online “Information Request” form to request additional information from pipeline members in their county. They can also send an e-mail to the Association at: pipeline.association@pipelineawareness.info. The organization will respond directly to all incoming e-mails and may forward specific requests to local members. Follow up emails from the Association are archived in a program documentation folder entitled “Follow-Up Communications”.

Dues

The base dues for participation in the program are $250 per county. This will be lowered in states where participation levels are sufficient to create cost sharing. The final per county dues for each state will be established at the end of January when all participation levels are known. Members can expect to receive invoices in February or March.

Sign up

Companies may sign up by sending an email to pipeline.association@pipelineawareness.info indicating the states and counties they wish to register. The deadline for registering in the program is January 15. The deadline for supplying company specific GIS files and pipeline information for the ISEPA mapping application is July 1.

Participating Members should provide company specific information for the mapping application. The information will be managed and maintained in accordance with the Association’s Confidential Member Information Policy posted on the Association’s web site. Additional details about the information and how it will be used are below:

Pipeline location – location information should be provided in a common GIS format. The preferred projection is WGS84. It should be reasonably accurate and contain the information necessary for the program. After initial processing, Members will be sent a KML file for
Emergency Responder Program

verification. Members will be requested to review the information and confirm that it is approved for use in the program. Members should also provide updated information when there are significant changes to their pipeline system or facilities.

*Product transported* – the product contained in the pipeline must be provided by the Member. If the product is not provided, the pipeline information cannot be included in the application. Products should be identified with one of the product categories listed in the table below. Natural gas and petroleum gas must also be identified as odorized or un-odorized.

*Pipeline size* – this is the nominal outside diameter (OD) of the pipeline. It is not mandatory for the application. However, if it is provided, it may be included in the application and can be used to calculate recommended evacuation distances for natural gas.

*Pipeline pressure* - this not displayed in the ISEPA application. However, if it is provided, it can be used to determine the recommended evacuation distances for natural gas pipelines.

*Recommended initial evacuation distance* – **this should be provided by the Member**. If it is not provided, then the default distance used in the application will follow the guidelines below. These distances are based on information taken from the DOT ERG.

<table>
<thead>
<tr>
<th>Product</th>
<th>Distance (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas (Odorized and Un-odorized)</td>
<td>2640 feet (1/2 mile), unless additional information is provided; size only – may use pipeline size x 100 size and pressure – may use square root of pressure x size x 2.28</td>
</tr>
<tr>
<td>Petroleum Gas (Odorized and Un-odorized)</td>
<td>2640 feet (1/2 mile) in all cases</td>
</tr>
<tr>
<td>Petroleum Liquids</td>
<td>1000 feet in all cases</td>
</tr>
<tr>
<td>Anhydrous Ammonia</td>
<td>1000 feet in all cases</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>330 feet in all cases</td>
</tr>
<tr>
<td>Ethanol</td>
<td>1000 feet in all cases</td>
</tr>
<tr>
<td>Hydrogen Gas</td>
<td>2640 feet (1/2 mile), unless additional information is provided; size only – may use pipeline size x 100</td>
</tr>
<tr>
<td>Sour Gas (H2S)</td>
<td>Distance is dependent on H2S concentrations and must be provided by the Member</td>
</tr>
<tr>
<td>Sour Crude Oil (H2S)</td>
<td>Distance is dependent on H2S concentrations and must be provided by the Member</td>
</tr>
<tr>
<td>Liquids &amp; Natural Gas</td>
<td>2640 feet (1/2 mile), unless additional information is provided; size only – may use pipeline size x 100 size and pressure – may use square root of pressure x size x 2.28</td>
</tr>
</tbody>
</table>
Pipeline Association for Public Awareness

Emergency Responder Program

Department Descriptions and Standard Industry Classifications

<table>
<thead>
<tr>
<th>NPSIB Department Description</th>
<th>SIC</th>
<th>SIC Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Police Troop Locations</td>
<td>922102</td>
<td>State Govt. Police</td>
</tr>
<tr>
<td>Sheriff’s Departments</td>
<td>922103</td>
<td>Sheriff</td>
</tr>
<tr>
<td>Police Departments</td>
<td>922104</td>
<td>Police Departments</td>
</tr>
<tr>
<td>Campus Law Enforcement</td>
<td>922104</td>
<td>Police Departments</td>
</tr>
<tr>
<td>Bureau of Indian Affairs</td>
<td>922104</td>
<td>Police Departments</td>
</tr>
<tr>
<td>Airport Police Departments</td>
<td>922104</td>
<td>Police Departments</td>
</tr>
<tr>
<td>Harbor Police Departments</td>
<td>922104</td>
<td>Police Departments</td>
</tr>
<tr>
<td>Railroad Law Enforcement</td>
<td>922104</td>
<td>Police Departments</td>
</tr>
<tr>
<td>Fire Departments</td>
<td>922404</td>
<td>Fire Departments</td>
</tr>
<tr>
<td>Airport Departments</td>
<td>922404</td>
<td>Fire Departments</td>
</tr>
<tr>
<td>Harbor Departments</td>
<td>922404</td>
<td>Fire Departments</td>
</tr>
<tr>
<td>Emergency Management Agencies</td>
<td>922903</td>
<td>County Govt. Public Order Safety</td>
</tr>
<tr>
<td>Public Safety Answering Points (911)</td>
<td>922903</td>
<td>County Govt. Public Order Safety</td>
</tr>
</tbody>
</table>

Program History

2006 – Initial mailing of *Pipeline Emergency Response Guidelines* Booklet to over 26,000 agencies.

