

PUBLIC AWARENESS PROGRAM FIELD AUDIT

Audit Date:	Name of Operator: Georgia Pacific, Camas
H.Q. Address 401 NE Adams Street Camas, WA 98607	Company Official: Gary Kaiser
	Title: Vice President
	Phone number: 360-834-8106
	Fax Number:
Inspection Team:	Operator Personnel in Interview: (Name & Phone Number)
1. Ronda Shupert	1. Bob Cosentino, Cosentino Consulting Inc.
2.	2. Carson Blocker, GP
3.	3. Ron Simmons, GP

Instructions: Check (or mark) the appropriate box: “Yes,” “No” or “N/A.” If further comments are necessary, check (or mark) the comment box and write the comment in the “comments” section below the questions and/or attach a comments sheet when necessary. **These questions are to be verified in the field. Certain questions will have corresponding Desk Audit questions on a separate audit form.**

		Yes	No	N/A	Comment
1.	1162 Section 2: Management Commitment (Must be verified in field if no PHYSICAL copy included in plan)				
	a. Does the statement include the name and title of the appropriate authority (the person(s) with authority to authorize funding)? <i>Yes, the mill manager is listed in appendix A</i>	X			
	b. Does the statement include the signature of the appropriate authority (the person(s) with authority to authorize funding)? <i>Yes, see section II</i>	X			
	c. Are copies of approved city ordinances, etc., included where applicable <i>NA, pipeline is in a WSDOT right of way.</i>			X	
2.	1162 Section 4: Message Content (These are required in written plan. They will need verification in field)				
Affected Public: Including customers & residents living along the pipeline route	a. pipeline purpose and reliability <i>see AP mailers, Section VI</i>	X			
	b. hazards & prevention measures undertaken [192.616(d)(2)] <i>see AP mailers, Section VI</i>	X			
	d. leak recognition and response [192.616(d)(3 &4)] <i>see AP mailers, Section VI</i>	X			
	d. damage prevention awareness <i>see AP mailers, Section VI</i>	X			Mailers, 811 banners, attend different events, newspaper, attend UCC
	e. how and where to get more information <i>see AP mailers, Section VI</i>	X			Phone # provided to call public relations. There is info

					on pipeline markers.
	f. One-call requirements [192.616(d)(1)] see AP mailers, Section VI	X			
	g. Emergency communications [192.616(d)(5)] see AP mailers, Section VI	X			
Emergency	a. pipeline purpose and reliability see ER mailers, Section VI	X			GP provides an emergency response book. Public relations staff goes to FD to provide info. Also GP FD interface with city FD on a regular basis
Officials	b. hazards & prevention measures undertaken [192.616(d)(2)] see ER mailers, Section VI	X			Brochures are also sent out yearly
	c. leak recognition and response [192.616(d)(3 &4)] see ER mailers, Section VI	X			
	d. emergency preparedness and response see ER mailers, Section VI	X			
	e. how and where to get more information see ER mailers, Section VI	X			
	f. emergency communications [192.616(d)(5)] see ER mailers, Section VI	X			
	g. One-call requirements [192.616(d)(1)] see ER mailers, Section VI	X			
Comments:					

