PUBLIC AWARENESS PROGRAM EFFECTIVENESS INSPECTION SPECIFIC INFORMATION

Control Information

Inspection Start Date*:	
Inspection End Date*:	
OpID:	
Parent Operator Name:	
Unit ID (s):	
State/Other ID:	
Activity Record ID No.	
Address of Company Official*:	Company
	Official*:
	Title*:
	Phone Number*:
	Fax Number:
	Email Address*:
Web Site:	
Total Mileage (from page 3)*:	
Total Mileage in HCA:	
Number of Services (For	
Distribution):	
Alternate MAOP (80%	
Rule):	
No. of Special Permits:	
Initial Date of Public Awareness	Program*:
Title of Current PAP*:	
Current PAP Version*:	
Current PAP Date*:	
	Post Inspection Information
Date Submitted for Approval:	
Director Approval:	
Approval Date:	

^{*} Required field

Persons Interviewed*	Title/Organization*	Phone Number	Email Address
	T	add rows pross TAR 1	with cursor in last call

To add rows, press TAB with cursor in last cell.

External Support Entity	Part of Plan and/or	Phone Number	Email Address
Name*	Evaluation*		

To add rows, press TAB with cursor in last cell.

Inspector	PHMSA/State*	Region/State*	Email Address	Lead*
Representative(s)*				
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N
				$\prod Y \prod N$

To add rows, press TAB with cursor in last cell.

^{*} Required field

Mileage Covered by Public Awareness Program (by Company and State)

Based on the **most recently submitted annual report**, list each company and subsidiary separately, broken down by state (using 2-letter designation). Also list any new lines in operation that are not included on the most recent annual report. If a company has intrastate and/or interstate mileage in several states, use <u>one row per state</u>. If there are both gas and liquid lines, use the appropriate table for intrastate and/or interstate.

Jurisdictional to Part 192 (Gas) Mileage (Interstate)

Company Name (Gas Operator)	Operator ID	Product Type*	State*	Int er state Gathering Mileage*	Int er state Transmission Mileage	Int er state Distribution Mileage^*	Remarks (new or in HCA)

(To add rows, press TAB with cursor in last cell.)

Jurisdictional to Part 192 (Gas) Mileage (Intrastate)

Company Name (Gas Operator)	Operator ID	Product Type*	State*	Int ra state Gathering Mileage*	Int ra state Transmission Mileage*	Int ra state Distribution Mileage^*	Remarks (new or in HCA)

(To add rows, press TAB with cursor in last cell.)

Jurisdictional to Part 195 (Hazardous Liquid) Mileage (Interstate)

Company Name (Liquid Operator)	Operator ID	Product Type*	State*	Int er state Transmission Mileage*	Remarks (new or in HCA~)

(To add rows, press TAB with cursor in last cell.)

Jurisdictional to Part 195 (Hazardous Liquid) Mileage (Intrastate)

Company Name (Liquid Operator)	Operator ID	Product Type*	State*	Int ra state Transmission Mileage*	Remarks (new or in HCA~)

(To add rows, press TAB with cursor in last cell.)

Total Mileage:

- 1. Supply company name and Operator ID, if not the master operator from the first page (i.e., for subsidiary companies).
- 2. Use OPS-assigned Operator ID. Where not applicable, leave blank or enter N/A
- 3. Use only 2-letter State codes, e.g., TX for Texas.
- Enter number of applicable miles in applicable columns. (Only positive values. No need to enter 0 or N/A.)
- ^ Please do not include Service Line footage. This should only be MAINS.
- * Required Field
- Use Total HCA as reported on annual reports.

Please provide a comment or explanation for each inspection question.

1. Administration and Development of Public Awareness Program

1.01 Written Public Education Program

Does the operator have a written continuing public education program or public awareness program (PAP) in accordance with the general program recommendations in the American Petroleum Institute's (API) Recommended Practice (RP) 1162 (incorporated by reference), by the required date, except for master meter or petroleum gas system operators?

(Reference: § 192.616 (h); § 195.440 (h))

- Verify the operator has a written public awareness program (PAP).
- Review any Clearinghouse deficiencies and verify the operator addressed previous Clearinghouse deficiencies, if any, addressed in the operator's PAP.
- Identify the location where the operator's PAP is administered and which company personnel is designated to administer and manage the written program.
- Verify the date the public awareness program was initially developed and published.