2007 – Mailing of *Pipeline Emergency Response Guidelines* Booklet and Pipeline Emergency Contact Directory to over 26,000 agencies. The booklet included a chart of recommended evacuation distances for a natural gas pipeline leak (Appendix A) and a procedure for responding to a natural gas leak in a building (Appendix B).

2008 – Mailing of the *Pipeline Emergency Response Guidelines* Booklet and Pipeline Emergency Contact Directory to over 24,000 agencies. An interactive training web site with emergency response scenarios and other training materials was created and launched. Safety Source became the new provider of the mailing list.

2009 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training scenarios CD, the Pipeline Emergency Contact Directory, and the Pipeline Awareness Newsletter for public officials to over 24,000 agencies. Three additional scenarios were added to the interactive training site and the CD.

2010 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training scenarios CD, the Pipeline Emergency Contact Directory, and the Pipeline Awareness Newsletter for public officials to over 24,000 agencies. Two additional scenarios were added to the interactive training site and the CD, one for 911 dispatchers and one for a gas leak in a building. The online training program: *Responding to Utility Emergencies* developed by Mike Callan was also added to the training site. A new emergency response capabilities database and web application was also created and provided to the agencies.
Emergency Responder Program

2011 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training scenarios CD and the Pipeline Awareness Newsletter for public officials to over 21,000 agencies. Scenario number 9 addressing a liquids pipeline leak near a body of water was added to the interactive training site and the CD. The cover letter for the emergency responder mailing was customized by county and included information just for the member companies in that county. The Pipeline Emergency Response Guidelines booklet was redesigned and color illustrations were added to each section. Product specific leak, hazard, and emergency response information was added as a new Appendix C. A questionnaire was included in the emergency responder mailing to facilitate two way communications with the agencies and guide program improvements going forward. An additional data source (InfoUSA) was used to enhance the mailing list for emergency responders. This increased the list by approximately 12% and added additional substation or auxiliary locations. A new video for emergency responders addressing the lessons learned from a serious pipeline incident in Lafayette IN was created. Three additional capabilities were added to the ER capabilities application: certification under NFPA 472, familiarity with NFPA 329, and accessing the National Pipeline Mapping System.

2012 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 25,000 agencies. A stand-alone version of the online training course “Responding to Utility Emergencies” and a copy of the lessons learned video from the pipeline incident in Lafayette IN were included on the CD. The information in the Pipeline Emergency Response Guidelines booklet was reorganized and a new section titled “Emergency Preparedness” was added. A questionnaire was included in the emergency responder mailing to facilitate two way communications with the agencies and guide program improvements going forward.

2013 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 13,000 agencies in 29 states. A stand-alone version of the online emergency response training scenarios was included on the CD. The appendices contained in the Pipeline Emergency Response Guidelines booklet were reorganized. Background information for various products and facilities was added to Appendix A and specific information about product characteristics was included in the new Appendix B. An additional page containing the Emergency Response Capabilities form was also added to the booklet. The Identified Site Emergency Planning Application was incorporated into the program and information about the new mapping application was included in the cover letter. The mailing was sent First Class and 27 returns were received within 25 days of the mailing. The undeliverable addresses were corrected and the packets were re-mailed.

2014 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 13,000 agencies in 29 states. A complete copy of the Association’s version of Digging Dangers #24 - “Strike Three” was included on the CD. Additional content was added to the Pipeline Emergency Response Guidelines booklet. This included: information about the ISEPA mapping application, a new section for Products Transported, added information in the section on “Working Together with the Operator” and a new section in the back containing information about “Additional Resources”. The cover letter included
Emergency Responder Program

information about emergency response capabilities and a prepaid return envelope. The mailing was sent First Class and 250 returns were received within 35 days of the mailing. The undeliverable addresses were researched, corrected or deleted, and packets were re-mailed.

2015 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 18,800 agencies in 725 counties. A complete copy of the Association’s new training web site was included on the CD. A downloadable power point presentation for the material in the PERG booklet along with an instructors’ guide were developed and added to the new training web site in 2016. Additional content was added to the Pipeline Emergency Response Guidelines booklet. This included four pages of additional content with images and information about various types of pipeline facilities. The cover letter included information about emergency response capabilities and a prepaid return envelope. The mailing was sent First Class and 114 returns were received within 35 days of the mailing. The undeliverable addresses were researched, corrected or deleted, and packets were re-mailed.

