



# Emergency Response Plan

Emergency Response Conference Call #: **1-888-204-5987**

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## Purpose of the Emergency Response Plan

The first priority of Peoples is to protect the public and employees, then the environment and property, while maintaining an efficient and reliable pipeline delivery system. For the purposes of this Emergency Response Plan, “Peoples” represents Peoples Natural Gas Company LLC, Peoples Gas Company LLC (formerly known as Peoples TWP LLC) and Peoples Gas WV LLC. Federal, state and local codes and regulations provide requirements for identifying and handling emergencies. Currently, the primary regulatory basis for achieving compliance is Title 49 CFR: Parts 190 through 199. The specific reference for this Emergency Response Plan is Part 192.615.

The purpose of this plan is to outline the procedures, guidelines, organizational support and communication that will minimize or prevent hazard to people, property, and the environment during an emergency. It shall be the responsibility of local area operations to expand upon the structure and develop and implement a site-specific emergency plan that provides for the effective control of operations and, if possible, maintains or promptly restores customer service. The intent of this plan is not to address each and every possible emergency situation that could occur throughout the system, but instead to provide employees with general knowledge that can be applied to a variety of emergency situations in the field.

The procedures set forth in this plan are not intended to be followed in a predetermined sequence for all situations. The investigator should draw on his or her training and experience to determine whether the steps set forth should be followed in a different order.

This plan has been developed to address emergency situations that may occur on Peoples’ transmission, distribution, storage, and gathering systems. The material outlined in this manual is designed to meet the minimum requirements of applicable codes and regulations by providing guidelines for receiving, identifying, and properly responding to natural gas related emergencies.

## Promulgation for the Emergency Response Plan

- The annual review of the Emergency Response Plan was completed on September 6, 2022.
- The Emergency Response Plan should be exercised once a year.
- Changes to the plan should be tracked using the chart below.
- The general portion or main body of the Emergency Response Plan will be reviewed and updated as necessary but at least once each calendar year (not to exceed 15-month intervals). Company personnel should notify the Manager of Standards and Compliance of any proposed updates, or revisions based on changes in operations, personnel, training, or implementation issues regarding this plan. All significant changes require the approval of the Peoples SOP Steering Committee.

Document Review History		
Date	Approved by:	Description
07/15/2015	Frank Milfeit	Names and various wording changes
05/04/2016	Barry Leezer	Updated Plan Owner and Team Roster.
05/18/2016	Robert Thomas	Reviewed and updated Plan.
05/24/2017	Robert Thomas	Reviewed Plan by Committee.
07/12/2017	Robert Thomas	Updated Plan per annual review.
05/29/2018	Robert Thomas	Reviewed Plan by Committee.
06/22/2018	Robert Thomas	Updated Plan per annual review.
05/06/2019	Robert Thomas	Reviewed and updated Plan per government recommendations from Massachusetts overpressure incident.
09/6/2019	Robert Thomas	Updated with conference call procedures.
08/05/2020	Robert Thomas	Updated Plan per annual review.
08/17/2021	Robert Thomas	Updated Plan per annual review.
09/06/2022	Robert Thomas	Updated Plan per annual review.
10/05/2022	Robert Thomas	Revised plan per new regulations in DOT PHMSA's Rupture Mitigative Valve Rule.
11/15/2023	Wayne Dadig	Updated Plan per annual review.

## Site-Specific Section

Each Company Operating Area is responsible for developing and updating site-specific emergency response procedures. The Site-Specific Plan contains a current list of employees by location and phone number. This is maintained and readily available in the event the employee is required to be called out for duty. Fire, police and other public officials are also listed and will be called, as appropriate, to assist in containing an emergency.

The Operating Area will also maintain maps showing pipelines, critical valves, regulating stations and sources of gas supply along with construction records and any operating and maintenance history. This information is available to appropriate operating personnel.

Each Operating Area should periodically place calls to the numbers on the emergency contact lists in an effort to verify accuracy. It is not necessary to include Peoples employees in these periodic calls.

## **Distribution**

The Plan should be distributed to supervisors, managers and other personnel responsible for emergency action via the Peoples Place intranet website. These individuals may also use paper hardcopies of the Emergency Plan available in the company vehicles of Peoples Management personnel whenever an emergency situation is encountered. Outdated hardcopies of the Plan shall be destroyed immediately upon discovery.

## **Training for the Emergency Response Plan**

Appropriate operating and maintenance employees should be trained to ensure that they are knowledgeable of the requirements of the written emergency procedures. For the purpose of this training section, appropriate operating personnel are identified as those employees who may be required to respond to an emergency or whose job requires them to be able to identify emergency situations involving pipeline facilities.

The frequency by which the training program will be provided to the appropriate operating personnel is as follows:

1. Initially when the plan is developed.
2. For all new employees appropriate operating personnel as described above.
3. When new equipment, materials, or processes are introduced that may directly affect emergency response or operations.
4. When emergency response procedures have been updated or revised with significant changes.
5. When exercises show that employee's performance must be improved.

Persons providing training of the emergency procedures should be knowledgeable in emergency response and training techniques. Consideration should be given to conducting classroom or

field-simulated emergency exercises involving appropriate personnel, such as operating, maintenance, and call center personnel, including those monitoring and controlling operations of remote facilities. Emergency exercises should include high impact scenarios. The effectiveness of the training shall be periodically reviewed to determine the effectiveness and adequacy. Examples of these effectiveness reviews include, but are not limited to, Emergency Simulations, Job Site Safety Observations (JSSO's) and weekly safety conference calls.

Those responsible for instruction of employees should place special emphasis and evaluate the training's effectiveness based on the following:

1. Understanding the properties and behavior of natural gas, as related to types of potential hazard
2. Coordinated execution of the Company's written emergency procedures
3. Knowledge of how emergency control is exercised in various sections of the system (including identification and operation of key valves)
4. Ability to use maps or other facility records
5. Responsibilities of each employee responding to an emergency
6. Evaluation of reports of gas odor and other potential emergencies
7. Response to different types of emergency situations (such as gas escaping inside/outside and gas burning inside/outside). Examples of appropriate actions include avoiding the use of doorbells or buzzers when responding to possible leaks, evacuation, elimination of ignition sources, gas shutoff, ventilation and/or other precautionary measures
8. Familiarization with tools and equipment appropriate to the particular function or situation.
9. Written documentation requirements as outlined in Appendix ER-6 (Investigation of Failures and Incidents).

## Annual Emergency Simulations

Simulated emergencies should be conducted at least annually at each operating region test employee knowledge of written emergency procedures. Supervisory, engineering and, if practical, bargaining unit personnel should participate in the exercise. At a minimum, the simulation should require that the participants determine the source and cause of the emergency, the most effective response to the emergency and the extent of the communication and liaison

with the community that is necessary. Simulated emergencies should be documented and the two (2) most recent exercises maintained for future reference.

## Plan Process

### Definition of Emergency

An emergency is a condition or event that causes actual or threatened escape of gas from the system in such a quantity and under such circumstances that the gas could reasonably be expected to become a hazard to people or property or there is an actual or threatened interruption of service to customers, other than planned interruptions.

### Examples of Possible Emergencies

- Explosion or fire that involves or threatens gas system facilities
- Detection of gas inside or near a building (as measured with a combustible gas indicator)
- Uncontrolled escape of gas outside a building
- Gas pressure (high or low) that is outside prescribed limits
- Damage to our facilities by third parties
- Inadequate gas supply that will result in significant outages
- Abnormal operating condition
- Natural disaster that threatens gas system facilities
  - landslides, floods, washouts
  - strong winds, tornadoes or earthquakes
  - other seasonal weather-related conditions such as hail, ice storms, blizzards, or ground freezing
- Civil disturbance or other action by the public that could result in damage to gas system facilities. These may include cyber-attacks, protests, riots, bomb threats or terroristic acts etc.

### Emergency Response Event Assessment

The nature and severity of the event must be evaluated to determine the required response, coordination and resources required. Assessment of an Emergency Response event is based upon:

- Employee and public safety
- Operational impact
- Geographic areas involved
- Facilities affected
- Critical infrastructure affected



## Plan Process

### Emergency Response Alert Levels

Emergency Response events are classified into four levels – Minor, Elevated Minor, Major and Catastrophic Event.

Emergency Response Event Level	Description Examples
<b>Normal</b> – Normal conditions. No system issues are occurring or expected.	
<b>Level I – Minor Event</b> – Routine event that does not necessitate a site incident command.	Routine gas leak, excavation damage, frozen meter, water-blocked meter that could involve minor service interruption to individual customers. Examples may also include: (1) a pipeline water blockage that results in an outage of a few homes on a dead end street in warm weather or (2) an excavation damage that results in a service interruption to a single family dwelling.
<b>Level II – Elevated Minor Event</b> – Localized event with site incident command activation. This includes preparation and readiness protocols.	Significant gas leak, odorization issue, significant pipeline damage, or loss of supply to a distribution system. Examples may include: (1) an excavation damage that results in service disruption for a hospital in a business district or (2) inappropriate odorization levels in a gas pipeline system that results in odor investigations and wide-spread odorant level checks.
<b>Level III – Major Event</b> – Large event that requires activation of centralized incident command.	Supply disruption to multiple distribution systems, explosion, or transmission system damage. Examples may include a single main line blockage resulting in service outage to one or more communities affecting hundreds of customers or an over-pressurization of a system without explosions, structure fires or injuries.
<b>Level IV – Catastrophic Event</b> – Significant event that requires full activation of central and on-site emergency plans.	System disruption resulting in multiple explosions and/or fires, long-term system outage, injuries, etc. Examples may include: (1) the unplanned over-pressurization of a low-pressure distribution system that results in loss of life or injury and significant property damage or (2) a rupture of a high-pressure gas pipeline resulting in significant environmental and property damage.
<b>Return to Normal</b> – Once the event is over and the situation has been remedied, the Site Emergency Response Incident Manager, or the Emergency Response Manager, will hold one final conference call and return the business to a normal operating environment.	