S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required field		

1.02 Management Support

Does the operator's program include a statement of management support (i.e., is there evidence of a commitment of participation, resources, and allocation of funding)?

(Reference: § 192.616 (a); § 195.440 (a); API RP 1162 Section 2.5 and 7.1)

- Verify the PAP includes a written statement of management support.
- Determine how management participates in the PAP.
- Verify that an individual is named and identified to administer the program with roles and responsibilities.
- Verify resources provided to implement public awareness are in the PAP. Determine how many employees involved with the PAP and what their roles are.
- Determine if the operator uses external support resources for any implementation or evaluation efforts.

S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	field

1.03 Unique Attributes and Characteristics

Does the operator's program clearly define the specific pipeline assets or systems covered in the program and assess the unique attributes and characteristics of the pipeline and facilities?

(Reference: § 192.616 (b); § 195.440 (b); API RP 1162 Section 2.7 and Section 4)

• Verify the PAP includes all of the operator's system types/assets covered by PAP (gas, liquid, HVL, storage fields, gathering lines etc).

	•	station, valves, breakout tanks, odorizer).
	S – Satisfactory (explain)*	Comments:
	U - Unsatisfactory (explain)*	
-	N/A - Not Applicable (explain)*	
	N/C – Not Checked (explain)*	
	Check exactly one box above. * Required	field
	1	
affectoffic resid (Ref.	cted stakeholder audience groups: (1) affecials, and (4) excavators, as well as affectedents? ference: § 192.616 (d), (e), (f); § 195.440 Identify how the operator determines stak the pipeline. Determine the process and/or data source	Is to identify the individual stakeholders in the four sected public, (2) emergency officials, (3) local public sed municipalities, school districts, businesses, and (d), (e), (f); API RP 1162 Section 2.2 and Section 3) seholder notification areas and distance on either side of used to identify each stakeholder audience. The em and verify the operator has a documented list of ents and references noted above.
	S – Satisfactory (explain)*	Comments:
-	U - Unsatisfactory (explain)*	
-	N/A - Not Applicable (explain)*	
-	N/C – Not Checked (explain)*	
	Check exactly one box above. * Required	field
	check exactly one box above. Treduited	Tierd
Doe frequence oper (Ref.	uencies to comprehensively reach all affect rator transports gas, hazardous liquid, or ca ference: § 192.616 (c); § 195.440 (c); AP	ination of messages, delivery methods, and delivery cted stakeholder audiences in all areas in which the arbon dioxide? PI RP 1162 Sections 3-5) combination of messages, delivery methods, and
	☐ Affected public ☐ Emergency officials ☐ Public officials ☐ Excavators	
	S – Satisfactory (explain)*	Comments:
	U - Unsatisfactory (explain)*	

N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	field

1.06 Written Evaluation Plan

Does the operator's program include a written evaluation process that specifies how the operator will periodically evaluate program implementation and effectiveness? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c), (i); § 195.440 (c), (i))

- Verify the operator has a written evaluation plan that specifies how the operator will conduct and evaluate self-assessments (annual audits) and effectiveness evaluations.
- Verify the operator's evaluation process specifies the correct frequency for annual audits (1 year) and effectiveness evaluations (no more than 4 years apart).
- Identify how the operator determined a statistical sample size and margin-of-error for stakeholder audiences' surveys and feedback.

S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required field	

2. Program Implementation

2.01 English and other Languages

Did the operator develop and deliver materials and messages in English and in other languages commonly understood by a significant number and concentration of non-English speaking populations in the operator's areas?

(Reference: § 192.616 (g); § 195.440 (g); API RP 1162 Section 2.3.1)

- Determine if the operator delivers material in languages other than English and if so, what languages.
- Identify the process the operator used to determine the need for additional languages for each stakeholder audience.
- Identify the source of information the operator used to determine the need for additional languages and the date the information was collected.

S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required field		

2.02 Message Type and Content

Did the messages the operator delivered specifically include provisions to educate the public, emergency officials, local public officials, and excavators on the:

- Use of a one-call notification system prior to excavation and other damage prevention activities;
- Possible hazards associated with unintended releases from a gas, hazardous liquid, or carbon dioxide pipeline facility;
- Physical indications of a possible release;
- Steps to be taken for public safety in the event of a gas, hazardous liquid, or carbon dioxide pipeline release; and
- Procedures to report such an event (to the operator)?