2016 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 20,500 agencies in 745 counties. A complete copy of the Association’s new training web site was included on the CD. A case study of the 2010 hazardous liquids release into the Yellowstone River was created. A video of this case study, the natural gas case study and the general pipeline safety video were added to the training web site and the CD. The cover letter included information about emergency response capabilities and a prepaid return envelope. The mailing was sent First Class and 179 returns were received within 35 days of the mailing. The undeliverable addresses were researched, corrected or deleted, and 80 packets were re-mailed.

2017 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 30,500 agencies in 1162 counties. Eight pages of new content were added to the PERG booklet, including: a new appendix covering storage facilities, enhanced security messaging, information about EFV’s and curb valves and additional Layar content for NPMS. The response steps were modified to more closely match the response steps identified in the DOT ERG. The cover letter included information about emergency response capabilities and a prepaid return envelope. The mailing was sent First Class and 244 returns were received within 45 days of the mailing. The undeliverable addresses were researched, corrected or deleted, and 90 packets were re-mailed.

2018 – Mailing of Pipeline Emergency Response Guidelines Booklet with the training CD and the Pipeline Awareness Newsletter for public officials to over 27,000 agencies in 1052 counties. The NVFC Toolkit was added to the Additional Resources section of the PERG booklet. The cover letter included a new section to submit requests for additional information from pipeline members along with the request for response capabilities information. The nine training scenarios were completely redeveloped in HTML5 to render in a responsive format without the need to run in Adobe Flash. The Digging Dangers 24 video was edited and retitled “Excavation Emergencies”. The video was included on the training web site and the training DVD. The mailing was sent First Class
Emergency Responder Program

and 198 returns were received within 45 days of the mailing. The undeliverable addresses were researched, corrected or deleted, and 142 packets were re-mailed.

2019 – Mailing of Pipeline Emergency Response Guidelines Booklet and the Pipeline Awareness Newsletter for public officials to over 27,000 agencies in 1052 counties. The cover letter included a new section to submit requests for additional information from pipeline members along with the request for response capabilities information. Zappar replaced Layar as the technology used to access video content from the PERG booklet. The mailing was sent First Class and 132 returns were received within 45 days of the mailing. The undeliverable addresses were researched, corrected or deleted, and 101 packets were re-mailed. Quarterly emails were sent to the County Emergency Managers.
Pipeline Association for Public Awareness

Identified Site Registry

Purpose and Scope:

The purpose of this program is to collect information about Identified Sites from emergency response officials. This information will be used in the development of educational programs related to pipeline safety. The programs will be directed toward the public in potentially high consequence areas near pipelines.

This registry will concentrate on collecting information about unmarked outside areas where people congregate, and places occupied by persons of limited mobility. The information collected may be used by pipeline operators to supplement activities required by their integrity management programs. Members are advised to verify the accuracy of registry information prior to using the information or incorporating the information into company programs.

Program Elements

Local public officials with safety or emergency response or planning responsibilities will be identified. A letter will be sent to the agencies asking them to enter site information into the Identified Site Emergency Planning Application (ISEPA). Each agency will be given a unique username and password. Site information will only be requested in the yellow buffered areas, which are based on the recommended initial evacuation areas (see table below). The request will be sent by direct mail during the fourth quarter of the year.

Members will be sent site information via email from the mapping application. Site information may also be downloaded directly from the mapping application. Sensitive information will not be made available to the public.

The Association will also use this information to develop educational programs directed toward the public in these areas.

Dues

Member dues for participation in this program are $75.00 per member/county.

Sign up

Members should send an email to pipeline.association@pipelineawareness.info and indicate the states and counties they would like included in the program. Members are requested to sign up by January 15 and provide pipeline location information no later than September 1.

Participating Members must provide company specific information for the ISEPA mapping application. The information will be managed and maintained in accordance with the Association’s Confidential Member Information Policy which is available on the web site. Additional details about the information and how it will be used are below:

Pipeline location – location information should be provided in a common GIS format. The preferred projection is WGS84. It should be reasonably accurate and contain the information necessary for the program. After initial processing, Members will be sent a KML file for verification.
**Product transported** – the product contained in the pipeline must be provided by the Member. If the product is not provided, the pipeline information cannot be included in the application. Products should be identified with one of the product categories listed in the table below.

Natural gas and petroleum gas must also be identified as odorized or un-odorized.

**Pipeline size** – this is the nominal outside diameter (OD) of the pipeline. It is not mandatory for the application. However, if it is provided, it may be included in the application and can be used to calculate recommended evacuation distances for natural gas.

**Pipeline pressure** - this not displayed in the ISEPA application. However, if it is provided, it can be used to determine the recommended evacuation distances for natural gas pipelines.

**Recommended initial evacuation distance** – this should be provided by the Member. If it is not provided, then the default distance used in the application will follow the guidelines below. These distances are based on information taken from the DOT ERG.

