

Review Criteria for Clearinghouse Review of Public Awareness Programs
Revised 03-07-2006

Public Awareness Program Features (numbers correspond to sections (§) or tables (T) from API RP 1162)

§2.5 A. Does the program include a Management Statement of Support?

Coding Options
Included
Not Included

§2.5 B. What level of management signed the Statement?

Coding Options
CEO
COO
President
VP
Director/Manager
Mayor
City Manager
Other

§7. A. Does the program list the position titles of employees involved in program administration?

Coding Options
Included
Not Included

§7. B. Does the program describe the roles and responsibilities of the positions involved in program administration?

Coding Options
Included
Not Included

T2-1.1 Applicable to Hazardous Liquids and Gas Transmission Operators only

A. How will operators deliver baseline awareness messages to the Affected Public?

Coding Options
Not Included
Targeted distribution of print materials
Pipeline markers
Deviates from RP

B. What is the frequency for delivering baseline awareness materials to the Affected Public?

Coding Options

Not Included
2 years or more frequently
Deviates from RP

C. Do the baseline awareness materials to the Affected Public include the following messages?

1. Pipeline purpose and reliability
Coding Options
Included
Not Included
2. Awareness of hazards and prevention measures undertaken
Coding Options
Included
Not Included
3. Damage prevention awareness
Coding Options
Included
Not Included
4. One-call requirements
Coding Options
Included
Not Included
5. Leak recognition and response
Coding Options
Included
Not Included
6. Pipeline location information (description of the purpose of pipeline markers and the information on them, ref §4.6.1)
Coding Options
Included
Not Included
7. How to get additional information
Coding Options
Included
Not Included
8. Availability of list of pipeline operators through NPMS
Coding Options
Included

Not Included

T2-1.2 Applicable to Hazardous Liquids and Gas Transmission Operators only

A. How will operators deliver baseline awareness messages to Emergency Officials?

Coding Options

Not Included

Personal contact (phone calls, group meetings, open houses, ref §5.2)

Targeted distribution of print materials

Group meetings

Telephone calls with targeted distribution of print materials

Deviates from RP

B. What is the frequency for delivering baseline awareness materials to Emergency Officials?

Coding Options

Not Included

1 year or more frequently

Deviates from RP

C. Do the baseline awareness materials to Emergency Officials include the following messages?

1. Pipeline purpose and reliability

Coding Options

Included

Not Included

2. Awareness of hazards and prevention measures undertaken

Coding Options

Included

Not Included

3. Emergency Preparedness Communications

Coding Options

Included

Not Included

4. Potential hazards

Coding Options

Included

Not Included

5. Pipeline location information (description of the purpose of pipeline markers and the information on them, ref §4.6.1) and availability of NPMS

Coding Options

Included
Not Included

6. How to get additional information
Coding Options
Included
Not Included

T2-1.3 Applicable to Hazardous Liquids and Gas Transmission Operators only

- A. How will operators deliver baseline awareness messages to Local Public Officials?
Coding Options
Not Included
Targeted distribution of print materials
Deviates from RP

- B. What is the frequency for delivering baseline awareness materials to Local Public Officials?
Coding Options
Not Included
3 years or more frequently
Deviates from RP

- C. Do the baseline awareness materials to Local Public Officials include the following messages?

1. Pipeline purpose and reliability
Coding Options
Included
Not Included
2. Awareness of hazards and prevention measures undertaken
Coding Options
Included
Not Included
3. Emergency preparedness communications
Coding Options
Included
Not Included
4. One-call requirements
Coding Options
Included
Not Included

5. Pipeline location information (description of the purpose of pipeline markers and the information on them, ref §4.6.1) and availability of NPMS

Coding Options
Included
Not Included

6. How to get additional information

Coding Options
Included
Not Included

T2-1.4 Applicable to Hazardous Liquids and Gas Transmission Operators only

A. How will operators deliver baseline awareness messages to Excavators?

Coding Options
Not Included
Targeted distribution of print materials
One-call center outreach
Pipeline markers
Deviates from RP

B. What is the frequency for delivering baseline awareness materials to Excavators?

Coding Options
Not Included
1 year or more frequently
Deviates from RP

C. Do the baseline awareness materials to Excavators include the following messages?

1. Pipeline purpose and reliability

Coding Options
Included
Not Included

2. Awareness of hazards and prevention measures undertaken

Coding Options
Included
Not Included

3. Damage prevention awareness

Coding Options
Included
Not Included

4. One-call requirements

Coding Options

Included
Not Included

5. Leak recognition and response

Coding Options
Included
Not Included

6. How to get additional information

Coding Options
Included
Not Included

D. Is the operator a member of all appropriate one-call centers?

Coding Options
Included
Not Included

T2-2.1 Applicable to Gas Distribution Operators only

A1. How will operators deliver baseline awareness messages to the Affected Public who reside along the pipeline system?