(Reference: § 192.616 (d); (f); § 195.440 (d), (f))

- Verify all required information was delivered to each of the primary stakeholder audiences.
- Verify the phone number listed on message content is functional and clearly identifies the operator to the caller.

☐ Affected public ☐ Emergency officials ☐ Public officials ☐ Excavators	
S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	field

2.03 Messages on Pipeline Facility Locations

Did the operator develop and deliver messages to advise affected municipalities, school districts, businesses, and residents of pipeline facility location?

(Reference: § 192.616 (e), (f); § 195.440 (e), (f))

• Verify that the operator developed and delivered messages advising municipalities, school districts, businesses, residents of pipeline facility locations.

S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	field

2.04 Baseline Message Delivery Frequency

Did the operator's delivery for materials and messages meet or exceed the baseline frequencies specified in API RP 1162, Table 2-1 through Table 2.3? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c); § 195.440 (c))

• Identify message delivery (using the operator's last five years of records) for the following stakeholder audiences:

Affected public	
☐ Emergency officials	
☐ Public officials	
□ Excavators	
S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	field
(Reference: § 192.616 (c); § 195.440 (c); AP	ibed in API RP 1162 for each stakeholder audience? I RP 1162 Section 6.2) and/or included other relevant factors for supplemental
S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	field

2.06 Maintaining Liaison with Emergency Response Officials

Did the operator establish and maintain liaison with appropriate fire, police, and other public officials to: learn the responsibility and resources of each government organization that may respond, acquaint the officials with the operator's ability in responding to a pipeline emergency, identify the types of pipeline emergencies of which the operator notifies the officials, and plan how the operator and other officials can engage in mutual assistance to minimize hazards to life or property?

(Reference: § 192.616 (c); § 195.440 (c); API RP 1162 Section 4.4)

- Examine the documentation to determine how the operator maintains a relationship with appropriate emergency officials.
- Verify the operator has made its emergency response plan available, as appropriate and necessary, to emergency response officials.
- Identify the operator's expectations for emergency responders and identify whether the expectations are the same for all locations or does it vary depending on locations.
- Identify how the operator determined the affected emergency response organizations have adequate and proper resources to respond.
- Identify how the operator ensures that information was communicated to emergency responders that did not attend training/information sessions by the operator.

S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required field	

3. Program Evaluation & Continuous Improvement (Annual Audits)

3.01 Measuring Program Implementation

Has the operator performed an audit or review of its program implementation annually since it was developed? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c), (i); § 195.440 (c), (i); API RP 1162 Section 8.3)

 Verify the operator performed an annual audit or review of the PAP for each implementation year.

S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required field		

3.02 Acceptable Methods for Program Implementation Audits

Did the operator use one or more of the three acceptable methods (i.e., internal assessment, 3rd-party contractor review, or regulatory inspections) to complete the annual audit or review of its program implementation? If not, did the operator provide valid justification for not using one of these methods?

(Reference: § 192.616 (c); § 195.440 (c), API RP 1162 Section 8.3)

• Determine how the operator conducts annual audits/reviews of its PAP.

S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required field	

3.03 Program Changes and Improvements

Did the operator make changes to improve the program and/or the implementation process based on the results and findings of the annual audit? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c); § 195.440 (c); API RP 1162 Section 8.3)

- Determine if the operator assessed the results of its annual PAP audit/review then developed and implemented changes in its program, as a result.
- If not, determine if the operator documented the results of its assessment and provided justification as to why no changes were needed.

S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required field		

4. Program Evaluation & Continuous Improvement (Effectiveness)

4.01 Evaluating Program Effectiveness

Did the operator perform an effectiveness evaluation of its program (or no more than 4 years following the effective date of program implementation) to assess its program effectiveness in all areas along all systems covered by its program? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c); § 195.440 (c); API RP 1162 Section 8.4)

- Verify the operator conducted an effectiveness evaluation of its program (or no more than 4 years following the effective date of program implementation).
- Document when the effectiveness evaluation was completed.
- Determine what method was used to perform the effectiveness evaluation (in-house, by 3rd party contractor, participation in and use the results of an industry group or trade association).
- Identify how the operator determined the sample sizes for audiences in performing its effectiveness evaluation.

