

# CITY OF LAS CRUCES NATURAL GAS & ENERGY LINE OF BUSINESS



## GAS DISTRIBUTION AND TRANSMISSION SYSTEM

## PUBLIC AWARENESS PLAN

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## **1. SCOPE**

This public awareness program has been developed to assist the City of Las Cruces (“CLC”) to effectively communicate information concerning the pipeline facility to the general public, public safety agencies, public officials, and persons who engage in excavation activities.

This plan was developed following the general program recommendations of API RP 1162 which is incorporated by reference in 192.7.

The objectives of the CLC Public Awareness Program are:

1. Inform the affected public about the pipeline facility.
2. Educate the affected public on how to recognize a pipeline emergency and how to report the emergency to either the operator personnel or to the appropriate public safety agency.
3. Educate the affected public on using the respective state’s one call system to avoid damage to the pipeline facility due to excavation activity.

For this public awareness program to meet the objectives listed above, it is important that all gas operations personnel from CLC, which includes management, are involved in carrying out the activities in this program. Management involvement and support is vital to ensure that adequate resources are made available to make this public awareness program effective.

## **2. PROGRAM ADMINISTRATION**

The roles and responsibilities of CLC personnel for the execution of this public awareness program are as follows:

- a. CLC Deputy Director Gas or designee:  
Responsible to ensure that this plan is carried out and to ensure that adequate resources are made available to make the program effective.
- b. CLC Gas Systems Inspection Supervisor or designee:  
Is the designated administrator of this program and is responsible to identify who will get the information, prepare the information for distribution, and to ensure that records are kept demonstrating that this public awareness program is being followed. Program delivery and on-going development.

## **3. IDENTIFICATION OF THE AFFECTED PUBLIC**

CLC shall identify the different parties as part of the affected public who will receive the information about the pipeline facility. The affected parties will include, but are not limited to, the following:

- a. System is defined into 3 segments: business, non-business distribution (2”-4” PE and steel) and non-odorized transmission lines (8”-12” steel).
- b. The business and non-business distribution system is odorized at the end of each transmission lines.
- c. Residents and/or tenants who live within 220 yards of the transmission pipeline right-of-way along the pipeline route, and farmers who are along the pipeline route.
- d. Businesses, schools, and other identified places where the public would assemble or work on a related basis, and that is unrelated to habitation.

- e. Public safety agencies that would respond to any emergency along the pipeline route.
- f. Public officials and/or government agencies that have jurisdiction over land use along the right-of-way.
- g. Persons who engage in excavation activities in the area of the pipeline route.

#### **4. MESSAGE CONTENT AND DELIVERY TO THE GENERAL PUBLIC**

The general public includes residents, businesses, schools, and farmers located on, or next to, the pipeline right-of-way along the pipeline route. The message to the public will include, but is not limited to, the following information:

- a. How to recognize line markers that are used to identify the location of the pipeline facility.
- b. Potential hazard(s) associated with an unintended release of natural gas from the pipeline facility.
- c. Measures that CLC takes to prevent hazards along the pipeline route.
- d. How to recognize the signs of a release of natural gas from the pipeline facility.
- e. The actions that should be taken to protect the safety of the public during an emergency.
- f. How to report an emergency to CLC personnel or the appropriate public safety agency (i.e., 911, fire department number, etc.).
- g. How to use the state 811 one-call before excavation system to determine the pipeline location before excavation begins, for the purpose of preventing damage to the pipeline facility.
- h. Information as to how to obtain additional information about the pipeline facility.

Any additional relevant information that is specific to the pipeline operation of CLC will also be included in the messages. The messages shall be delivered to the affected public as often as needed, with a maximum time interval between message deliveries not to exceed one (1) year. The messages will be in English, and Spanish based on the US Census Bureau statistics for New Mexico.