## Response to Emergencies

Emergency situations and events will vary widely and will require various levels of management to direct the handling of the emergency and subsequent restoration operations and reporting. The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

### Receiving Notification of a Possible Emergency

During normal business hours, notifications regarding possible emergencies may be received by Peoples personnel including, but not limited to: Peoples Call Center representative, Peoples Operations Center representative, Peoples social media, Gas Control or by other employees. Outside of normal business hours, these calls are handled by the Peoples Operations Center or Gas Control.

The employee receiving a report of a possible emergency should obtain at least the following information from the reporting party:

1. Specific location or address
2. Name and telephone number of occupants, or person reporting emergency (leak, fire, interruption of service, etc.)
3. Nature of Emergency
  - If a leak - Where odor is present? (kitchen, outside location, range, water heater, etc.); How long has odor been noticed?
  - If an excavation damage – Who are the parties involved?

Leaks or other emergencies reported by customers or the general public via phone or social media require prompt investigation and shall be dispatched accordingly to company personnel for investigation. When receiving such notices, it is essential that the employee secure complete and accurate information in order that the seriousness of each emergency can be properly evaluated.

Information pertaining to an odor of natural gas, fire, explosion or other emergency situations shall be recorded and maintained.

### Dispatching Emergency Personnel

In response to a notice of a possible emergency, an operations or customer field service employee will be dispatched to the location. The employee or first responder, upon arrival, should perform the functions outlined below, as required, according to their discretion and the conditions that exist at the time. It is important to prevent bodily injury first and then make the area safe.

In addition, if the original report indicates possible need of assistance the Peoples Operations Center shall notify local management of the situation.

### Immediate On-Site Action

Upon arrival at the site, the first responder shall assess the nature of the complaint and determine if it is natural gas related. This assessment should include the status of the emergency, an estimation of how the incident might progress, consideration to extreme weather conditions that could pose additional safety hazards and an evaluation of the manpower, equipment, and materials needed to adequately cope with the situation.

- Assess the nature of the complaint including the status of the emergency and how the incident may progress, what manpower, equipment and materials may be needed to cope with the situation.
- Locate the problem. Inside, outside or both.
- The leak investigation should begin upon entering the building and should include testing in the free air. Gas levels of 0.2% gas by volume in free air or well-defined confined spaces (such as floor and sink drains) would establish an actionable threshold to consider evacuation.
- If, upon completion of the leak investigation, the source of the leak has not been identified proper judgment considering all variables will be factored into the decision to evacuate the public and initiate the request to the power Company to disconnect the electric service. Refer to Appendix ER-36 of this Manual for protocol to be used when contacting the electricity providers for disconnects in the Peoples service territories.
- If there is a strong odor of gas detected inside a structure, clear the building of all occupants and call for assistance. DO NOT ventilate until it is safe to do so.
- Eliminate potential ignition sources. This may include notifying electric and phone companies for possible shut downs.
- After it has been determined safe to do so using a Combustible Gas Indicator (CGI), open doors and windows to ventilate.
- Inspect for migrating gas using a CGI.
- Check for gas at sewer openings, manholes, cracks in pavements, foundations, downspouts etc.
- Localize or isolate the problem and shut off gas as needed.
- Determine/measure the pressure in the system if appropriate.
- If appropriate, notify the 911 Emergency Call Center to coordinate and share information to determine the location of the emergency, planned actions and actual actions taken.
- If the emergency involves a pipeline rupture, immediately and directly notify the 911 Emergency Call Center after receiving a notification of potential rupture. to coordinate and share information to determine the location of any release.  
NOTE: For purposes of this Section, “notification of potential rupture” means the notification to, or observation by, an operator of a potential unintentional or uncontrolled release of a large volume of gas from a pipeline.
- Utilize all other processes as more particularly described in the Peoples SOP’s and Peoples Job Procedures.

Always coordinate efforts and communicate any findings with emergency responders and company personnel.

If escaping gas cannot be readily controlled, a restricted zone determined by the use of gas detection equipment will be established around the area of the escaping gas. Service to buildings within the restricted zone will be shut off by an effective and safe method and meter pin-locked if feasible. Persons within the zone, including those in buildings, are to be advised to leave and remain outside the restricted zone. Once the emergency has been brought under control, the restricted zone will not be lifted until gas-detection equipment is employed to verify the safety of the public and/or property. The highest-ranked Peoples employee will work in conjunction with on-site emergency personnel.

### Identification of a Rupture

At the onset of an emergency event, responding personnel must evaluate and identify whether a notification of potential rupture is an actual rupture event or a non-rupture event.

For the purposes of this section, “notification of potential rupture” means the notification of, or observation by, an operator (by or to its controllers in a control room, field personnel, nearby pipeline or utility personnel, the public, local responders, or public authorities) of one or more of the below indicators of a potential unintentional or uncontrolled release of a large volume of gas from a pipeline:

1. An unanticipated or unexplained pressure loss outside of the pipeline's normal operating pressures, as defined in the operator's written procedures. The operator must establish in its written procedures that an unanticipated or unplanned pressure loss is outside of the pipeline's normal operating pressures when there is a pressure loss greater than 10 percent occurring within a time interval of 15 minutes or less, unless the operator has documented in its written procedures the operational need for a greater pressure-change threshold due to pipeline flow dynamics (including changes in operating pressure, flow rate, or volume), that are caused by fluctuations in gas demand, gas receipts, or gas deliveries; or
2. An unanticipated or unexplained flow rate change, pressure change, equipment function, or other pipeline instrumentation indication at the upstream or downstream station that may be representative of an event meeting Paragraph 1 of this section; or
3. Any unanticipated or unexplained rapid release of a large volume of gas, a fire, or an explosion in the immediate vicinity of the pipeline.

NOTE: A notification of potential rupture occurs when an operator first receives notice of or observes an event specified by the criteria of this section.

Rupture identification as described in this section must be performed as soon as practicable to ensure proper response procedures are employed. Confirmation of a rupture occurs when one of the criteria in Paragraphs 1, 2 3 of this section is confirmed to be true.

## Initial On-Site Supervision

Upon arrival, the responding supervisor shall determine the extent of the emergency and inform the Peoples Gas Operations Center representative of the condition at the site. He should assume the role of incident commander for gas operations and overall coordinator of company activities at the emergency site.

If emergency procedures are put into effect, the supervisor should select a location for their vehicle at a good overall vantage point and establish an emergency command post if necessary. The command post could be inside a vehicle, trailer or building, or at a specific location in the vicinity of the emergency.

The following criteria should be considered as a guideline to determine if a command post is required:

- Fire department on scene
- Evacuation of buildings
- Quantity of escaping gas
- Extreme weather conditions that could pose a public safety hazard during an outage
- Rerouting of gas required
- Significant customer outages
- Any other situation determined by the supervisor or person-in-charge to require a command post
- Media coverage of the situation

The responding supervisor should notify the Operations Manager of the location which will become the command post. If practical, the responding supervisor will assign one person to remain at the command post to maintain communications until the emergency is over.

When necessary, the command post will be coordinated with the local emergency responders. When local emergency responders are involved, they will be in charge of incident. The responding supervisor will make himself known to fire and/or police department officials, or other authority having jurisdiction, and will remain in contact with them during the emergency.

All employees reporting to the scene of the emergency will report to the command post or designated muster point for identification and instructions.

Media inquiries must be referred to the Media Hotline or the on-site Communications Representative. Field personnel must refrain from commenting to the public or media.

## Notifying Key Company Officials

The responding Manager or Supervisor should notify the appropriate Company officials and personnel responsible for regulatory reporting and investigations. Key personnel will be alerted,

and it will be their responsibility to keep the emergency personnel under their supervision informed and available for emergency call out.

The Compliance Department should be notified immediately with potential incidents that may be reportable to government agencies. Examples of potential reportable incidents may include large scale outages, natural gas related deaths, injuries, explosions or fires. Refer to SOP 340 for more details regarding these reporting requirements.

See Appendix ER-23 for Site Specific lists of employee contact information.

### On-Call Supervisor Schedules

An “On-Call” Duty List for each operational area should be available to Gas Control and the Operations Center to assure that sufficient supervisory coverage is provided for Company operations outside normal working hours. In order to initiate appropriate response to emergency situations, on-call supervisors should be available by telephone outside regular working hours. Gas Control and the Operations Center should be contacted if a substitution is made. Revisions to telephone numbers should be reported as they occur.

### Requesting Mutual Assistance

The American Gas Association (AGA) and the Energy Association of Pennsylvania (EAP) offer support to Peoples when assistance is needed from other companies during a Level IV emergency event.

It is the responsibility of the Emergency Manager to determine if mutual assistance is needed when an Emergency Response Plan is activated.