Coding Options
Not Included
Public service announcements
Paid advertising
Bill stuffers (for combination gas/electric companies)
Deviates from RP

A2. How will operators deliver baseline awareness messages to the Affected Public who are customers of the gas company?

Coding Options
Not Included
Bill stuffers
Deviates from RP

B1. What is the frequency for delivering baseline awareness materials to the Affected Public who reside along the pipeline system?

Coding Options
Not Included
1 year or more frequently
Deviates from RP

B2. What is the frequency for delivering baseline awareness materials to the Affected Public who are customers of the gas company?

Coding Options

Not Included
Twice annually or more frequently
Deviates from RP

C. Do the baseline awareness materials to the Affected Public include the following messages?

1. Pipeline purpose and reliability
Coding Options
Included
Not Included
2. Awareness of hazards and prevention measures undertaken
Coding Options
Included
Not Included
3. Damage prevention awareness (including one-call requirements)
Coding Options
Included
Not Included
4. Leak recognition and response
Coding Options
Included
Not Included
5. How to get additional information
Coding Options
Included
Not Included

T2-2.2 Applicable to Gas Distribution Operators only

A. How will operators deliver baseline awareness messages to Emergency Officials?

Coding Options
Not Included
Print materials
Group meetings
Deviates from RP

B. What is the frequency for delivering baseline awareness materials to Emergency Officials?

Coding Options
Not Included
1 year or more frequently

Deviates from RP

C. Do the baseline awareness materials to Emergency Officials include the following messages?

1. Pipeline purpose and reliability
Coding Options
Included
Not Included
2. Awareness of hazards and prevention measures undertaken
Coding Options
Included
Not Included
3. Emergency Preparedness Communications
Coding Options
Included
Not Included
4. How to get additional information
Coding Options
Included
Not Included

T2-2.3 Applicable to Gas Distribution Operators only

A. How will operators deliver baseline awareness messages to Local Public Officials?

- Coding Options
Not Included
Targeted distribution of print materials
Deviates from RP

B. What is the frequency for delivering baseline awareness materials to Local Public Officials?

- Coding Options
Not Included
3 years or more frequently
Deviates from RP

C. Do the baseline awareness materials to Local Public Officials include the following messages?

1. Pipeline purpose and reliability
Coding Options
Included

Not Included

2. Awareness of hazards and prevention measures undertaken
Coding Options
Included
Not Included
3. Emergency preparedness communications
Coding Options
Included
Not Included
4. How to get additional information
Coding Options
Included
Not Included

T2-2.4 Applicable to Gas Distribution Operators only

- A. How will operators deliver baseline awareness messages to Excavators?
Coding Options
Not Included
One-call center outreach
Group meetings
Deviates from RP
- B. What is the frequency for delivering baseline awareness materials to Excavators?
Coding Options
Not Included
1 year or more frequently
Deviates from RP
- C. Do the baseline awareness materials to Excavators include the following messages?
 1. Pipeline purpose and reliability
Coding Options
Included
Not Included
 2. Awareness of hazards and prevention measures undertaken
Coding Options
Included
Not Included
 3. Leak recognition and response
Coding Options

Included
Not Included

4. One-call requirements
Coding Options
Included
Not Included
5. How to get additional information
Coding Options
Included
Not Included

- D. Is the operator a member of all appropriate one-call centers?
Coding Options
Included
Not Included

T2-3.1 Applicable to Gathering Operators only

- A. How will operators deliver baseline awareness messages to the Affected Public?
Coding Options
Not Included
Targeted distribution of print materials
Personal contact
Deviates from RP
- B. What is the frequency for delivering baseline awareness materials to the Affected Public?
Coding Options
Not Included
2 years or more frequently
Deviates from RP
- C. Do the baseline awareness materials to the Affected Public include the following messages?
1. Gathering pipeline purpose
Coding Options
Included
Not Included
 2. Awareness of hazards
Coding Options
Included
Not Included

3. Prevention measures undertaken
Coding Options
Included
Not Included
4. Damage prevention awareness
Coding Options
Included
Not Included
5. One-call requirements
Coding Options
Included
Not Included
6. Leak recognition and response
Coding Options
Included
Not Included
7. How to get additional information
Coding Options
Included
Not Included

T2-3.2 Applicable to Gathering Operators only

- A. How will operators deliver baseline awareness messages to Emergency Officials?
Coding Options
Not Included
Personal contact
Targeted distribution of print materials
Group meetings
Telephone calls with targeted distribution of print materials
Deviates from RP
- B. What is the frequency for delivering baseline awareness materials to Emergency Officials?
Coding Options
Not Included
1 year or more frequently
Deviates from RP
- C. Do the baseline awareness materials to Emergency Officials include the following messages?