The method of delivering the messages may vary according to the circumstances and conditions along the pipeline route. Delivery methods will be as comprehensive as needed to reach all identified persons as part of the affected public. These methods include, but are not limited to, the following:

- i. Letters/bill stuffers (either mailed or hand delivered by zip code).
- ii. New gas service packets
- iii. Flyers, pamphlets, brochures (mailed or hand delivered).
- iv. Ads and/or public service announcements on local radio or TV.
- v. Local newspaper ads and/or public service announcements.
- vi. Personal hand delivery of information.

## **5. MESSAGE CONTENT AND DELIVERY TO FIRST RESPONDERS/PUBLIC SAFETY AGENCIES**

- A. CLC is required under CFR Part 192.615(c) to establish and maintain a liaison with local fire, law enforcement, and other appropriate public safety agencies that have jurisdiction along the pipeline route, and that could respond to an emergency on the pipeline facility.
- B. The purpose of maintaining liaison is to inform the local public safety agencies about the ability of CLC personnel to control a pipeline emergency situation, identify the types of emergencies that CLC would notify the public safety agency for additional assistance, and to plan with the local agencies on how to engage in mutual assistance to minimize hazards to life and property. Therefore, the messages sent to these agencies must include the requirements for maintaining liaison, and include, but are not limited to, the following:
  - 1. Pipeline facility location information.
  - 2. Potential hazards and emergencies that would require notification to the public safety agency.
  - 3. Steps taken by CLC personnel to minimize hazards to life and property.
  - 4. How CLC would establish and maintain communication with the agency during an emergency event.
  - 5. How to obtain additional information about the CLC pipeline facilities.
  - 6. CLC contact information.
- C. The information must be sent to the emergency response agencies at least once each calendar year. The messages may be combined with the liaison activity, which is typically a meeting and/or a tabletop emergency drill. Records of communications with public safety agencies must include the following:
  - 1. Current, accurate, and updated listing of public safety agency contact information.
  - 2. Attendance sheets for any personal contact with the agencies including the topics that were discussed.
  - 3. Copy of all written information given to the agencies.
  - 4. If CLC was not able to make personal contact with a public safety agency, documentation shall be maintained to demonstrate that the affected agency did receive the written information. Methods to document the receipt of the information include using certified mail receipts, fax confirmation page(s), e-mail receipt messages, and signature sheets for hand delivered materials.

## **6. MESSAGE CONTENT AND DELIVERY TO PUBLIC OFFICIALS**

- A. Public officials include local, county, and state agencies and/or officials who have jurisdiction over any land use along the pipeline route. Local or county leadership may also be included.
- B. The message content is the same as messages given to public safety agencies, with the addition of information on how to use the 811-notification system to determine the pipeline location for excavation purposes to prevent damage to the pipeline facility.

- C. Information is delivered to public officials as often as needed, with maximum interval between message deliveries not to exceed one (1) year. The methods to deliver the information are the same as what is used to deliver information to the general public.

## **7. MESSAGE CONTENT AND DELIVERY TO EXCAVATORS**

- A. Excavators are those persons who engage in any excavation activity. For the purposes of this public awareness program, excavators will also include any person who is involved in planning and developing any property located on, or near, the pipeline right-of-way.
- B. CLC shall identify all persons who conduct excavation activities in the area where the pipeline facility is located. This identification may be accomplished using the listings of various contractors in the local phone directory, listings of companies on file with the Registrar of Contractors, any excavators contacted on the right-of-way during patrolling or other survey activities, and all locate requests received from the local 811 center.
- C. CLC shall continue to be a member of the local 811 One-call Notification center for the purpose receiving notifications of planned excavation activities on or near their pipeline facility right-of-way.
- D. The message content for excavators is the same information as what is given to the general public. If there are any land developers involved, the message content may also include how encroachment on the right-of-way is dealt with and prevented by CLC. Methods for the delivery of messages to excavators are the same as for delivery to the general public. In addition, CLC may choose to participate in education and outreach programs that are sponsored by the 811 One-call Notification center. Messages must be delivered to excavators at least once each calendar year, and more often as needed.
- E. If there are any problems with damages from third party dig-ins (damages) as circumstances warrant, then supplemental efforts must be taken to reach excavators with messages about damage prevention. These efforts may include, but are not limited to personal contact, group training meetings with excavators, providing CLC personnel to monitor the excavation on-site while excavation is going on, and increased frequency of message delivery.