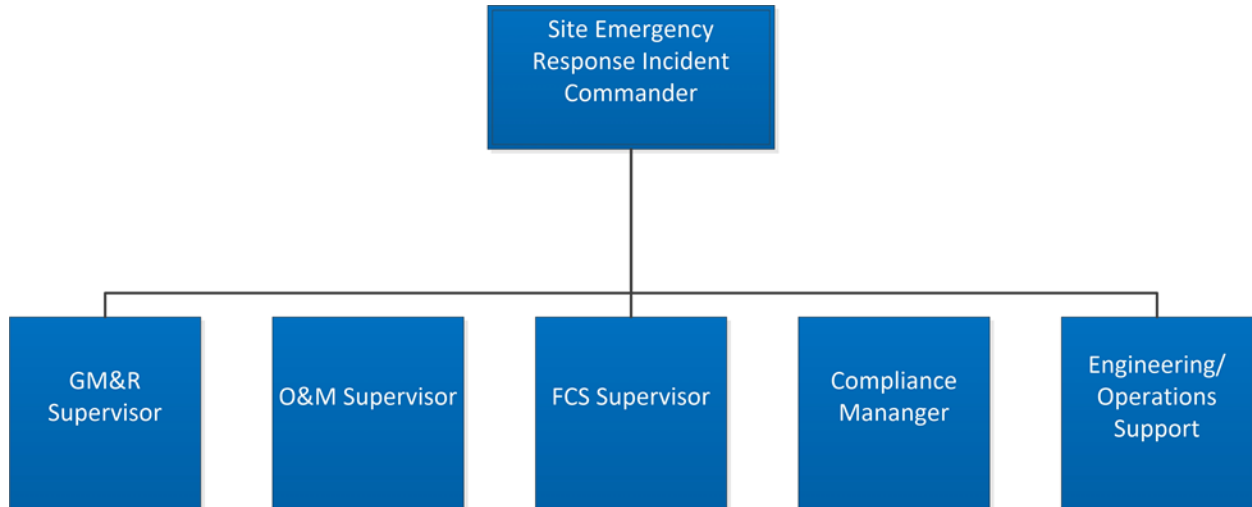
The AGA Mutual Assistance program is intended to supplement local, state and regional mutual assistance programs and is intended for those unprecedented man-made or natural disasters requiring the dedication of response/recovery/restoration resources outside the limits of existing mutual aid programs. An AGA Mutual Assistance Database of participating AGA member companies is maintained with company-specific emergency contact information, field capabilities and other key resources available for mutual assistance. Member companies are encouraged to utilize this database to make prompt contact with other participating companies and expedite response efforts during a significant incident.

To use the AGA Mutual Assistance program, access the Mutual Assistance Database for Responding Companies at [www.aga.org](http://www.aga.org) to perform a search for companies that can potentially provide the services needed. Reach out to the identified companies with the Request for Assistance (RFA) form found on the AGA website or in Appendix ER-33 of this Plan. This form will serve as the binding contract between the requesting and the responding companies.

The EAP mutual assistance program provides Peoples contact lists of all Pennsylvania distribution operators to be used during emergency events. These contact lists are updated annually and are attached to this Emergency Response Plan as Appendix ER-26.

EAP also offers a mutual assistance agreement template to provide guidance when a company answers Peoples' request for help. This template is not intended to serve as a binding legal agreement, but rather define the expectations between the requesting and responding companies during the emergency response incident.

## Site Emergency Response Team Organization Chart (Used as appropriate for a Level II Elevated Minor event level)

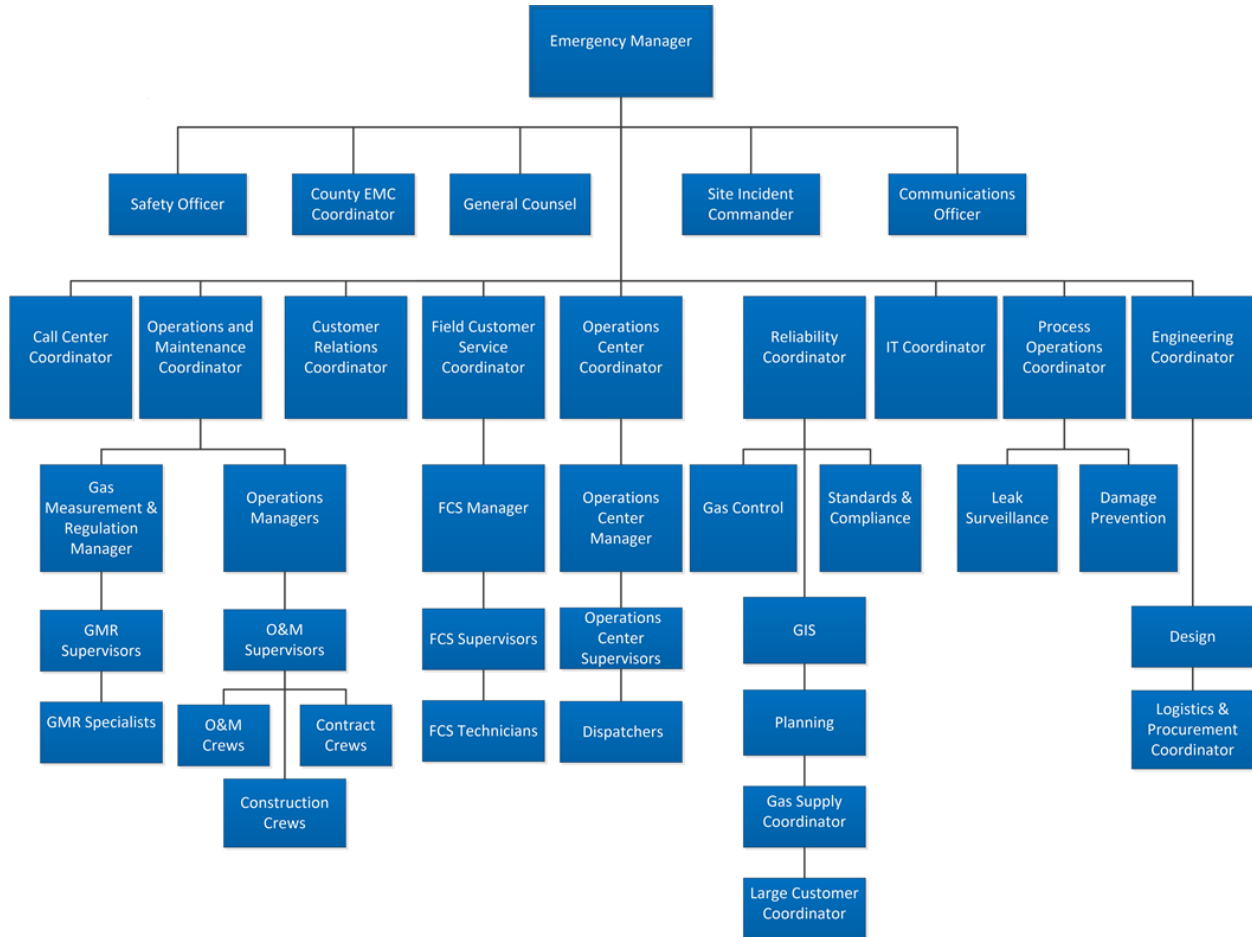


Position	Representative
Site Emergency Response Incident Commander	
GM&R Supervisor	
O&M Supervisor	
FCS Supervisor	
Compliance Manager	
Engineering/Operations Support	

**NOTE:** Representatives for Site Emergency Response Team Organization Chart will be identified at time of emergency response plan implementation.



## Emergency Response Team Organization Chart (Used for Level III and Level IV Event Levels)



**NOTE:** This chart is to be used as a template for an Emergency Response Alert Level III or Level IV Events. This chart should be revised as appropriate to apply to the situation.

The Emergency Manager will populate the org chart with appropriate personnel.

## Emergency Response Team Roster

Business Area	Primary Rep	2nd Rep	3rd Rep
Emergency Response Manager	Paul Becker	Ron King	Bob Thomas
Operations and Maintenance Coordinator	Ron King	Randy Ciotola	Don Zombek
Field Customer Service Coordinator	Bob Thomas	Lee Gniefkowski	Tracy Sphar
Operations Center Coordinator	Monica Alston	Bob Thomas	Mileak Ford
Reliability Coordinator	Ed Palombo	Paul Becker	Alex Anderson
Site Incident Commander	TBD by location	TBD by location	TBD by location
Process Operations Coordinator	Lynda Petrichevich	Charles Brazier	Tom Conner
Engineering Coordinator	Bret Hoover	Mike Denny	Paul Becker
Call Center Coordinator	H. Doyle-Conley	Michelle Parks	Lisa Reilly
Safety Officer	Chad Ravotti	Paul Pantages	Jared Long
Communications Officer	Nick Paradise	Becky McArdle	Bev Wogan
Legal & Claims	Mike Turzai	Jenn Petrisek	Andrew Weisner
GM&R Managers	Tom Bock	Randy Ciotola	Tom Rosso
O&M Managers	TBD by location	TBD by location	TBD by location
FCS Managers	Lee Gniefkowski	Tracy Sphar	Justin Watters
Gas Control Coordinator	Ron Ferrere	Alex Anderson	Matt Walsh
Standards & Compliance Coordinator	Wayne Dadig	Dan Kuehn	Justin Haupt
Leak Surveillance Coordinator	Karen Kuruc	Lynda Petrichevich	Tom Conner
Damage Prevention Coordinator	Charles Brazier	Derek Hilty	Courtney Oakes
GM&R Supervisors	TBD by location	TBD by location	TBD by location
O&M Supervisors	TBD by location	TBD by location	TBD by location
FCS Supervisors	TBD by location	TBD by location	TBD by location
Operation Center Supervisors	Deb Gardner	Mileak Ford	Terri Grover
GIS Coordinator	Scott Ewart	Alex Anderson	Scott Orkis
Planning Coordinator	Alex Anderson	Scott Ewart	Scott Orkis
Design Coordinator	Mike Denny	Jim Barnett	Joe Zaradzki
Logistics & Procurement Coordinator	Andy Rockwell	Katie Saulsbery	Ryan Milko
IT Coordinator	Kevin Turkovich	Laura Montue	Joe Brado
Customer Relations Coordinator	Rita Black	Carmen Malloy	Karen Clunas
Government Liaison	Bill Roland	Mike Turzai	Lynda Petrichevich
Gas Supply Coordinator	Steve Kolich	Don Melzer	Tim Love
Large Customer Coordinator	Sean Coughlin	Vivian Sabatini	Luke Ravenstahl
Emergency Management Center Rep	TBD by location	TBD by location	TBD by location

**NOTES:**

1. All Business Areas should be represented on the initial conference call of a Level III or Level IV Emergency Response Event.
2. Refer to Appendix ER-23 (Site Specific Employee Contact Lists) for contact information for the members of the Emergency Response Team Roster.