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<thead>
<tr>
<th>Product</th>
<th>Distance (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas (Odorized or Un-odorized)</td>
<td>2640 feet (1/2 mile), unless additional information is provided; size only – may use pipeline size x 100 size and pressure – may use square root of pressure x size x 2.28</td>
</tr>
<tr>
<td>Petroleum Gas (Odorized or Un-odorized)</td>
<td>2640 feet (1/2 mile) in all cases</td>
</tr>
<tr>
<td>Petroleum Liquids</td>
<td>1000 feet in all cases</td>
</tr>
<tr>
<td>Anhydrous Ammonia</td>
<td>1000 feet in all cases</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>330 feet in all cases</td>
</tr>
<tr>
<td>Ethanol</td>
<td>1000 feet in all cases</td>
</tr>
<tr>
<td>Hydrogen Gas</td>
<td>2640 feet (1/2 mile), unless additional information is provided; size only – may use pipeline size x 100</td>
</tr>
<tr>
<td>Sour Gas (H2S)</td>
<td>Distance is dependent on H2S concentrations and must be provided by the Member</td>
</tr>
<tr>
<td>Sour Crude Oil (H2S)</td>
<td>Distance is dependent on H2S concentrations and must be provided by the Member</td>
</tr>
<tr>
<td>Liquids &amp; Natural Gas</td>
<td>2640 feet (1/2 mile), unless additional information is provided; size only – may use pipeline size x 100 size and pressure – may use square root of pressure x size x 2.28</td>
</tr>
</tbody>
</table>
Pipelines Nearby

Purpose and Scope:
The purpose of the program is to provide approximate pipeline location information along with general hazard recognition and response information for member pipelines near a specific location. The program will allow stakeholders, who include: municipalities, businesses, schools, residents, 911 centers, and emergency officials to enter location information into a web based application, or use a mobile device, and receive information for the five member pipelines closest to a specific location. The application can be accessed at: www.pipelinesnearby.org

Program Elements
A web application also having the capability to interface with various mobile devices such as smart phones and tablets will be freely available to all stakeholders.

Location information may be entered into the web application by typing in a street address or clicking a point on a map. GPS enabled mobile devices will deliver location coordinates through the mobile-friendly application. When information for a specific location is received in the database, it will render the following information:

- Product transported
- Approximate distance and direction to the pipeline
- Name of the pipeline operator
- Emergency phone number
- Non-emergency phone number
- Common indications of a pipeline leak (see chart on last page)
- Potential hazards associated with a release (see chart on last page)
- Recommended general emergency response actions (see chart on last page)

Sign up
Members must submit pipeline location information in an electronic format suitable for import into common GIS applications. The information for each pipeline must include the product transported, identified with one of the following categories:

- Odorized Natural Gas
- Un-odorized Natural Gas
- Odorized Petroleum Gas
- Un-odorized Petroleum Gas (includes liquefied propane, ethane, butane, etc.)
- Petroleum Liquids (includes sweet crude oil)
- Anhydrous Ammonia
- Carbon Dioxide
- Ethanol
- Hydrogen Gas
- Sour Gas (H2S)
- Sour Crude Oil (H2S)
- Liquids & Odorized Nat Gas
Pipelines Nearby

Members desiring to participate in the program should send the information they would like included in the program to: pipeline.association@pipelineawareness.info. GIS information may be submitted anytime during the year. The centerline information will be imported into a secure database and only used for the purposes of the program. Member information will not be shared with outside parties and will be handled in accordance with the Confidential Member Information Policy posted on the Association’s web site.

Members are responsible for submitting updated or revised information as appropriate.

Dues

Dues for participation in this program are included in the annual dues for basic membership.

Leak, Hazard, and Emergency Response Information

The indications of a leak, the associated hazards and the corresponding emergency response actions that will be displayed by the application are contained in the following table.
# Pipeline Association for Public Awareness

## Pipelines Nearby

### Leak, Hazard, and Emergency Response Information

<table>
<thead>
<tr>
<th>INDICATIONS OF A LEAK</th>
<th>Odorized Natural Gas</th>
<th>Un-odorized Natural Gas</th>
<th>Odorized Petroleum Gas</th>
<th>Un-odorized Petroleum Liquids</th>
<th>Petrohydrous Ammonia</th>
<th>Carbon Dioxide</th>
<th>Ethanol</th>
<th>Hydrogen Gas</th>
<th>Sour Gas (H2S)</th>
<th>Sour Crude Oil (H2S)</th>
<th>Liquids &amp; Odorized Nat Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>An odor like rotten eggs or a burnt match</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A loud roaring sound like a jet engine</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A white vapor cloud that may look like smoke</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A hissing or whistling noise</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The pooling of liquid on the ground</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An odor like petroleum liquids or gasoline</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire coming out of or on top of the ground</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dirt blowing from a hole in the ground</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A sheen on the surface of water</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An area of frozen ground in the summer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An unusual area of melted snow in the winter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An area of dead vegetation</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bubbling in pools of water</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An irritating and pungent odor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### HAZARDS OF A RELEASE