1. Gathering pipeline location and purpose
Coding Options
Included
Not Included
2. Awareness of hazards
Coding Options
Included
Not Included
3. Prevention measures undertaken
Coding Options
Included
Not Included
4. Emergency preparedness communications, company contact and response information
Coding Options
Included
Not Included
5. Specific description of products transported and any potential special hazards
Coding Options
Included
Not Included
6. How to get additional information
Coding Options
Included
Not Included

T2-3.3 Applicable to Gathering Operators only

- A. How will operators deliver baseline awareness messages to Local Public Officials?
Coding Options
Not Included
Targeted distribution of print materials
Deviates from RP
- B. What is the frequency for delivering baseline awareness materials to Local Public Officials?
Coding Options
Not Included
3 years or more frequently
Deviates from RP

C. Do the baseline awareness materials to Local Public Officials include the following messages?

1. General location and purpose of gathering pipeline
Coding Options
Included
Not Included
2. Awareness of hazards
Coding Options
Included
Not Included
3. Prevention measures undertaken
Coding Options
Included
Not Included
4. Copies of materials provided to affected public and emergency officials
Coding Options
Included
Not Included
5. Company contacts
Coding Options
Included
Not Included
6. How to get additional information
Coding Options
Included
Not Included

T2-3.4 Applicable to Gathering Operators only

- A. How will operators deliver baseline awareness messages to Excavators?
Coding Options
Not Included
Targeted distribution of print materials
One-call center outreach
Pipeline markers
Deviates from RP
- B. What is the frequency for delivering baseline awareness materials to Excavators?
Coding Options

Not Included
1 year or more frequently
Deviates from RP

C. Do the baseline awareness materials to Excavators include the following messages?

1. General location and purpose of gathering pipeline

Coding Options
Included
Not Included

2. Awareness of hazards

Coding Options
Included
Not Included

3. Prevention measures undertaken

Coding Options
Included
Not Included

4. Damage prevention awareness

Coding Options
Included
Not Included

5. One-call requirements

Coding Options
Included
Not Included

6. Leak recognition and response

Coding Options
Included
Not Included

7. How to get additional information

Coding Options
Included
Not Included

D. Is the operator a member of all appropriate one-call centers?

Coding Options
Included
Not Included

Applicable to all Operator Types

§6.2 Does the program describe the process and procedure used to determine whether supplemental elements will be implemented in response to the following factors?

Coding Options (yes/no)

- Potential hazards
- High Consequence Areas
- Population density
- Land development activity
- Land farming activity
- Third-party damage incidents
- Environmental considerations
- Pipeline history in an area
- Specific local situations
- Regulatory requirements
- Results from previous Public Awareness Program evaluations
- Other relevant needs

§6.2 Does the program implement supplemental elements in response to the following factors?

Coding Options (yes/no)

- Potential hazards
- High Consequence Areas
- Population density
- Land development activity
- Land farming activity
- Third-party damage incidents
- Environmental considerations
- Pipeline history in an area
- Specific local situations
- Regulatory requirements
- Results from previous Public Awareness Program evaluations
- Other relevant needs

§6.1.1 Does the program include a shorter interval for delivery of awareness materials to a specific stakeholder audience?

Coding Options

- Affected Public
- Emergency Officials
- Local Public Officials
- Excavators
- No

§6.1.2 Does the program include enhanced message content and delivery/media efforts for awareness materials to a specific stakeholder audience?

Coding Options
Affected Public
Emergency Officials
Local Public Officials
Excavators
No

§6.1.3 Does the program include broadening or widening the stakeholder audience coverage area beyond the baseline for awareness materials to a specific stakeholder audience?

Coding Options
Affected Public
Emergency Officials
Local Public Officials
Excavators
No

§8.3 Does the program include an annual audit or review of whether the program has been developed and implemented according to the guidelines in RP 1162?

Coding Options
Included
Not Included

§8.3 How will the operator measure program implementation?

Coding Options
Internal self-assessment
Third-party audit
Regulatory inspection
Not Included

§8.4 Does the program include an effectiveness evaluation methodology for each of the following areas?

§8.4.1 Percentage of each audience reached with desired messages

Coding Options
Included
Not Included

§8.4.2 Understandability of the content of the message

Coding Options
Included
Not Included

§8.4.3 Desired behaviors by the stakeholder audience

Coding Options

Included
Not Included

§8.4.4 Achieving bottom-line results

Coding Options
Included
Not Included

§8.5 Does the program specify an evaluation of effectiveness no more than four years apart?

Coding Options
Included
Not Included