## **Responsibilities During an Emergency**

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following position descriptions and typical tasks lists should be read and implemented with the first priority in mind.

### **Operations Center**

#### **Position Description**

The Operations Center shall record all pertinent information regarding the emergency. The time of each report is very important. Maintain a log.

If the incident is of a serious nature, the Operations Center shall contact Operations Management using the text/email emergency communication process.

The Operations Center shall assist the on-scene personnel with communications and additional resources.

The Operations Center shall assist with the initiation of the ARCOS notification call in coordination with the Incident Commander. Refer to Appendix ER-24 for a description of the ARCOS notification process.

### **First Responder**

#### **Position Description**

The primary role of the first responder is to evaluate the situation and notify the appropriate Company and/or emergency response personnel. Once the situation has been assessed, the first responder should attempt to make the situation safe. The first responder should assume role of Incident Commander until an Operations Supervisor or Manager arrives.

### **Responding Supervisor**

#### **Position Description**

The responding supervisor is responsible for reviewing the extent of the emergency with the first responder and informing the Operations Center and/or Gas Control of the condition at the site. The supervisor is also responsible for establishing an emergency command post, if necessary, for organizing Company response personnel, repair crews, and general communications. The supervisor will be responsible for maintaining a record of events (photos, time logs, etc.) and securing the failed facility or a portion of the failed facility for testing.

### **Site Emergency Response Incident Commander**

#### **Position Description and Typical Tasks List**

The Site Emergency Response Incident Commander (Operations Manager) is responsible for directing and coordinating the overall emergency response. For emergencies that do not involve a fire or explosion, the ranking company employee at the scene will be designated the Emergency

Manager.

For incidents involving a large geographic area, a large number of customers, resources and activities beyond a single operating area, the Emergency Response Team should be activated and the Emergency Response Manager will coordinate with the Operations Manager should assume control of the event if necessary.

### *Typical Tasks:*

- Oversee and coordinate all response and recovery efforts during a Level II Elevated-Minor event
- Make the distribution system safe
- Continue the on-site assessment and evaluate remediation options
- Identify system isolation points
- Control system pressures
- Determine resource requirements
- Manage and assign all Site Emergency Response Team members' activities
- If appropriate, notify 911 with information such as location, actions taken and actions planned
- Ensure personnel levels are adequate to achieve recovery and response efforts
- Communicate event status, response and recovery status and other necessary information to the Emergency Response Manager/s (Operations Management)
- Notify the Peoples Communication Department of the emergency.
- Coordinate with Communications Officer to provide information to be disseminated to internal and external audiences, as necessary
- Coordinate with the ranking officer of the Fire Department.

### Separation of Manager Roles When More Than One Plan is Activated:

When an individual plan has been activated and the need arises to then activate the Incident Manager, the following procedure will be used to ensure effective separation of duties.

If the current activated plan manager is also the primary or first to be contacted Incident Manager, he or she should assume the Incident Manager role and then transfer the current plan manager responsibilities to the next in line person for the currently activated plan. Alternatively, the Incident Managers can also discuss, and then decide the best course of action for filling the roles.

### Safety Officer

#### Position Description and Typical Tasks List

The Safety Officer, reporting to the Site Emergency Response Incident Commander, is responsible for monitoring and evaluating all operations for hazards and unsafe conditions, and developing measures for assuring all personnel and the public are safe during the event.

### *Typical Tasks:*

- Act as an advisor to the Site Emergency Response Incident Commander and employees on all safety related matters during an event
- Assure all company personnel are in compliance with company and OSHA safety rules
- Complete and submits any OSHA reports, as necessary
- Conduct field safety inspections during an event, as necessary
- Serve as a liaison with EMTs/paramedics at any on-site incident
- Serve as a liaison with hospital personnel in the event of injury to employees, tracking conditions of said personnel
- Record and report to the appropriate plan manager any injuries to or fatalities of employees or the general public that are related to the event. Refer to Appendix ER-4 of this Plan for guidance when reporting a fatality or injury.
- communicate necessary safety messages to employees
- Maintain logs of any safety incidents and hazardous material events
- Provide updates to the Site Emergency Response Incident Commander

## Communications Officer

### Position Description and Typical Tasks List

The Communications Officer is responsible for communicating event status as the primary corporate spokesperson – both internally and externally – to necessary stakeholders, which might include:

- Local, regional and national media outlets
- Peoples call center representatives
- Other internal stakeholders (Company employees, Government Relations, large customer representatives, etc.)

Further, the Communications Officer is responsible for the oversight of updating the company’s digital platforms, including Twitter, Facebook, email as well as the external company website. Regardless of the platform, care should be taken to make sure the company – via the Communications Officer – is following a “one message, one voice” system, to ensure incident updates are consistent across all mediums, balancing the need to provide information to internal and external stakeholders, while also protecting the integrity and reputation of the company.

Initial communication to the public via both the traditional news media and company media should be conducted as quickly as practical after the incident occurs. Although most information regarding the incident will not be readily available, our customers and the general public need to know we are responding, assessing the situation, and making the incident area safe.

During the course of the course of time following the initial correspondence, the Communications Officer should be responsive to media inquiries and post updated information on the Peoples website.

The Communications Officer should update information on the Peoples website every two hours and coordinate our media outreach and information on that same two-hour basis. This two-hour timeframe would be adjusted at the request of the commanding on-site authority and their scheduled information flow and news briefings. If the recovery time stretches over days, our information flow should be structured to the morning-afternoon-mid-evening hours of the news cycle. Again, this information flow would be changed according to the commanding authority on site.

The following chart should be used for communications guidance during an event:

Business Process	Location(s)	Response Time
<b>Issue initial notification that Company personnel is assessing the situation and making the area safe</b>	North Shore	As soon as practical
<b>Conduct media interviews and create/release press releases</b>	North Shore	<2 hours
<b>Internal Communications – Intranet, LED Screen, Email, Hotline</b>	North Shore	<2 hours
<b>External Communications – Website, Social Media</b>	North Shore	<2 hours
<b>Billing Enclosures (Regulatory Requirement)</b>	North Shore	2-5 days (depending on time of year)

**NOTE:** In events where more than one emergency plan is activated, and the Incident Manager is actively prioritizing and coordinating the activities of resources across multiple plans, the Communications Officer reports to the Incident Manager so they can advise on communications-related matters across all active plans.

*Typical Tasks:*

- Gather necessary information from the Site Emergency Response Incident Commander.
- Monitor and conduct rumor control.
- Coordinate regulatory activity (with the Regulatory Officer).
- Coordinate responses to media inquiries. Prepare press releases, email updates, Social media, internal communication updates in a timely manner.
- Act as the primary company spokesperson

- Coordinate all internal communications, including sending company-wide text messages and updating the employee hotline when necessary.
- Establish a presence at the site of incident as necessary
- Establish a media briefing area as necessary. If multiple agencies are involved in the incident, the Communications Manager should work with peers to develop messaging
- Receive approval of all internal and external communications from the Site Emergency Response Incident Commander.
- Monitor and report traditional media and social media conversations/activities to the Site Emergency Response Incident Commander.
- Attend all update meetings/calls held during the incident
- Maintain a media activity log and perform a hotwash after the event.
- Educate customers for what they should expect, not just tell them facts about what is going on, for example: restoration activities, warming centers, etc.
- Survey all external communications we have planned for other topics, they may be counterproductive and need to be put on hold
- Update IVR to play emergency message

## Logistics and Procurement Coordinator

### Position Description and Typical Tasks List

The Logistics and Procurement Coordinator, reporting to the Emergency Response Manager, will oversee and coordinate all necessary logistics and material & service procurement while the company's Emergency Response Plan is active.