## **8. SUPPLEMENTAL PROGRAM EFFORTS**

Supplemental efforts include supplying messages with additional information to any relevant public audience, increasing the frequency of message delivery, and using new or additional methods of delivery. The following factors along the pipeline route are taken into consideration to determine if any supplemental efforts are needed: (many of these factors can be identified by patrols and other continuing surveillance activities)

- a. Problems with third party damage incidents.
- b. Changes in any land development or farming activity along the pipeline route.
- c. Any new identified risks and potential hazards (abnormal or safety related conditions).

- d. Addition of new residential units next to the right-of-way (change in class location).
- e. Changes in environmental conditions on the right-of-way.
- f. Changes in regulations.
- g. Any recommended changes resulting from the evaluation of this public awareness program.

## 9. PROGRAM EVALUATION

A. Periodic evaluation of this Public Awareness Program is done for the following reasons:

- 1) Determine that appropriate records are kept demonstrating that this program was implemented and followed.
- 2) Determine if the messages are reaching the affected public.
- 3) Determine how well the public understands the messages, and if the public is taking any additional actions because of the messages.
- 4) Determine if the program is positively affecting the overall bottom-line results (such as reduced incidents of third-party damages).
- 5) Determine if any supplemental efforts are needed to be implemented as a result of the evaluations.

B. Activities may include, but are not limited to, the following:

- 1) Tracking all requests for additional information received by CLC.
- 2) Survey of persons along the right-of-way to determine if the messages were received and understood.
- 3) Evaluation Tracking the number of locate requests received to see if they have increased since the messages were sent.
- 4) Review of documentation that is developed and kept as this program is being implemented which may include and not limited to: the results of the annual review, required records, assessments and finding. Internal annual review, 3<sup>rd</sup> party assessments, or regulatory audits by the New Mexico Pipeline Safety Bureau of the PRC which will be recorded in Appendix A.

C. Documentation generated as a result of this program must be reviewed at least once every calendar year documented on Appendix A and changes will be implemented in Appendix B. Evaluation activities to measure the program's effectiveness must be done at intervals not to exceed four (4) years.

## **10. RECORDS**

- A.** Written records must be made and kept demonstrating that this program is being implemented. Records will include, but are not limited to, the following:
- 1) Copies of all written message materials provided to the public.
  - 2) All documentation of liaison activity as described in the public safety agency section of this program.
  - 3) Current listing of identified excavators.
  - 4) Lists of identified residents, farmers, and businesses along the CLC pipeline route.
  - 5) Documentation of what methods were used to deliver the messages, and when the messages were delivered (mailing dates, newspaper/radio ad run dates, etc.).
  - 6) Documentation of any periodic program evaluations which include evaluation results and any follow up actions (supplemental efforts).
  - 7) Attendance sheets from liaison meetings
  - 8) Copies of written materials provided to attendees at public liaison meetings
  - 9) Delivery method of written material to those public officials that were not able to attend the public liaison meeting.
- B.** Records shall be kept on file for a minimum of five (5) years.



**Attachment 1: PROGRAM EFFECTIVENESS EVALUATION QUESTIONS**

General introduction if the survey is conducted in person:

“I am \_\_\_\_\_ representing the City of Las Cruces gas department. I would like to ask you a few questions regarding pipeline safety”.

