

Information for Pipeline Members

In addition to reviewing your member reports for accuracy, new members should also:

1. Sign up to receive email messages from the organization. These emails are a good way to stay engaged with the organization and receive program updates. Be sure to check “member communications” in your selection of topics. You will also receive reminders about the *monthly member conference call* with a link to the minutes of the previous month’s call. The link to the signup form is here: <http://pipelineawareness.us1.list-manage2.com/subscribe?u=50f90699e3869a0430b9ee4cb&id=dfd0ec084d>
2. Enter a reoccurring meeting in your personal calendar for the *monthly member conference call*. This call is always on the first Tuesday of each month at 11:00 am MT and is open to the public. The link to join the web meeting is: [Join Microsoft Teams Meeting](#) and the call-in numbers are: **469-998-7405 ID: 836 820 517#**.
3. Join our open discussion group on LinkedIn:
<http://www.linkedin.com/groups/Pipelineawareness-4081316>
4. Update your company’s emergency response capabilities in the online reporting system for emergency response capabilities. This system is freely available to all pipeline companies and emergency response agencies. The landing page with instructions and background info is at this link: <http://pipelineawareness.org/stakeholder-resources/emergency-response-capabilities/>
5. Provide a company profile document containing your company information to be posted in the [public OneDrive folder](#) accessible from the **Pipeline Member Information** link under **Stakeholder Resources**.
6. Provide your company’s pipeline information for Pipelines Nearby and the ISEPA mapping application. Participation in these applications is covered by the base membership dues. Pipelines Nearby is a mobile friendly web application that provides leak, hazard and emergency response information for the five member pipelines closest to a specific location. If you want to check it out, you can access the application from your computer at this link: <http://www.pipelinesnearby.org/>, or from your smart phone by using the web browser and searching on pipelinesnearby.org. The phone application will ask for permission to access your current location. The pipeline data you submit for inclusion in the application should identify the product transported. All the other information is taken from the member database. The ISEPA mapping application is a password protected mapping application. Agencies must request access. Additional information about pipeline size and evacuation distance along with the ability to link a company document are elements in the application.
7. Familiarize yourself with the online file sharing system for program documentation. The folder structure and files are organized by YEAR – PROGRAM – DESCRIPTION. Your company email address will be entered in the system when you join and you will receive an email asking you to create your own password. If you forget your password later, just click

the “forgot password” link to receive an email with instructions about resetting your password. The direct link to the file sharing site is: <https://pipelineawareness.sharefile.com/>. You’ll be able to download complete folders as well as individual files in PDF format. If you have trouble getting in, your company network may block file sharing sites. Try sending a request to your IT department and ask for specific permission to access this url. Sharefile is a very reputable company with excellent security and virus protection.

8. Additional information about each of the programs is shown on the Program Information page, at this link: <http://pipelineawareness.org/member-resources/program-information/>. Downloading the complete PDF file will give you a summary of recent program improvements and the program schedule for the current year.
9. Member participation automatically carries over from year to year. The deadline for making changes or signing up for new programs is January 15. The final program dues for the year will be established at the end of January when all participation levels are known. Members will receive an accounting report during the first half of February indicating their program dues amounts along with any special invoicing instructions previously provided to the Association. Members will be asked to review this information and to respond if changes are needed. Final invoices for the full year’s member dues will be sent to all members in February or March. If members add programs after the program dues have been established for the year, further adjustments for additional cost sharing will not be made until the following year.
10. Download payment instructions and a signed W9 form for your accounting department at this link: <https://pipelineawareness.org/w9>
11. Order a sample packet of all the printed materials in the online order form at: <https://pipelineawareness.org.wufoo.com/forms/request-additional-materials/>

If you have any additional questions, please don’t hesitate to ask.

Thanks for participating!

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