#### ***Typical Tasks (all tasks will not be applicable to all events and other tasks could be assigned):***

- Oversees and coordinates all material and service requests that are received from other Emergency Response Team members
- Manages the purchases of material and service requests, along with overseeing the delivery of the materials and services as needed
- Coordinates with vendors, contractors, and mutual assistance utilities to assist in recovery efforts
- Coordinates hiring of outside contractors as needed
- Coordinates logistics support for employee transportation, housing, meals, sanitary facilities, etc., as needed
- Coordinates logistics support for mutual assistance housing, meals, sanitary facilities, etc., as needed
- Creates list of current and alternate suppliers and vendors for critical goods and services
- Manages the rental of replacement office space as needed
- Maintains all necessary event logs and paperwork during the event
- Provides status updates to the Emergency Response Manager

## County Emergency Management Center (EMC) Representative Position Description and Typical Tasks List

During an Emergency Response Plan level III or IV event, an impacted county’s Emergency Management Center (EMC) may request the presence of a Peoples’ representative at the emergency center to provide information and guidance during the event. During the Emergency Response conference call, the Emergency Response Manager, with input from the response team, will determine if it is beneficial to seat a Peoples representative in their EMC. The representative will be the Peoples point of contact with the County EMC, and will be responsible for the two-way flow of information between the impacted county and the Emergency Response Team.

The Emergency Response Manager will be responsible for approving this portion of the Emergency Response Plan.

### *Typical Tasks:*

- Reports to Emergency Response Manager
- When requested, the Peoples EMC representative may occupy a seat in the affected County EMC
- Act as a liaison between the Emergency Response Team and the affected County EMC
- Participate on Emergency Response Team Conference calls and communicate pertinent information from the emergency management center to the team
- Share pertinent Peoples information with the EMC as directed by the Emergency Response Manager

## Incident Support Personnel Typical Tasks Lists

### GM&R Supervisor

- Assess involved regulating stations
- Control system pressures
- Purge distribution
- Re-energize system
- Perform odorant checks as appropriate
- Maintain the pipeline safety log and timeline

### O&M Supervisor

- Isolate distribution system
- Purge distribution system
- Complete remediation
- Provide assistance to re-energize system
- Assist in service restoration process – meter turn offs and light-ups
- Maintain the pipeline safety log and timeline

### FCS Supervisor

- Secure list of customers impacted by the incident from the Operations Center
- Coordinate the customer restoration process



- Ensure all affected customers' meters/curb valves have been turned off and locked if necessary
- Complete customer light up process
- Notify Operations Center of any customer premise with no access for light-up
- Provide on-going communication as to the number of customers where service has been restored

## Compliance Manager

- Liaison with PUC/PSC Safety Inspector(s)
- Communication with Operations Management
- Submit reports to regulatory agencies as appropriate

## Claims Investigator

- Reports to General Counsel
- Direct and conduct claims investigations
- Obtain and document facts from witnesses
- Prepare reports relative to accidents, injuries and damages as appropriate

## Customer Relations Representative

- Provide suitable support to special needs customers who may be impacted by an incident.
- Coordinate evacuation of customers to a family member's home when appropriate.
- Work with local social service agency to ensure services are provided to customers as needed.
- Assist the Peoples Operations staff in identifying appropriate venues for warming centers or evacuation sites.

## Incident Support Descriptions

### Gas Control Coordinator

"Gas Control" is the group of personnel responsible for maintaining gas deliverability throughout the natural gas pipeline system. They are also helpful in notifying Company personnel who direct action and resources during the emergency. This group functions as the Remote Communication and Operations Center and is responsible for providing information concerning valve operation on the transmission pipeline system. The responsibilities of Gas Control personnel are mandated by the Peoples Gas Control Management Plan developed in accordance with DOT Part 192.631.

An Emergency "Backup Center" is available in the event that it is necessary to relocate Gas Control.

### Peoples Command Center

During incidents of a large scale, Peoples Executive Management or any of the Directors of Operations or Engineering can invoke the Peoples Command Center. The Peoples Command Center will be the location for executive management to meet during the incident. The President or his/her designee, will be responsible for the operation of the Peoples Command Center.

## Fire Departments

The Company's personnel should make contact with the senior fire officer upon his arrival. The senior fire officer commands the fire-fighting, evacuation and rescue operation. A Peoples representative should remain in contact with the senior fire officer to provide guidance and advice about the Operating Area's facilities.

## Police Departments

The police have the responsibility for controlling the movement of traffic, evacuation of people when necessary, control of sightseers, and the protection of operating personnel during civil disturbances. If the incident was a result of a deliberate act amounting to criminal conduct, the police should perform a thorough and detailed investigation.

## Emergency Medical Services

The emergency medical services senior officer should establish communication with the senior fire officer for direction and coordination in setting up a triage area (an area for the sorting of and allocation of treatment to disaster patients according to a system of priorities assigned to maximize the number of survivors). Emergency Medical Services should assume responsibility for medical assistance and should establish the necessary communication with hospitals.

## State Fire Marshall's Office

The State Fire Marshall's office is responsible for investigating all fires thought to be initiated by arson.

## State/Federal Pipeline Sections

The State and/or Federal Pipeline Safety Office may investigate the cause of the incident and review the Company's procedures and response to the incident to determine if the Company's actions contributed to the incident. The Process Manager of Compliance will be responsible for notifying the appropriate state agencies and providing the appropriate reports (see Appendix ER-4 - Federal and State Reporting Requirements).

## Telecommunications Department

The Telecommunications Department is responsible for establishing and maintaining communications systems during an emergency which may involve:

- interconnection with communications facilities of other companies;
- relaying information received from other companies
- radio communications with Civil Defense and Alert Warning Systems;
- activation of the Emergency Gas Control Center;
- arrangements with the local telephone company, if possible, for outside emergency telephone service if line load control is imposed on the community.

## Environmental Compliance Coordinators

The local environmental compliance coordinators and environmental staff will advise and provide consultation regarding the containment of environmental spills and direct the activities of spill response and clean-up contractors. He/she is responsible for coordination with and reporting to governmental environmental agencies. He/she will also provide advice to the incident commander and the media relations coordinator. For detail procedures involving environmental compliance, see SOP Section 120 - Environmental.

## Logistics and Procurement Coordinator

The Logistics and Procurement Coordinator will oversee and coordinate all necessary logistics and material & service procurement while the company's Emergency Response Plan is active.

## Sales Department

The Sales Department should:

- Assist in the emergency through its specialized knowledge of large commercial and industrial accounts which are affected by the emergency; and
- Act as coordinators to the essential industrial and commercial customers to reduce their concerns relating to operations, personnel, production, and maintenance.
- Consult with and advise the Incident Commander, Gas Control and/or other operations personnel.

If necessary, the Sales Department should:

- Provide a list of large industrial accounts for possible curtailment to resolve potential supply issues during emergency situations.
- Arrange for load curtailments;
- Provide lists with homes and business telephone numbers of persons with affected industrial accounts, large commercial and hospitals to be contacted;
- Cooperate in notifying and apprising these customers of the emergency condition and the expected time of correction;
- Determine the priority of critical situations for customer turn-on's; and
- Arrange to have outside dealers or service personnel assist in making repairs or replacement of appliance or other gas utilizing equipment.

### **Emergency Response Conference Calls**

Once the Emergency Response Team has been activated, the Emergency Response Manager should schedule a conference call with the appropriate team members. This initial conference call will be started by a phone call from the Emergency Response Manager to the Operations Center Coordinator requesting an ARCOS message sent to the Emergency Response Team Roster. Each team roster member will be alerted to this call via text message, phone call and email.

The number for the conference call is **1-888-204-5987** with the access code **8895618** and a host code of **8994**. Refer to Appendix ER-24 for more details when arranging the initial emergency response conference call.

The Emergency Response Manager should use the agenda found in Appendix ER-25 of this Plan as a guideline for leading the calls and use the gathered information as a resource to manage and memorialize the event.

### **Employee Alerts and Updates**

When necessary, employees will receive a text message alerting them an event has occurred and providing notification where to go for more information. Also, the employee hotline (800-499-1188) will be updated as necessary during an event.

# APPENDICES

## Appendix ER-1 – High-Level Emergency Procedures

### Emergency Shutdown/Pressure Reduction Procedures

When a system failure cannot be made safe by normal repair procedures, emergency shutdown procedures should be implemented. Maintaining public and employee safety is the primary concern.

Consideration should be given to reducing system pressure or segmenting a section, if necessary, in order to facilitate repair procedures. In such cases, qualified personnel are to be dispatched as necessary to monitor system pressure and report to Gas Control and/or Operations Center

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

### Pipeline Shutdown Procedures

The Operations Manager or a designee should be notified immediately once it is determined an emergency exists.

The Peoples Compliance Department must also be promptly notified of the situation to consider notification of a reportable incident to Federal and State agencies.

When necessary for public safety, the affected distribution pipelines will be isolated. All qualified company personnel have the authority to close valves or gates, as necessary, to isolate a pipeline, with the guidance of operations personnel and/or engineering.

Crews will sectionalize the distribution system as directed from the Emergency Command Center. Each main valve closed for sectionalized purposes may be tagged and logged by location, valve number, time, and employee's name that is closing off the valve. Refer to Peoples Job Procedure 425 for the proper Lockout/Tagout procedures.

The closed main valves will be reported to the command center. Under no conditions, once a main valve is closed, shall a main valve be “turned on” without approval of the Company incident commander. Follow the Lockout/Tagout process as described in Peoples Job Procedure 425.

The appropriate operating supervisor will dispatch GM&R maintenance personnel to key stations as needed.

Engineering & Operations personnel will provide maps, load data, and line capabilities for the command center.

### Meter Turn-off Procedures

When emergency interruption of service occurs or is anticipated, Operations and/or Field Customer Service employees shall follow established “turn-off” procedures (SOPs 80.06, SOP 365.01 and Peoples Job Procedure 532). Whenever the turn-off involves a large number of customers, on-site personnel should be informed of the turn-off plan and the areas affected.