**NOTE: Names of persons, companies or public agencies shall not be included in any record or document as part of the Public Awareness evaluation process.**

**Questions for the Affected Public**

(\*indicates most important questions)

**1. \*In the last 2 years, have you seen or heard any information from CLC relating to pipeline safety? (Yes/No)**

If yes:

**1(a).** What was the source of the information (check all that apply)?

Written material (brochure, flyer, handout)? \_\_\_\_\_

Radio? \_\_\_\_\_

TV? \_\_\_\_\_

Newspaper ad or article? \_\_\_\_\_

Face-to-face meeting? \_\_\_\_\_

Posted information (e.g., on or near pipeline) \_\_\_\_\_

Other: \_\_\_\_\_

**1(b).** About how many times did you see information on pipeline safety in the last year?

\_\_\_\_\_ Have you or anyone in your household (or office, building, etc.) ever tried to obtain information about natural gas pipeline safety in the last 12 months? (Yes/No)

**2. \*Do you live close to a natural gas pipeline? (Yes/No/Do not know)**

If yes:

**2(a).** Where is it (or how close are you to it)? \_\_\_\_\_

\*What would you do in the event you were first to see damage to a natural gas pipeline?

*(check more than one, if applicable)*

Call 911 \_\_\_\_\_

Call CLC \_\_\_\_\_

Flee area \_\_\_\_\_

Nothing (not my responsibility) \_\_\_\_\_

Other: \_\_\_\_\_

**3.** What would you do if you saw someone intentionally trying to damage a pipeline?

*(check more than one, if applicable)*

Call 911 \_\_\_\_\_  
Call CLC \_\_\_\_\_  
Flee area \_\_\_\_\_  
Nothing (not my responsibility) \_\_\_\_\_  
Other: \_\_\_\_\_

4. \*Have you ever called a pipeline operator, 911, or anyone else to report suspicious or worrisome activity near a pipeline? (Yes/No/Do not know)

4(a). If yes, what did you report?

Break \_\_\_\_\_  
Product release \_\_\_\_\_  
Digging \_\_\_\_\_  
Other: \_\_\_\_\_

5. \*Have you or has anyone in your household (or office, building, etc.) ever encountered a damaged natural gas pipeline or product released from a pipeline? (Yes/No/Do not know)

5(a). If yes, what did you do? \_\_\_\_\_  
\_\_\_\_\_

6. Have you ever passed information about natural gas pipeline safety to someone else? (Yes/No)

6(a). If yes, what information and to whom? \_\_\_\_\_  
\_\_\_\_\_

7. Has anyone in your household (or office, building, etc.) or have nearby neighbors ever had any injuries or damage associated with a natural gas pipeline break or spill? (Yes/No/Do not know)

7(a). If yes, describe the event: \_\_\_\_\_  
\_\_\_\_\_

8. Do you agree or disagree that CLC has been doing a good job of informing people like you about pipeline safety?

Strongly agree \_\_\_\_\_  
Agree \_\_\_\_\_  
Disagree \_\_\_\_\_  
Strongly disagree \_\_\_\_\_  
If you disagree, why: \_\_\_\_\_