<table>
<thead>
<tr>
<th>HAZARDS OF A RELEASE</th>
<th>Odorized Natural Gas</th>
<th>Un-odorized Natural Gas</th>
<th>Odorized Petroleum Gas</th>
<th>Un-odorized Petroleum Liquids</th>
<th>Petrohydrous Ammonia</th>
<th>Carbon Dioxide</th>
<th>Ethanol</th>
<th>Hydrogen Gas</th>
<th>Sour Gas (H2S)</th>
<th>Sour Crude Oil (H2S)</th>
<th>Liquids &amp; Odorized Nat Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly flammable and easily ignited by heat or sparks</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Will displace oxygen and can cause asphyxiation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vapors are heavier than air and will collect in low areas</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact with skin may cause burns, injury, or frostbite</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Initial odor may be irritating and deaden the sense of smell</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Toxic and may be fatal if inhaled or absorbed through skin</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Vapors are extremely irritating and corrosive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fire may produce irritating and/or toxic gases</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Runoff may cause pollution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vapors may form an explosive mixture with air</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vapors may cause dizziness or asphyxiation without warning</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is lighter than air and can migrate into enclosed spaces</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### EMERGENCY RESPONSE

<table>
<thead>
<tr>
<th>EMERGENCY RESPONSE</th>
<th>Odorized Natural Gas</th>
<th>Un-odorized Natural Gas</th>
<th>Odorized Petroleum Gas</th>
<th>Un-odorized Petroleum Liquids</th>
<th>Petrohydrous Ammonia</th>
<th>Carbon Dioxide</th>
<th>Ethanol</th>
<th>Hydrogen Gas</th>
<th>Sour Gas (H2S)</th>
<th>Sour Crude Oil (H2S)</th>
<th>Liquids &amp; Odorized Nat Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid any action that may create a spark</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Do NOT start vehicles, switch lights, or hang up phones</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Evacuate the area on foot in an upwind and/or uphill direction</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Alert others to evacuate the area and keep people away</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>From a safe location, call 911 to report the emergency</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Call the pipeline operator and report the event</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Wait for emergency responders to arrive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Do NOT attempt to close any pipeline valves</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Take shelter inside a building and close all windows</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>
Pipeline Association for Public Awareness

School Pipeline Safety Program

Purpose and Scope

The School Pipeline Safety Program is a collaborative effort involving the Pipeline Association for Public Awareness and the Danielle Dawn Smalley Foundation. The outreach efforts are intended to increase pipeline safety awareness and knowledge among school officials, focusing on the following objectives:

- Provide pipeline specific safety information to school administrators and safety officers.
- Provide general pipeline safety information to faculty members and students.
- Provide support and guidance to industry personnel communicating with schools

Program Elements and Tier Levels

Schools may be registered at the Tier I, II or III Level. The program elements for each Tier Level are described below:

- **Tier I** program elements include: a school specific web page for ongoing communications and an annual communication in the fall with each school and the district office.

- **Tier II** program elements include: a school specific web page for ongoing communications, an annual communication in the fall with each school and the district office, a web meeting with school officials once every four-year cycle and completion of a web-based school pipeline safety assessment.

- **Tier III** program elements include: a school specific web page for ongoing communications, an annual communication in the fall with each school and the district office, a personal visit with school officials once every four-year cycle and completion of a web-based school pipeline safety assessment.

Additional web pages for schools with multiple pipelines carrying products with different product characteristics can be created under each Tier level. The different product groups are listed in the Sign-up section. Additional web pages are also appropriate for subsidiary companies with a different company name.

Activities

School enrollment includes: verifying school contact information, identifying pipeline company representatives, preparing school aerial maps and creating custom school web pages.

The annual communications include: a cover letter, the school pipeline safety brochure, and a school specific poster containing pipeline location map and other relevant information. Follow up communications will be provided via email or phone.

School visits and web meetings involve: scheduling visits with school officials, coordinating the schedule with company field representatives, preparing materials, conducting the meeting, providing follow-up communications for any questions from the meeting, collecting the school pipeline safety assessment results and documenting the activities.
Dues

The annual dues are: $150 per school for Tier I, $250 per school for Tier II, and $450 per school for Tier III. A four-year commitment is required for each school, except schools in Tier I.

The annual dues for each additional school web page associated with a subsidiary company or other pipelines carrying different types of products (see product types below) are the same as Tier I, $150 per year.

The annual dues for Tier III schools located within approximately 150 miles of Dallas, TX are reduced from $450 to $350 because the travel expenses for these schools is less. These schools will be identified as Tier III-LT in the member accounting reports.

Sign up

The deadline for registering schools in the program is July 1. Members must provide all the information contained on the School Information Form and the pipeline location information for each school. The enrollment process will not begin until all the information for a school has been received. Please send the information to info@schoolpipelinesafety.org

Pipeline location information should be provided in a standard GIS format suitable for creating the school aerial site map images. Member pipeline information will not be shared with outside parties and will be handled in accordance with the Confidential Member Information Policy posted on the Association web site. In lieu of providing centerline information, Members may provide individual site map images appropriate for use on the school web pages. The map image specifications are:

- Size - 960 x 520 pixels' minimum (larger images will be cropped to this size)
- 96 dpi minimum
- File format – JPEG
- Pipelines are to be shown with bright red lines heavy enough to be clearly visible
- Background - hybrid is the preferred background (including street names)
- File names should include the school name and the two-letter state abbreviation.