All meter, curb or service valves that are turned off shall be pin-locked or otherwise secured and logged by address. If the customer is not at home, leave notification stating that the service has been temporarily discontinued because of an emergency. In case of a multiple meter set, when one or more meters had been previously secured, the number of the meters turned off should be recorded. Operations and/or Field Customer Service employees shall contact the Peoples Ops Center to report the addresses that are turned off.

### Restoration of Service

Planning for the safe restoration of service to all facilities affected by an emergency shutdown should include the following:

- No pipeline section should be returned to service until proper corrective measures have been completed.
- The company site incident commander should determine when affected facilities are ready to be returned to service.
- Established standard procedures shall be followed to purge, re-pressure and return all facilities to normal operation.

Established turn-on procedures shall be followed and a strict control of turn-on orders shall be maintained to assure safety of operations. Refer to SOP 350 and Peoples Job Procedure 508 for proper turn-on procedures. Flow rates should be carefully controlled during re-pressuring, and pressures should be monitored until normal operations have been established. Sectionalizing valves, pressure regulating stations, relief valves and other automated equipment and controls should be confirmed to be at their normal settings.

### Emergency Shutdown or Pressure Reduction Procedures (Transmission Systems)

Immediately upon receiving an indication of a transmission system failure that cannot be made safe by normal repair procedures, emergency shutdown procedures shall be implemented.

No valve which has the ability to affect pipeline operations may be operated without the prior knowledge and approval from the Peoples Gas Control Department, except in emergency situations, where the valve may be operated without prior notification, provided the Gas Controller on duty is notified of such emergency operation as soon as possible.

Field personnel and Gas Control should remain in constant communication with the situation in the field and make judgments as necessary. Maintaining public safety will be the foremost responsibility.

Consideration should be given to reducing system pressure in order to facilitate repair procedures. Gas pressure in the system should be continuously monitored. Pressure should be maintained

within the prescribed limits during the period from the shut-in and blow down, to the re-pressuring and return of the system to normal operating conditions.

### Restoration of Service Procedures (Transmission Systems)

The Incident Commander, the applicable Operations Manager and Gas Control shall jointly determine when the facility is ready to return to service. No pipeline section shall be returned to service until proper corrective measures have been made.

Established standard procedures shall be followed to purge, re-pressure and return all facilities to normal operation. Flow rates shall be carefully controlled during re-pressurizing, and pressures shall be monitored until normal operations have been established. Refer to Peoples Job Procedures 439 (Purging), 452 (Blowdown) and SOP 350.01 (Reinstating Pipelines and Service Lines) for proper pipeline restoration procedures.

Pressure limiting stations, relief valves, automatic valves and other pressure control equipment shall be confirmed to be at their normal settings.

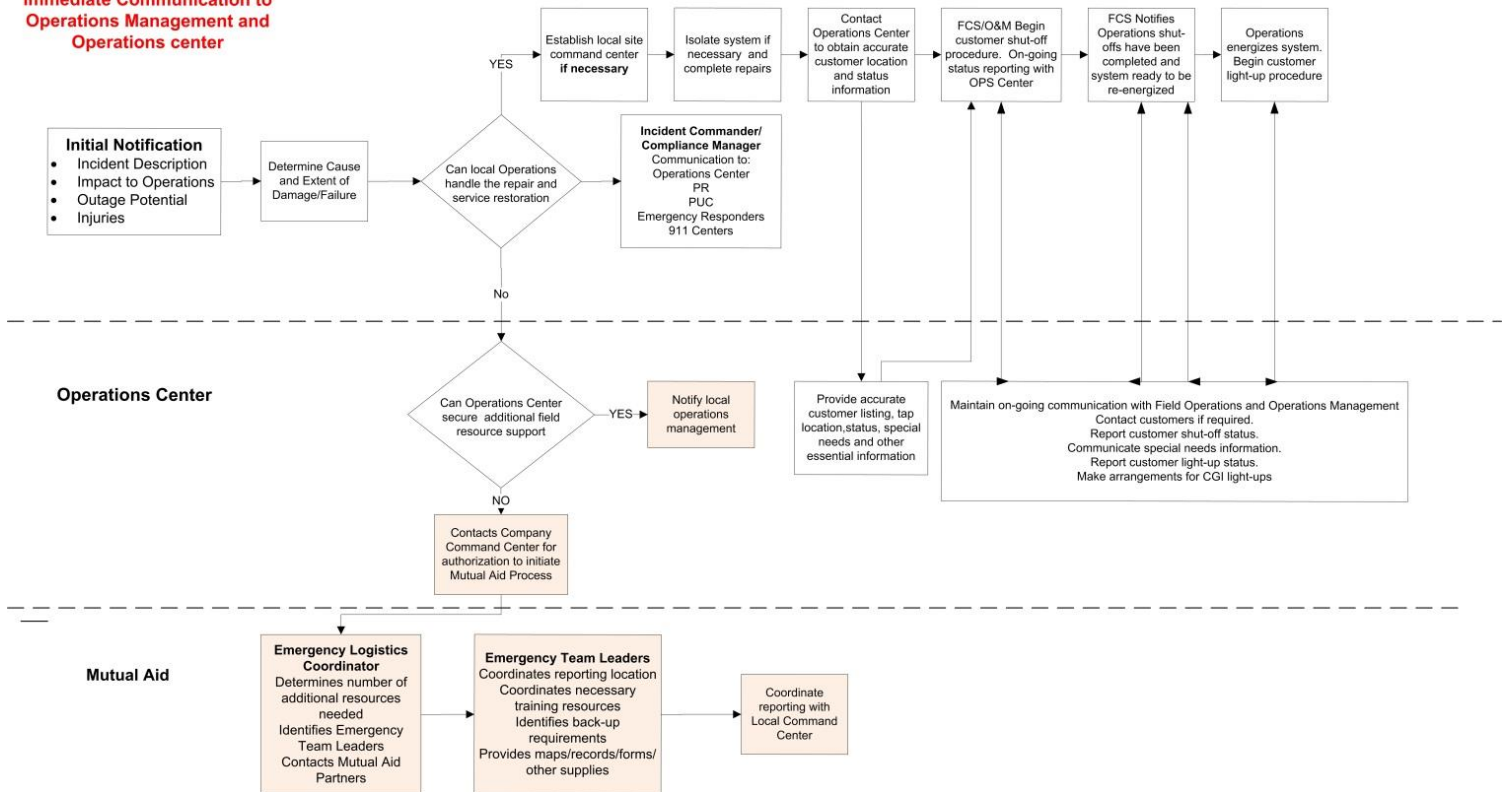


## Appendix ER-2 – Service Restoration Process Map

9/10/2015

### EMERGENCY RESPONSE INCIDENT MANAGEMENT

**Local Operations**  
**Immediate Communication to**  
**Operations Management and**  
**Operations center**



## Appendix ER-3 – Communication with Public Officials/Emergency Response Agencies

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

### Emergency Contact Information

When an emergency or abnormal operating condition resulting in a hazard to public safety occurs, fire, police, the county 911 center and other public officials shall be notified as appropriate, for the purpose of coordinating both planned responses and actual responses for the duration of the emergency or abnormal operating condition. Fire, police, the county 911 center and other public officials should also be utilized whenever their assistance is required to expedite making the area safe, assist with evacuations, road closings, and temporary shelters or for information and communication purposes whenever the event could result in numerous calls from the public. Agencies notified should be advised upon completion of the situation.

Notification must also be given immediately and directly to the local 911 Center after receiving a notification of a potential rupture to coordinate and share information to determine the location of the release. For purposes of this section, “notification of a potential rupture” means the notification to, or observation by, an operator of a potential unintentional or uncontrolled release of a large volume of gas from a pipeline.

Outlined below are some of the conditions where we would contact 911:

#### 1. Excavating

- a. Federal and state laws require an excavator that hits an underground utility to notify the owner or operator of the facility that they damaged. And if the damage results in the escape of any flammable, toxic, or corrosive gas or liquid that may endanger life or cause serious bodily harm or damage to property, the excavator must also notify 911. Therefore, because we excavate as well as operate a natural gas utility, we must notify the appropriate 911 Center for the following conditions and using the following procedure.
- b. If you hit an underground utility (including our own pipelines) and the damage results in the escape of any flammable, toxic, or corrosive gas or liquid, which endangers life, health or property, you must immediately notify your supervisor and the Operations Center. Your supervisor will contact the underground utility and the Gas Operations Center will contact the appropriate 911 Center.

#### 2. Responding

- a. To a fire or an explosion, ask Gas Operations Center if they received the call from 911. If not, have them notify the appropriate 911 Center.
- b. To a vehicle hit of a gas meter or other above ground gas facility and there is escaping gas that may endanger life, health or property call the Gas Operations Center - to notify the appropriate 911 Center.

- c. To a pipeline hit by a contractor (ours or a third-party contractor) that results in the escape of natural gas that may endanger life, health or property, ask the contractor if they have notified 911. If they have not notified 911, tell them to do so immediately.
  - d. A pipeline rupture, equipment failure, or relief valve operating resulting in blowing gas that may endanger life, health, or property have the Gas Operations Center notify the appropriate 911 Center.
3. Traffic Control
    - a. If a gas leak or condition requires traffic control (i) for public safety, (ii) to minimize potential ignition sources, and/or (iii) to provide access for Company employees to investigate, control, or repair the problem, have the Gas Operations Center contact the 911 Center for assistance.
  4. Alarming Public
    - a. A pipeline blow down or purge that will result in loud noises and/or the odor of natural gas in the atmosphere that may alarm the public.
    - b. Odorant leaks.
  5. Evacuation
    - a. If you need to evacuate homes, buildings or businesses to protect the public, have the Gas Operations Center contact the 911 Center for assistance.
  6. Disconnect Electric and Telephone
    - a. If the electric service and/or telephone service needs to be disconnected or reconnected in the course of managing an emergency, ask the Peoples Operations Center contact the appropriate companies. Refer to Appendix ER-36 of this Manual for protocol to be used when contacting the electricity providers for disconnects in the Peoples service territories.
  7. Other
    - a. Any other condition that you believe the 911 Center should be aware of. When in doubt, call 911.