**Questions for Local Government Public Officials**

1. Do you have natural gas pipelines running through your neighborhood? (Yes/No)
2. Do you know the name of your local natural gas company? (Yes/No)  
If yes, who? \_\_\_\_\_
3. Have you heard or seen a message regarding natural gas safety in the last 2 years? (Yes/No)  
If yes, about how many? \_\_\_\_\_
4. Before today, about when was your last contact with someone from the natural gas industry related to pipeline safety? \_\_\_\_\_ (if known, fill in approximate date or number of weeks, months, or years)
5. Do you have the number to call at CLC gas department if there is an incident or you need more information? (Yes/No)
6. Do you know who is responsible for the gas distribution operations? (Yes/No) (If no, they should be informed about it).
7. Do you know what precautions an excavator should take prior to digging, to avoid accidentally hitting a natural gas pipeline? (Yes/No)  
If yes, what are they? \_\_\_\_\_
8. Are you familiar with the one-call line? (Yes/No) (If no, they should be informed about it.)
9. How would you rate the adequacy of information you have about natural gas safety (e.g., how to recognize a leak, what to do when there is a leak, what first responders should do, etc.)?  
About, right? \_\_\_\_ Too much? \_\_\_\_ Not enough? \_\_\_\_  
(This question is essentially a self-assessment of knowledge for a measure such as “percent of local officials who felt they needed more information about natural gas pipeline safety.”)
10. Does CLC have an emergency response plan to deal with a natural gas leak (regardless of whether intentional or accidental?) Yes/No
11. Are you aware of any natural gas pipeline leaks that occurred in CLC in the last 2 years?  
\_\_\_\_\_  
If yes, how many? \_\_\_\_\_  
What were they? \_\_\_\_\_  
(The interviewer should be prepared to tell the local official the correct answer)
12. Have any of your local citizens or businesses expressed concern in the last 12 months about any issue regarding natural gas safety? (Yes/No)  
If yes, what was it? \_\_\_\_\_

**13.** Overall, do you feel the natural gas industry has adequate public safety awareness program?  
Definite yes \_\_\_\_\_ Pretty much so \_\_\_\_\_ Not sure \_\_\_\_\_ Don't know \_\_\_\_\_ Probably not \_\_\_\_\_  
Definitely no \_\_\_\_\_

**Questions for First Responders/Emergency Officials**

(Fire, Police, EMS Officials, but could also be used for utility responders and other emergency officials.)

1. Do you have natural gas pipelines running through your service areas? (Yes / No)  
(If not, tell them after the interview.)
  
2. Do you know the name of your local natural gas company? (Yes/No)  
If yes, who? \_\_\_\_\_
  
3. Do you know how to contact CLC gas department if there is an incident, or if you need more information? (Yes/No)  
If yes, who? \_\_\_\_\_
  
4. Have you seen, heard, or received any information regarding natural gas safety in any media in the last year? (Yes/No)  
If yes, do you recall what? \_\_\_\_\_
  
5. Have you or anyone else in your department, to your knowledge, met with any representatives of CLC gas department to discuss pipeline safety within the last 12 months, prior to today? (Yes/No)  
If yes, when? \_\_\_\_\_  
With whom? \_\_\_\_\_
  
6. Do you have a response plan or standard operating procedures (SOPs) for responding to a natural gas incident, such as a leak? (Yes/No)
  
7. Have you done any practical training to deal with a leak? (Yes/No)
  
8. Do you feel reasonably well prepared to deal with a natural gas leak, should one occur? (Yes/No)  
If not, in what areas are there deficiencies? (Check all that apply)
  - a. Training \_\_\_\_\_
  - b. Special Equipment \_\_\_\_\_
  - c. Knowledge about leaks \_\_\_\_\_
  - d. Inherent dangers \_\_\_\_\_
  - e. Other: \_\_\_\_\_
  
9. If you heard a report of a natural gas leak right now, what actions would you or your department take? (Write in steps)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you know if there were any natural gas leaks within the last two years? (Yes/No)

If yes, about when? \_\_\_\_\_

What was the incident? \_\_\_\_\_

Did the department respond? (Yes/No)

If yes, do you feel the department dealt with the incident in a satisfactory manner? (Self-assessment, if knowledgeable about the incident)

\_\_\_\_\_

### **Questions for Excavators**

(\*indicates most important questions)

1. \* In the last 12 months, has your Company/Department been contacted or received written information from CLC regarding pipeline safety? (Yes or No)

If yes, what was the source:

- a. Telephone call \_\_\_\_\_
- b. Mail \_\_\_\_\_
- c. Visit or in-person meeting \_\_\_\_\_
- d. E-Mail \_\_\_\_\_
- e. Sign or billboard \_\_\_\_\_
- f. Other: \_\_\_\_\_

2. Have you received information from any other sources about pipeline safety? (Yes or No)

If yes, which? \_\_\_\_\_

3. Have you contacted CLC in the past year to inquire about the location of pipelines? (Yes or No)

If yes, about how many times? \_\_\_\_\_

If yes, how did you make the contact?