The different product types with different general product characteristics requiring additional web pages are:

- Natural Gas
- Petroleum Gas (includes liquefied propane, ethane, butane, etc.)
- Petroleum Liquids (includes sweet crude oil and refined products)
- Anhydrous Ammonia
- Carbon Dioxide
- Ethanol
- Hydrogen Gas
- Sour Gas (H2S)
- Sour Crude Oil (H2S)
- Liquids and Natural Gas
School Pipeline Safety Program

Invoicing and Program Changes

Members are requested to review their participation in the program and make any changes before January 15 of each year. If no changes are received from the member by this date, the previous year’s participation will be carried forward to the current year. This includes initiating a new four-year cycle for schools that completed a four-year cycle at the end of the previous year. Members can expect to receive invoices in February or March for the schools enrolled in the current year’s program.

Members may request changes to their current year’s participation at any time. Depending upon the timing and the type of change, certain conditions apply. These conditions are outlined below:

Changes requested prior to July 1

- Tier Level Increases – will initiate a new four-year cycle beginning with the current year.
- School Additions – can be made if all program information is provided.
- School Deletions and Tier Level Decreases – can be made if a web meeting or personal visit has not been conducted in the current cycle. These changes may initiate a new four-year cycle beginning with the current year. If one or more years remain in the current cycle and a web meeting or personal visit has been conducted, payment of the remaining amounts needed to cover the cost of the web meeting or visit will be required. These costs are: $300 per year for Tier III, $200 per year for Tier III-LT and $100 per year for Tier II.

If any of these changes result in additional program dues, members will receive a second invoice for the additional amounts. If the changes result in a credit, the credit will be applied toward future years’ program dues. Member dues previously paid to the organization cannot be refunded to members. Amounts to be credited for decreasing a Tier Level or removing a school from the program will only include member dues paid in the current year and cannot be applied retroactively to include previous years of a four-year cycle.

Changes requested after July 1

Program changes are generally not accepted after July 1. The later in the year the request is submitted, the less likely it can be accomplished. Preparations for the fall mailing are in progress during this time and the second round of invoicing may have been completed. Requests received after July 1 will be reviewed on a case by case basis and invoiced accordingly.

Schools may be enrolled after July 1 if workload permits and the school information can be fully developed by September 1. This determination is at the sole discretion of the Danielle Dawn Smalley Foundation.

Schools added between September 1 and December 31 will be assigned an initial Tier year of the following year.
Pipeline Association for Public Awareness

School Pipeline Safety Program

School Information Form

School Name:

City and State:

Level of Enrollment (Tier I, II, or III):

Pipeline Information
(For display on the school web page)

Pipeline Company Name:

Emergency Phone Number:

Local Information Contact Name:

Local Information Email:

Local Information Phone:

Pipeline Contents or Product Transported:
(Where multiple pipelines exist, please provide information for the most severe exposure. Also identify if products are odorized or un-odorized and if products contain high levels of H2S)

Pipeline Size (nominal OD in inches):

Pipeline Pressure:
(Provide only if product is natural gas. This information is not displayed on the web page)

Direction from Main School Building:

Approximate Distance from Main School Building (feet):

Recommended Minimum Evacuation Distance:
(Members must provide this for products containing high levels of H2S)

Member Company Information
(For invoicing)

Member Company Name:

Contact Person Name:

Contact Email:

Contact Phone:
811 Awareness Program – JJ Harrison

Purpose

The purpose of the program is to increase the awareness of 811 with the public.

Scope

The program is directed toward the public in regions of the country where rodeo events are held. The schedule of events for the current year is contained below. If the events are televised, the scope of the program includes all areas where event coverage is broadcast. Messages are also communicated nationwide via social media.

Program Elements

The primary elements in the program are:

- 811 Logo to be placed on JJ's jersey. Jersey is worn at all public appearances, unless another manner of dress is required. Some rodeo performance contracts may override. A photo of the jersey is included below.
- 811 Logo embroidered on western shirts used in public appearances and also on shorts worn at certain rodeo events.
- 811 Logo on semi and trailer used to travel thousands of miles annually to and from events. Logo size is 1.5 feet x 2 feet.
- 811 Logo on pickup truck.
- 811 Logo on autograph cards distributed at shows, schools and public appearances.
- 811 Logo on barrel. Barrel will be used at rodeos, unless other commitments preclude its use.
- 811 Logo placed on web site, jj-harrison.com, and on related social media pages.
- Further promotion of 811 at events where possible. Sponsors may provide materials in support of this effort. (T-shirts, souvenirs, etc.).

Message Content

The basic message includes information about using the free 811 notification services that are available to the public and the importance of calling 811 before digging to have all buried underground facilities located by local facility operators.