		Yes	No	N/A	Com-ment
2. (Continued)	1162 Section 4: Message Content (These are required in written plan. They will need verification in field)				City mayor has a quarterly meeting at GP. Pipeline is discussed at these meetings as well as other business
Local Public Officials	a. pipeline purpose and reliability <i>see LPO mailers, Section VI</i>	X			
	b. hazards & prevention measures undertaken [192.616(d)(2)] <i>see LPO mailers, Section VI</i>	X			
	c. leak recognition and response [192.616(d)(3 &4)] <i>see LPO mailers, Section VI</i>	X			
	d. emergency preparedness and response <i>see LPO mailers, Section VI</i>	X			
	e. right-of-way encroachments <i>see LPO mailers, Section VI</i>	X			
	f. how and where to get more information <i>see LPO mailers, Section VI</i>	X			
	g. emergency communications [192.616(d)(5)] <i>see LPO mailers, Section VI</i>	X			
	h. construction/maintenance activities <i>see LPO mailers, Section VI</i>	X			
	i. One-call requirements [192.616(d)(1)] <i>see LPO mailers, Section VI</i>	X			
Excavators/ Contractors	a. pipeline purpose and reliability <i>see EC mailers, Section VI</i>	X			Paradigm sends information
	b. hazards & prevention measures undertaken [192.616(d)(2)] <i>see EC mailers, Section VI</i>	X			
	c. leak recognition and response [192.616(d)(3 &4)] <i>see EC mailers</i>	X			
	d. damage prevention awareness <i>see EC mailers, Section VI</i>	X			
	e. pipeline location information <i>see EC mailers, Section VI</i>	X			
	f. how and where to get more information <i>see EC mailers, Section VI</i>	X			
	g. One-call requirements [192.616(d)(1)] <i>see EC mailers, Section VI</i>	X			
	h. emergency communications [192.616(d)(5)] <i>see EC mailers, Section VI</i>	X			
3.	1162 Section 4 (4.4.1): PRIORITY MESSAGE (Message should be written in plan and verified in Field) Does the program identify the message for Emergency and Public Officials as protecting people first and then property as the TOP priority message?				Page 4 of PAP.
Comments:					

		Yes	No	N/A	Comment
4.	1162 Section 5: Delivery Method				
Affected Public:	(From written plan – Does operator provide applicable documentation?)				
LDC Customers	1. Bill Stuffer – required minimum N/A – not an LDC			X	
Baseline	1. Public service announcements				
	2. Paid Advertising Newspaper ads, Section VIII	X			
	3. Other: Membership in PAPA, contract with Paradigm, Section VIII	X			
Supplemental	1. Public service announcements			X	GP Does n't do radio.
	2. Paid advertising Newspaper ads, Section VIII	X			
	3. Targeted distribution of print material PAPA & Paradigm mailers, Section VIII	X			
	4. Newspaper and magazine advertisements Newspaper ads, Section VIII	X			
	5. Community events Yes, various, see documentation, Section VIII	X			
	6. Community newsletters				Uses local news paper
	7. Other: One on one meetings with officials and others, see documentation, Section VIII	X			
Emergency Officials:	(From written plan – Does operator provide applicable documentation?)				
Baseline:	1. Print Materials Yes, PAPA & Paradigm, Section VIII	X			
	2. Group Meetings Yes, interface with MERT, Section VIII	X			Meeting in 2012 with WSP, FD, local police . Reviewed sign in sheet from one in Dec 2012.
	3. Other Yes, one on one visits. , Section VIII	X			
Supplemental:	1. Telephone calls	X			If a call is requested from response cards

					sent to customers.
	2. Personal contact Yes, one on one visits. , Section VIII	X			
	3. Videos and/or CDs		X		GP does not use videos or CDs
	4. Other:				
Local Public Officials:	(From written plan – Does operator provide applicable documentation?)				
Baseline:	1. Targeted distribution of printed materials Yes, PAPA & Paradigm, Section VIII	X			
	2. Other Yes, one on one visits. , Section VIII	X			
Supplemental:	1. Group meetings, Section VIII	X			
	2. Telephone calls, Section VIII	X			
	3. Personal contact Yes, one on one visits. , Section VIII	X			
	4. Other	X			
Excavators/ Contractors	(From written plan – Does operator provide applicable documentation?)				
Baseline:	1. Once-Call center outreach Yes, PAPA & Paradigm, Section VIII	X			
	2. Group meetings 811 events, Section VIII	X			GP goes to group meetings with the Coordinating council. GP goes to UCC has meetings.
	3. Other				
Supplemental	1. Personal contact	X			If a contractor does work onsite.
	2. Videos and/or CDs		X		
	3. Open houses 811 events, Section VIII	X			
	4. Targeted distribution of print materials Yes, PAPA & Paradigm, Section VIII	X			
	5. Other				