S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required field		

4.02 Measure Program Outreach

In evaluating effectiveness, did the operator track actual program outreach for each stakeholder audience within all areas along all assets and systems covered by its program? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c); § 195.440 (c); API RP 1162 Section 8.4.1)

- Examine the process the operator used to track the number of individuals or entities reached within each intended stakeholder audience group.
- Determine the outreach method the operator used to perform the effectiveness evaluation (e.g., questionnaires, telephone surveys, etc).
- Determine how the operator determined the statistical sample size and margin-of-error for each of the four intended stakeholder audiences.

Affected public
Emergency officials
Public officials
Excavators

	S – Satisfactory (explain)*	Comments:
	U - Unsatisfactory (explain)*	
	N/A - Not Applicable (explain)*	
	N/C – Not Checked (explain)*	
	Check exactly one box above. * Required	d field
Dio tar;		The individual or entities actually reached within the tems covered by its program? If not, did the operator lural manual?
•	the four intended stakeholder audiences.	the statistical sample size and margin-of-error for each of the percentage of individuals or entities actually reached ce group.
	S – Satisfactory (explain)* U - Unsatisfactory (explain)* N/A - Not Applicable (explain)*	Comments:
	N/C – Not Checked (explain)* Check exactly one box above. * Required	d field
	Check cauchy one box above. Required	d Held
In audalo	diences that understood and retained the keing all assets and systems covered by its proprogram or procedural manual? eference: § 192.616 (c); § 195.440 (c); All Examine the operator's evaluation results stakeholder audience that understood and	assess the percentage of the intended stakeholder ey information in the messages received, within all areas rogram? If not, did the operator provide justification in PI RP 1162 Section 8.4.2) s and data to assess the percentage of the intended d retained the key information in each PAP message. age of the intended stakeholder audience that (1) remation in each PAP message.
	☐ Affected public ☐ Emergency officials ☐ Public officials ☐ Excavators	

S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required	d field

4.05 Measure Desired Stakeholder Behavior

In evaluating its public awareness program effectiveness, did the operator attempt to determine whether appropriate preventive behaviors have been understood and are taking place when needed, and whether appropriate response and mitigative behaviors would occur and/or have occurred? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c); § 195.440 (c); API RP 1162 Section 8.4.3)

- Examine the operator's evaluation results and data to determine if the stakeholders have demonstrated the intended learned behaviors.
- Verify the operator determined whether appropriate prevention behaviors have been understood by the stakeholder audiences and if those behaviors are taking place or will take place when needed.

needed.	
☐ Affected public ☐ Emergency officials ☐ Public officials ☐ Excavators	
S – Satisfactory (explain)*	Comments:
U - Unsatisfactory (explain)*	
N/A - Not Applicable (explain)*	
N/C – Not Checked (explain)*	
Check exactly one box above. * Required field	

4.06 Measure Bottom-Line Results

In evaluating its public awareness program effectiveness, did the operator attempt to measure bottom-line results of its program by tracking third-party incidents and consequences including: (1) near misses, (2) excavation damages resulting in pipeline failures, (3) excavation damages that do not result in pipeline failures? Did the operator consider other bottom-line measures, such as the affected public's perception of the safety of the operator's pipelines? If not, did the operator provide justification in its program or procedural manual?

(Reference: § 192.616 (c); § 195.440 (c); API RP 1162 Section 8.4.4)

- Examine the operator's process for measuring bottom-line results of its program.
- Verify the operator measured bottom-line results by tracking third-party incidents and consequences.
- Determine if the operator considered and attempted to measure other bottom-line measures, such as the affected public's perception of the safety of the operator's pipelines. If not, determine if the operator has provided justification in its program or procedural manual for not doing so.

	Comments	
S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required	field	
program(s) based on the results and findings of operator provide justification in its program of (Reference: § 192.616 (c); § 195.440 (c); AF Examine the operator's program effective Identify if the operator has a plan or process.	PI RP 1162 Section 2.7 Step 12 and 8.5)	
S – Satisfactory (explain)*	Comments:	
U - Unsatisfactory (explain)*		
N/A - Not Applicable (explain)*		
N/C – Not Checked (explain)*		
Check exactly one box above. * Required	field	
5. Inspection Summary & Findings 5.01 Summary		
5.02 Findings		