### **Liaison with Public Officials and Other Agencies**

Peoples' Director of Customer Relations and the Governmental Affairs Manager should be notified. Fire, police and other public officials should be furnished with emergency telephone numbers for contacting the Company 24 hours a day when a gas emergency arises.

### **Establishing and Maintaining Communication with Public Safety Agencies**

Peoples must establish and maintain adequate means of communication with the appropriate public safety agency (911 emergency call center) where direct access to the 911 emergency call center is available from the location of the pipeline. The use of GPS Satellite phones may be required to contact the 911 Center in remote locations without cell phone signals.

To establish liaison with the public safety agencies, operators must determine the responsibilities, resources, jurisdictional area(s), and emergency contact telephone number(s) for both local, Federal, State, and local government organization that may respond to a pipeline emergency. The

operator must inform such officials about the operator's ability to respond to a pipeline emergency and the means of communication during emergencies. These requirements are currently established through the Peoples Public Awareness program with a public awareness evaluation survey that is distributed on a regular basis.

## Appendix ER-4 – Federal and State Reporting Requirements

### Incident Reporting Responsibilities

At the earliest practical moment following the discovery of a possible incident involving a company-owned pipeline facility, on-site operations personnel shall notify their local Operations Supervisor and/or Operations Manager. The local Operations Supervisor and/or Operations Manager will notify the Compliance Manager of the potential incident.

The Compliance Manager shall be responsible for telephonic notification of the appropriate State and Federal agencies and providing written and follow-up reports to these agencies as required.

### Federal Reporting Responsibilities

Written Federal reports shall be submitted as soon as possible but not more than 30 days after detection of the incident per 49 CFR §191.9. Telephonic Notices (Refer to the contact list at the end of this section for the State/Federal Contact/Phone List.)

1. Notice must be given for all incidents that involve the release of gas from a pipeline and that results in one or more of the following consequences:
  - a. A death or personal injury necessitating in-patient hospitalization
  - b. Estimated property damage of \$129,300 or more, including loss to the operator and others, or both, but excluding cost of gas lost
  - c. Unintentional estimated gas loss of three million cubic feet or more
  - d. A significant event in the judgment of the Company, even though it does not meet the criteria listed above. Items to consider when determining if an event may be significant include, but are not limited to, the following:
    - i. Rupture or explosion
    - ii. Fire
    - iii. Loss of service
    - iv. Evacuation of people in the area
    - v. Involvement of local emergency response personnel
    - vi. Degree of media involvement
2. At the earliest practicable moment following discovery of each incident, but no later than one hour after confirmed discovery, notice must be given to the appropriate Federal and State Agencies.
3. Each notice of a reportable incident shall be made to the National Response Center and appropriate state agencies as listed in this appendix.
4. Telephonic notifications shall include the following information:
  - a. The identity of reporting company
  - b. Name and phone number of the individual reporting the incident
  - c. The location of the incident (city, county, state, and street address)
  - d. The time of the incident (date and hour)

- e. The number of fatalities and personal injuries, if any
- f. Type and extent of property damage
- g. Description of the incident
- h. All other significant facts that are known that are relevant to the cause of the incident or extent of the damages.

## Federal Written Reports

All incidents requiring telephonic notification must be followed up with a written report to the U.S. Department of Transportation and the appropriate state agencies as soon as practical but no more than 30 days after the incident.

Written reports shall be made using DOT RSPA F 7100.1 form for Distributions Systems and DOT RSPA F 7100.2 for Transmission and Gathering Systems.

When additional relevant information is obtained after incident report is submitted, the company shall make supplementary reports as deemed necessary with a clear reference by date and subject to the original report.

## Reporting Safety-Related Conditions

At the earliest practical moment following the discovery of a possible safety-related condition involving a company-owned pipeline facility, on-site operations personnel should notify their local Operations Supervisor and/or Operations Manager. The Operations Supervisor or Operations Manager will be responsible for notifying the Compliance Manager, or designee for the Company and appropriate key personnel identified on the Operator Contact List

The Compliance Manager or designee shall be responsible for notification of the appropriate State and Federal agencies and providing written and follow-up reports to these agencies as required.

Note: In the case of written reports, the Legal Department will be responsible for reviewing the document/s prior to being submitted to the State/Federal agencies.

Identifying Safety Related Conditions (see identifying a Safety-Related Condition chart in Appendix ER-4)

1. Except for the conditions outlined in the Identifying a Safety Related Condition chart below, each company shall report any of the following safety-related conditions involving gas pipeline facilities:
  - a. Pipelines that operate at 20% SMYS or greater:
    - i. that have general corrosion that has reduced the wall thickness to less than that required for the MAOP of the line or
    - ii. that has localized corrosion pitting to a degree where leakage might result
  - b. Unintended movement or abnormal loading by environmental causes such as earthquake, landslide, subsidence, or flood that impairs the serviceability of the pipeline
  - c. Any material defect or physical damage that impairs the serviceability of a pipeline that operates at a hoop stress of 20 percent or more SMYS

- d. Any malfunction or operating error that causes the pressure of a pipeline to rise above its MAOP plus a buildup allowed for operation of pressure-limiting devices
  - e. Leaks constituting an emergency (Grade 1 Leaks)
  - f. Remedial action requiring a 20% or more reduction in operating pressure or shutdown of the facility, other than abandoning, to correct a condition that could lead to an imminent hazard
2. A report is not required for any safety-related condition that:
- a. Exists on a master meter system or a customer-owned service line
  - b. Exists on a pipeline that is greater than 220 yards from a building intended for human occupancy or an outdoor place of assembly, except that reports are required for conditions within the right-of-way of an active railroad, paved road, street, or highway
  - c. Is an incident that is required to be reported or results in an incident before the deadline for filing a safety-related condition report
  - d. Is corrected by repair or replacement before the deadline for filing the safety-related condition report. Except that reports are required for pipelines operating at 20% or more SMYS that have:
    - i. general corrosion (20% or more SMYS) that has reduced the wall thickness to less than that required for the MAOP or
    - ii. localized corrosion pitting to a degree where leakage might result (other than localized corrosion pitting on an effectively coated and cathodically protected pipelines)

### Filing Safety Related Condition Reports

1. Reports must be filed in writing at the Office of Pipeline Safety and the appropriate state agencies within (5) working days (excluding Saturday, Sunday or Federal Holidays) after the Company first determines that the condition exists, but no later than 10 working days after the Company discovers the condition
2. Multiple conditions that are closely related may be described in a single report
3. Safety-related condition reports must be filed in writing with the Secretary of Transportation.

Reports shall be submitted to US DOT PHMSA by electronic mail (email) at [informationresourcesmanager@dot.gov](mailto:informationresourcesmanager@dot.gov) or by fax to the Office of Pipeline Safety (Associate Administrator) at (202)366-7128.

In Pennsylvania, notification shall also be given to the Pennsylvania PUC by email at [rhorensky@pa.gov](mailto:rhorensky@pa.gov) or by fax at (717)772-2677. Email or telephonic notification shall also be given to the Pennsylvania PUC inspector for the area of the Safety Related Condition.

In West Virginia, notification shall also be given to the West Virginia PSC by email at [mfriend@psc.state.wv.us](mailto:mfriend@psc.state.wv.us), by telephone on the 24-hour emergency reporting number at (304)340-0486 or by fax at (304)340-0325. Email or telephonic notification shall also be given to the West Virginia PSC inspector for the area of the Safety Related Condition.

## Reporting Outages/Interruptions of Service

1. State Regulations – Per Pennsylvania State Regulations Section 59.12.A and West Virginia State Regulation Section §150-4-4.12 records shall be kept which include data showing the time, duration and cause of each interruption of service affecting its entire system or a major division of its system.
2. Notification to Customers – Each customer who may be affected shall be notified prior to starting work which will result in an interruption of their service per Pennsylvania State Regulation Section 59.12.b. Consideration should be given to the following conditions when determining the seriousness of the outage:
  - a. Number of customers involved
  - b. Weather conditions
  - c. Possible effect on the company system
  - d. Need for assistance
3. The following information should be considered for documentation purposes:
  - a. Number of customers involved
  - b. Geographic area affected (county and political subdivision)
  - c. Reason for the interruption
  - d. Projected time for service restoration
  - e. Number of utility workers and others specifically assigned to the repair
  - f. Date and time of the first information of a service interruption
  - g. Date and time that repair crews were assembled
  - h. Date and time that the supervisor made the first call to the repair crew
  - i. Approximate time that repair work was started
  - j. Actual time that service was restored to the last affected customer

## Reporting Fatalities and Multiple Hospitalization Incidents

Basic requirements:

- Within eight (8) hours after the death of any employee from a work-related incident, you must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- Within twenty-four (24) hours after the in-patient hospitalization of one or more employees as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.
- An employee's amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.

Reporting Methods:

You must report the fatality, inpatient hospitalization, amputation, or loss of an eye using one of the following methods:

- By telephone or in person to the OSHA Area Office that is nearest to the site of the incident.