Comments:

		Yes	No	N/A	Comment		
5.	1162 Section 5: Delivery Frequencies (These are required in the written plan)						
Affected Public:							
LDC Customers?	Does documentation show at least twice per year? N/A-not an LDC			X			
Residents along the LDC system?	Does documentation show at least once per year? N/A-not an LDC			X			
Emergency Officials	Does documentation show at least once per year? Section VII	X					
Local Public Officials	Does documentation show at least once every three years? Section VII	X					
Excavators/ Contractors	Does documentation show at least once per year? Section VII	X					
6.	1162 Section 6: Supplemental messages: Does the plan consider whether supplemental messages are necessary for special circumstances and explain why or why not? (These will need to be verified in field where applicable)						
Circle the examples below that apply:							
	1. Large excavator projects Section IX. Re-location of highway and added roundabouts.	X					
	2. Non-resident business owners (i.e., just workers occupy buildings(s) - owner that receives bill is in another location and/or state and tenant farmers) Section IX. Information is sent to the physical address not owners. Paradigm identifies business occupant not owners.	X					
	3. Farming activities Section IX			X			
	4. Railroads N/A no railroads			X			
	5. Other						
7.	1162 Section 7: Program Implementation						
	Is there documentation verifying the program has been implemented?						
8.	1162 Section 7: Recordkeeping Yes, all available for review	LDC Public	Emer. Ofis	Pub. Ofis	Excavator/ Contractor	N/A	Comment
Can the Operator Document the following: (Write "Y" for Yes" and "N" for No under each applicable stakeholder audience)							
	a. Lists, Records and other documentation of stakeholder audiences?		X	X	X		
	b. Copies of all materials used?		X	X	X		
	c. Records of payments for mailings, advertisements, printing and other expenditures indicating the program was implemented?		X	X	X		
	d. Records of effectiveness assessments?		X	X	X		2012 & 2013 reviewed
	e. Records of annual assessments and/or audits?		X	X	X		
	f. Any record of feedback received and collected from audiences in response to the program?		X	X	X		
	g. Records of follow-up actions and expected results						Reviewed comm

							ents,
	h. Have records been maintained for five (5) years?		X	X	X		
Comments: #2 of section 6 ?							
		Yes	No	N/A	Com- ment		
9.	1162 Section 8: ANNUAL REVIEW (This is required in the written plan – needs field documentation.)						
	a. Does the annual audit ensure the Plan meets the minimum requirements of the regulation? Yes, see CCI and Paradigm evaluations	X					
	b. Does the annual audit ensure all actions called for in the Plan have been carried out as specified in the Plan? Yes, see CCI and Paradigm evaluations	X					
	c. Are records of the annual audit maintained by the Program Administrator? Yes, see evaluations in the facility records	X					
10.	1162 Section 8: Evaluation Results						
	Has the operator issued the results of the evaluation (review), shared it with upper management and sought internal feedback?	X					
11.	1162 Section 8: Continuous Improvement Conducted:						
	a. Has the operator modified its program based on its evaluation? Not currently, present program is effective	X					Base d on an annu al eval uatio n done by Para digm and Cose ntino Cons ultin g
	b. Are these changes documented?	X					Only chan ges need ed have

					been nam e chan ges and form chan ges.
	c. Have these changes been implemented?	X			
	COMMENTS:				
12.	1162 Section 8: Effectiveness Assessment (This is required upon design or re-design of materials and/or messages)	x Materials have not been changed.			
	a. Pre-tested Materials: N/A materials have not significantly changed				
	b. Date Pre-test conducted:				
13.	1162 Section 8: Effectiveness Assessment (Required to be done no more than FOUR years apart)	X X X			
	a. Last Survey of Targeted Audiences: Exceeding requirements				
	b. Date of last effectiveness assessment: 2013 evaluated				
	c. Has the operator documented the results of evaluating the program for effectiveness? See return mailer statistics in Paradigm and CCI reports				
	Explain:				
Comments:					