- a. Telephone \_\_\_\_\_
- b. E-Mail \_\_\_\_\_
- c. Letter \_\_\_\_\_
- d. In person \_\_\_\_\_
- e. Other: \_\_\_\_\_

4.\* How often would you say your company checks whether a pipeline exists before digging in a new spot?

- a. Always \_\_\_\_\_
- b. Usually \_\_\_\_\_
- c. Sometimes \_\_\_\_\_
- d. Rarely or Never \_\_\_\_\_
- e. Don't know \_\_\_\_\_

4a. If not always: Why not?

- a. Didn't know where to get information \_\_\_\_\_
- b. Not necessary \_\_\_\_\_
- c. Didn't think about it \_\_\_\_\_

- d. Takes too much time \_\_\_\_\_
- e. Think we can tell where pipeline is on our own \_\_\_\_\_
- f. Other: \_\_\_\_\_

- 5.** How do you make sure that all the right people in the company get the information on whom to call before digging? That is, how do you disseminate the information?
- a. Post it \_\_\_\_\_
  - b. Discuss in meetings \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. Calls \_\_\_\_\_
  - e. Put in company's written procedures \_\_\_\_\_
  - f. Other: \_\_\_\_\_

**6.** About how many people in your company actually determine where to dig? \_\_\_\_\_

**6a.** What jobs do they have (e.g., excavator equipment operator, executive, operations boss, etc.)  
\_\_\_\_\_

- 6b.** How many of them have information on who to call before digging?
- a. All \_\_\_\_\_
  - b. Most \_\_\_\_\_
  - c. Some \_\_\_\_\_
  - d. Few or None \_\_\_\_\_

**7.\*** Has your company ever unexpectedly encountered a pipeline while digging? (Yes or No)  
If yes, how often has this occurred? \_\_\_\_\_  
Explain whether pipeline location was unknown and why.

\_\_\_\_\_  
If yes, how many were "close calls"? \_\_\_\_\_  
How many resulted in damage? \_\_\_\_\_

**Table 1: Message Type, Content and Frequency**

Stakeholder Audience	Message Type	Frequency	Delivery Method and/or Media
<b>Affected Public</b>			
<b>Residents along the Distribution System</b>	<ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Awareness of hazards and prevention measures undertaken</li> <li>• Damage Prevention Awareness</li> <li>• Leak Recognition and Response</li> <li>• How to get additional information</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Newspaper and Bulletins</li> <li>• New service packets</li> <li>• Bill Stuffers</li> <li>• Letters</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Effectiveness Evaluation Questioner</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Years</li> </ul>	3 <sup>Rd</sup> Party Survey
<b>Local Natural Gas Distribution (LDC) Customers</b>	<ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Awareness of hazards and prevention measures undertaken</li> <li>• Damage Prevention Awareness</li> <li>• Leak Recognition and Response</li> <li>• How to get additional information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Bill stuffers (Twice per year; 1<sup>st</sup> 6 months – Public Awareness, 2<sup>nd</sup> 6 months – Damage Prevention)</li> <li>• New service packets</li> <li>• Letters</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Effectiveness Evaluation Questioner</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Years</li> </ul>	3 <sup>Rd</sup> Party Survey