Dues

There are no minimum dues for participation in this program. Sponsorship amounts are determined on an individual basis by each company or organization choosing to support the program. A total of $35,000 is needed to fully fund the program in 2020.
811 Awareness Program – JJ Harrison

Sign up

Membership in the Association is not required. Companies may sign up by registering their information online at: https://pipelineawarenessorg.wufoo.com/forms/811-awareness-program-jj-harrison/ Invoices will be sent via email within 30 days of registration. The preferred deadline for signing up to support the program is January 15. However, late registrations will be accepted up to November 1.

811 Jersey

All companies sponsoring the program at the $5,000 level or higher will be entered into a drawing for the official 811 Jersey signed by JJ. The drawing will be held at the Annual Membership Meeting in September. The 811 Jersey is shown below:

![811 Jersey image](image)

Documentation

All program documentation is available from the website, including: identity of sponsoring companies or organizations, sponsorship levels and the listing of rodeo events attended during the year. A summary report for the year is also available on the website.
811 Awareness Program – JJ Harrison

Program History

2012 – Participated in 27 scheduled rodeo events in 12 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews and special needs rodeos and safety expos. JJ Harrison was named the clown at the Wrangler National Finals Rodeo in Las Vegas in December, bringing 811 to 17,500 people a night for 10 nights and a national television viewing audience of 9.2 million. JJ was also featured in numerous newspaper articles and made the cover of The Competitor magazine, with a circulation of 28,000.

2013 – Participated in 30 scheduled rodeo events in 13 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews and special needs rodeos and safety expos.

2014 – Participated in 30 scheduled rodeo events in 13 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews and special needs rodeos and safety expos.

2015 – Participated in 30 scheduled rodeo events in 13 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews, special needs rodeos and safety expos.

2016 – Participated in 30 scheduled rodeo events in 13 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews, special needs rodeos and safety expos.

2017 – Participated in 30 scheduled rodeo events in 13 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews, special needs rodeos and safety expos.

2018 – Participated in 30 scheduled rodeo events in 13 states attended by over 500,000 people. JJ travelled over 40,000 miles crisscrossing the Western United States to media interviews, special needs rodeos and safety expos.

2019 – Participated in 37 scheduled rodeo events in 15 states attended by over 500,000 people. JJ travelled over 45,000 miles crisscrossing the Western United States to media interviews, special needs rodeos and safety expos.
Pipeline Association for Public Awareness

Ag Communications Program

**Purpose and Scope**

The purpose of the program is to provide pipeline and underground utility line damage prevention information to farmers and ranchers across the entire United States.

**Program Elements**

Program elements are designed to leverage partnerships media and other influencers and digital communication to reach individuals living in farm and ranch communities and to track the impact of program elements including but not limited to the following:

- Web content – print and digital media
- Farmer’s Almanac - print and digital media
- Peterson Brothers Partnership – PSA ads and social media
- JJ Harrison Partnership – PSA ads and social media
- Earned media placement in print and online publications
- Partnerships with Ag Co-ops (CHS and others)
- Partnership with PASA and other industry outreach campaigns to develop and share content
- National TV and radio PSA campaign
- Digital online ads
- Retail and equipment dealer partnerships

**Message Content**

The primary messages will contain damage prevention and underground pipeline and utility line safety information intended to:

- Provide information about how to find the location of buried pipelines and underground utility lines
- Reduce misconceptions regarding the depth of pipelines and underground utility lines
- Encourage locate requests even when notification exemptions exist
- Increase awareness of potential hazards regarding farming and ranching activities including deep tillage practices, drain tile installation and maintenance, fencing, etc.
- Provide information about safe work practices near pipelines and underground utilities
- Encourage dialog with pipeline and utility operators regarding projects, location and depth
pipeline Association for public awareness

Ag Communications Program

Participation

Participation is open to any company that owns or operates underground pipelines or utility lines, government agencies, non-profit organizations, manufacturers and service providers that support pipeline and underground utility damage prevention efforts. Membership in other Association programs is not necessary. The program has both voting and non-voting member categories as outlined below.

Voting Members

Companies that own or operate underground pipelines or gas utility lines are eligible to join as voting members. Member benefits include: voting rights for campaign activities and budget, access and usage rights for all branded campaign creative materials, logo on campaign website, program documentation and invitation to all member calls. Voting member sponsorship levels are:

1. Pipeline & Gas Utility Operators:
   - $3,000 per year for small distribution and transmission operators; less than 1,000 miles of transmission pipeline
   - $7,000 per year for medium sized operators; 1,000 to 5,000 miles of transmission
   - $15,000 per year for larger operators; more than 5,000 miles of transmission pipeline
   - $20,000 per year for operators who select to join as Premium Members. Premium Members receive additional program benefits included but not limited geographic preference for digital online ads and target TV and radio DMAs.