Stakeholder Audience	Message Type	Frequency	Delivery Method and/or Media
<b>Residents located along transmission pipeline ROW</b>  <b>AND</b>  <b>Places of Congregation (to include Public Schools, Municipalities and Businesses)</b>	<ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Awareness of hazards and prevention measures undertaken</li> <li>• Damage Prevention Awareness</li> <li>• One-call requirements</li> <li>• Leak Recognition and Response</li> <li>• Pipeline location information</li> <li>• How to get additional information</li> <li>• Availability of list of pipeline operators through NPMS</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Targeted distribution of print materials</li> <li>• Pipeline markers</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Effectiveness Evaluation Questioner</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Years</li> </ul>	3 <sup>Rd</sup> Party Survey
<b>Public Safety Agencies</b>			
<b>Emergency Officials</b>	<ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Awareness of hazards and prevention measures undertaken</li> <li>• Emergency Preparedness Communications</li> <li>• How to get additional information</li> <li>• Pipeline location information</li> <li>• One call requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Targeted distribution of print materials</li> </ul> OR <ul style="list-style-type: none"> <li>• Group Meetings</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Effectiveness Evaluation Questioner</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Years</li> </ul>	3 <sup>Rd</sup> Party Survey

<b>Public Officials</b>			
<b>Public Officials</b>	<ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Awareness of hazards and prevention measures undertaken</li> <li>• Emergency Preparedness Communications</li> <li>• Damage Prevention Awareness</li> <li>• How to get additional information</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Targeted distribution of print materials</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Effectiveness Evaluation Questioner</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Years</li> </ul>	3 <sup>Rd</sup> Party Survey
<b>Excavators</b>			
<b>Excavators / Contractors</b>	<ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Awareness of hazards and prevention measures undertaken</li> <li>• Leak Recognition and Response</li> <li>• Damage Prevention Awareness</li> <li>• One-Call requirements</li> <li>• How to get additional information</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Targeted distribution of print materials</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Effectiveness Evaluation Questioner</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Years</li> </ul>	3 <sup>Rd</sup> Party Survey
<b>One-Call Centers</b>	<ul style="list-style-type: none"> <li>• Pipeline location information</li> <li>• Other requirements of the applicable One-Call Center</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<b>Baseline Activity:</b> <ul style="list-style-type: none"> <li>• Membership in Appropriate One-Call Center</li> <li>• Requirements of the Applicable One-Call Center</li> <li>• Maps (as required)</li> </ul>

**Appendix A**  
City of Las Cruces, Gas Department:  
Public Awareness Program Annual Self-Assessment.

Date of Assessment: \_\_\_\_\_

Assessment for Calendar Year: \_\_\_\_\_

- 1) Does the operator have a written public awareness Program?  
Yes  No
  
- 2) Does the written program address all of the objectives of this plan?
  - A) Help Stakeholder audiences understand how to prevent pipeline emergencies  
Yes  No
  
  - B) Help stakeholders understand how to respond to pipeline emergency  
Yes  No
  
  - C) Help raise the awareness of stakeholder audience of the presence in their community and of their role they can play in helping prevent pipeline emergencies and releases  
Yes  No
  
- 3) Has the program been reviewed to reflect significant organizational and/or major pipeline system changes?  
Yes  No
  
- 4) Is there a statement of management commitment?  
Yes  No
  
- 5) Is there a description of roles and responsibilities of personnel administering the program?  
Yes  No
  
- 6) Is there a written identification of key personnel and their titles?  
Yes  No
  
- 7) Does the program address regulatory requirements?  
Yes  No

8) Does the program identify a schedule for conducting program activities?  
Yes  No

9) Does the program have documentation of results of evaluation the program for effectiveness?  
Yes  No

If Yes, provide date of program evaluation and attach supporting materials  
Date: \_\_\_\_\_

If No, provide anticipated date for measuring program effectiveness.  
Date: \_\_\_\_\_

10) Has the public awareness program been documented according to API 1164 (section 10)?  
Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Appendix B  
 City of Las Cruces Natural Gas & Energy  
 Changes Implemented

<b>ANNUAL REVIEW OF PLAN</b>			
<b>Date of Review</b>	<b>Sections Reviewed</b>	<b>Sections Updated</b>	<b>Reviewed By</b>
11/30/22	All due to PRC Inspection	Sections 1,2,3,4,5,9	R. Pereyra