2. Other Utility Operators (electric, telecom, water):
   - $3,000 per year; private companies and larger municipal-owned utilities (defined as more than 200,000 customers)
   - $0.01 per customer; smaller municipal-owned utilities (defined as less than 200,000 customers)

3. State Pipe line Associations:
   - $15,000 per year for state pipeline associations with three or more member operators; One representative from the State Pipeline Association will serve as the voting member. Documentation will be state-specific in alignment with the geographic focus area of the Association.

Non-Voting Members

One-Call Centers, government agencies, non-profit organizations, manufacturers and service providers that support pipeline and underground utility damage prevention are eligible to join as non-voting members. Non-Voting member benefits include access and usage rights for all branded campaign creative materials, logo on campaign website and invitation to attend quarterly member update meetings. Non-voting member sponsorship levels are:

- $2,500 per year
Ag Communications Program

**Sign-up**

Companies and organizations may sign up by registering their information in the online form at: [https://pipelineawarenessorg.wufoo.com/forms/ag-communications-program/](https://pipelineawarenessorg.wufoo.com/forms/ag-communications-program/).

The preferred deadline for signing up to sponsor the program is February 1. However, late registrations will be accepted up to November 1.

**Documentation**

All program documentation will be available from the password-protected ShareFile site managed by the Pipeline Association for Public Awareness, including: identity of sponsoring companies/organizations, program materials, documentation for media and outreach campaigns, member toolkits and survey results.

**Program Administration**

The program is directed and managed by the sponsoring companies and organizations through participation in a sustaining member organization named *Pipeline Operators for Ag Safety*. The organization’s charter is outlined below:

**MISSION**

Protect farm and ranch communities by promoting 811 and safe work procedures near underground pipelines and utility lines

**STRATEGY**

Implement campaigns in partnership with media, brands, individuals and organizations who have existing relationships with our target audience

**TARGET AUDIENCES**

Farmers, ranchers, ag workers and those living in farm and ranch communities who influence the use of 811 and safe work procedures near underground pipelines and utility lines

**MEMBERSHIP STRUCTURE**

All sponsoring companies are Members of POAS. Each Voting Member is entitled to one vote and shall designate a primary representative. Voting members shall meet annually to elect Steering Committee officers and transact other business. A quorum exists if a majority of the Voting Members are represented in person, by proxy or by email and a simple majority of the quorum is required for a decision to be approved.

**STEERING COMMITTEE**

The Steering Committee is comprised of seven voting Members with the following responsibilities:
Ag Communications Program

- **Treasurer/Administrative Lead** – maintains financial information, leads annual budgeting process, approves invoices, oversees day-to-day support provided by contract program administrator (including but not limited to organizing/scheduling meetings, recording meeting minutes, disseminating information to members, maintaining records and program documentation).

- **Media Campaign Implementation Lead** – oversees day-to-day support provided by contract program administrator and other members to manage development of campaign creative and implementation of media campaign elements and contracts (including but not limited to Farmers’ Almanac print ads, Farmers’ Almanac digital ads, TV PSA campaign, radio PSA campaign, digital online ads).

- **Safety Campaign Partnerships Lead** – oversees day-to-day support provided by contract program administrator and other members to manage relationships with outside organizations and individuals that support and amplify POAS campaign messages voluntarily or through established contract relationships (including but not limited to partnerships established with the Peterson Farm Brothers, JJ Harrison, Pipeline Ag Safety Alliance, agricultural co-op organizations).

- **Premium Member Lead** – oversees day-to-day support provided by contract program administrator and other members to develop and implement activities related to program elements designated specifically for Premium Members (including but not limited to geo-targeted digital ads, designated TV and radio DMAs).

- **Membership Recruiting & Resource Lead** – oversees day-to-day support provided by contract program administrator and other members to promote campaign activities, recruiting new members and develop and maintain resources for members including, but not limited to, campaign website, marketing materials, presentations and creative files for member use.

- **Research & Measurement Lead** – oversees day-to-day support provided by contract program administrator and other consultants to track and measure program performance including but not limited to DIRT data report, campaign reach and engagement metrics and farmer phone survey.

- **Membership Representative** – participates in twice-a-year steering committee meetings to represent the broader membership in discussion and recommendations related to program planning, budgeting, membership recruiting and resources, research and measurement activities.

The Steering Committee has the authority to act on behalf of the full membership for all matters except the election of Steering Committee officers. A quorum of the Steering Committee exists if a majority of the members are present and a majority of the quorum is required for decisions to be approved. Voting may be conducted via email. Steering Committee leads serve for a term of one year and may serve consecutive terms.

**WORKING GROUPS**

The Steering Committee may form working groups comprised of voting and non-voting members to assist with program planning, implementation and other activities as needed to support the organization. Working groups will be designated to work with and on behalf of one
Ag Communications Program

or more steering committee members.

PROGRAM MATERIALS

All program materials, including creative materials, website content, program documentation, written plans and other materials created by members for use as part of the campaign, or with the assistance of consultants or contractors hired to support the campaign, are considered works for hire and all copyrights and usage rights are retained by the campaign for use collaboratively in campaign activities and by individual members in support of the campaign.