- By telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).
- By electronic submission using the reporting application located on OSHA's public website at [www.osha.gov](http://www.osha.gov).

**NOTE:** If the OSHA Area Office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye using either the 800 number or the reporting application located on OSHA's public website at [www.osha.gov](http://www.osha.gov).

The Peoples Safety Officer should be contacted for proper OSHA notifications. OSHA requires a record of all employee injuries. The data will be supplied by the employee's immediate supervisor to the Safety Officer and the Human Resources Specialist/Workers Compensation Liaison for the OSHA Log. Complete details and procedures for injury reporting can be found in Safety SOP 360.14 - Injury Reporting.

## Reporting Fatalities and Incidents in Pennsylvania

In Pennsylvania - Per Pennsylvania Pipeline Safety Regulation §59.11, a written report shall be made on Form UCTA-8 within 30 days of the occurrence of a reportable accident. The following shall be considered a reportable accident in Pennsylvania: Involving utility facilities or operations which result in one or more of the following circumstances:

- The death of a person.
- Injury to a person sufficient that the injured person requires immediate treatment at a hospital emergency room or in-patient admittance to a hospital, or both.
- An event that involves a release of gas from a pipeline, which results in estimated property damage, including the cost of gas lost of the operator or others, of at least \$50,000 in market value
- An event that results in an emergency shutdown of an LNG facility.
- An occurrence of an unusual nature that is a physical or cyber-attack, including attempts against cyber security measures as defined in Chapter 101 (relating to public utility preparedness through self-certification) which causes an interruption of service or over \$50,000 in damages, or both.

For reportable accidents under subsection 59.11(b)(5), a utility may remove from Form UCTA-8 information that would compromise the security of the utility or hinder an active criminal investigation. Accidents reportable on forms required by the Bureau of Workers' Compensation, Department of Labor and Industry, or the United States Department of Transportation, Pipeline and Hazardous Materials Safety Administration, may be reported to the Commission by filing a copy of the forms in lieu of a report on Form UCTA-8, as long as the alternative forms, at a minimum, provide the following information:

- The utility name.

- The date of the reportable accident.
- The date of the report.
- The location where the reportable accident occurred.
- The name, age, residence and occupation of the injured or deceased parties.
- The general description of the reportable accident.
- The name and telephone number of the reporting officer.

NOTE: Blank UCTA-8 forms are available for download on the Pennsylvania Utility Commission’s web site ([www.puc.pa.gov](http://www.puc.pa.gov)) under the “Online Forms” tab. These completed forms should be sent by email to the PUC’s Gas Safety Division at [RA-PC-PUC-UCTA8- GAS@pa.gov](mailto:RA-PC-PUC-UCTA8-GAS@pa.gov). Faxing or mailing the forms is no longer acceptable submission methods.

### Reporting Fatalities at Locations Where Utility Service Was Terminated

Basic requirement – Per 52 Pennsylvania Code Section 56.100(i), public utilities shall report to the Commission when, in the normal course of business, they become aware of a household fire, incident of hypothermia or carbon monoxide poisoning or other event that resulted in a death and that the utility service was off at the time of the incident.

Within 1 business day of becoming aware of an incident, the public utility shall submit a telephone or electronic report to the Director of the Bureau of Consumer Services including, if available, the name, address and account number of the last customer of record, the date of the incident, a brief statement of the circumstances involved and, if available from an official source or the media, the initial findings as to the cause of the incident and the source of that information. The Bureau or Commission may request additional information on the incident and the customer’s account. Information submitted to the Commission in accordance with this subsection will be treated in accordance with 66 Pa.C.S. § 1508 (relating to reports of accidents) and may not be open for public inspection except by order of the Commission, and may not be admitted into evidence for any purpose in any suit or action for damages growing out of any matter or thing mentioned in the report.

### Drug and Alcohol Testing

49 CFR 199 requires pipeline operators to test employees following an accident for the presence of alcohol and prohibited drugs. The testing should be administered to each employee whose performance either contributed to the accident or cannot be completely discounted as a factor to the accident. The drug and alcohol tests shall be administered as soon as possible, but no later than 32 hours after the accident for the drug tests and no later than two (2) hours after the accident for the alcohol tests. The company's Drug and Alcohol Misuse Prevention Plan should be reviewed for complete details and procedures as well as the listing of testing locations. Contact Human Resources to coordinate required testing.

Post-accident testing is required when an event occurs that involves a release of gas from a pipeline or an underground natural gas storage facility and that results in one or more of the following consequences:

1. A death, or personal injury necessitating in-patient hospitalization;
2. Estimated property damage of \$129,300 or more, including loss to the operator and others, or both, but excluding the cost of gas lost.
3. Unintentional estimated gas loss of three million cubic feet or more.
4. An event that is significant in the judgment of the operator, even though it did not meet the other criteria found in this section.

### Reporting Requirements to Occupational Safety & Health Administration (OSHA)

OSHA must be notified within 8 hours of an incident involving any of the following:

- All work-related fatalities

OSHA must be notified within 24 hours of an incident involving any of the following:

- All work-related inpatient hospitalizations of one or more employees
- All work-related amputations
- All work-related losses of an eye

The company's Safety Officer should be contacted for proper OSHA notifications. OSHA requires a record of all employee injuries. The data will be supplied by the employee's immediate supervisor to the Safety Officer and the Human Resources Specialist/Workers Compensation Liaison for the OSHA Log. Complete details and procedures for injury reporting can be found in Safety SOP 360.14 - Injury Reporting.

### Performance of an OQ Covered Task Contributing to an Incident or Accident

If there is reason to believe that an individual's performance of a covered task contributed to an incident, as defined under 49 CFR Part 191, Peoples will initiate an evaluation of that individual's qualification to perform that covered task. This determination will be part of the overall incident or accident investigation by a member of the investigation team familiar with the requirements of the Operator Qualification rule.

### State and Federal Incident Contact List

**Office of Pipeline Safety, National Response Center, Washington DC**

Phone: 1-800-424-8802

**Pennsylvania Public Utility Commission**

Robert Horensky – Manager  
Office: 717-787-1063  
Fax: 717-772-2677  
E-Mail: rhorensky@pa.gov

David Kline – Supervisor  
Cell: 717-315-1097  
E-Mail: davidkline@pa.gov

Matthew Matse – Inspector  
Cell: 717-317-1831  
Email: mmatse@pa.gov

Israel Gray – Inspector  
Cell: 717-433-7855  
Email: igray@pa.gov

Melissa McFeaters – Inspector  
Cell: 717-433-7259  
Email: mmcfeaters@pa.gov

Jason Harvey – Inspector  
Cell: 717-678-2361  
Email: jasharvey@pa.gov

Jesse Burkett – Inspector  
Cell: 717-678-4416  
Email: jesburkett@pa.gov

Robert Gobrecht - Inspector  
Cell: 717-919-2552  
Email: rgobrecht@pa.gov

## Agency Addresses for Written Reports

Pipeline and Hazardous Materials Safety Administration  
Information Resources Manager  
Office of Pipeline Safety  
Pipeline and Hazardous Materials Safety Administration  
Room 7128  
400 Seventh Street, SW  
Washington, DC 20590

Pennsylvania - Public Utility Commission  
Robert Horensky, Manager, Gas Safety Division  
Pennsylvania Public Utility Commission Commonwealth Keystone Building  
P.O. Box 3265  
Harrisburg, PA 17105-3265

West Virginia – Public Service Commission  
Mary Friend, Director, Gas Pipeline Safety Division  
West Virginia Public Service Commission  
201 Brooks Street  
Charleston, WV 25301

## Telephonic Notification Reporting Instructions

The following reporting procedure should be used when making telephonic reports to the Department of Transportation.

*This is (name) of (company) in (city)(state) Telephone Number (\*\*\*)\_\_\_\_-\_\_\_\_. I am making a report of a gas incident in compliance with Part 191 of the Natural Gas Pipeline Safety Act, Title 49, Chapter 1.*

*An incident occurred at (location) on (date & time). There was (see1)(see 2).*

- 1. State briefly (a single sentence will usually suffice) the cause of the incident and extent of the damage including personal injuries and fatalities.*
- 2. Complete details of this incident will be forwarded within 30 days.*

**NOTE: RECORD THE NAME OF THE RECIPIENT, TIME OF THE TELEPHONE CALL, DATE AND INCIDENT NUMBER.**

## Review of Employees' Activities Following an Incident

Following a response to an emergency involving a reportable incident or similar significant occurrence, it shall be the responsibility of the immediate supervisor(s) of all employees involved in the response to review the incident.

## Identifying a Safety-Related Condition

Location	Time Factor	Type	Effect on Facility Operation	Report Required <sup>1</sup>
Within 220 yards of a building intended for human occupancy or outdoor place of assembly or within the right-of-way of an active railroad, paved road, street or highway	Will not be corrected within 5 working days after determination or 10 working days after discovery, whichever comes first	General Corrosion	Causes the MAOP to be reduced	Yes <sup>2</sup>
			Does not cause the MAOP to be reduced	No
		Localized Corrosion pitting	Leakage might result	Yes <sup>2</sup>
			Leakage unlikely to result	No
		Unintended movement or loading	Impairs serviceability	Yes
			Does not impair serviceability	No
		Material Defect or Damage	Impairs serviceability	Yes <sup>2</sup>
			Does not impair serviceability	No
		Malfunction or operating error	Causes pressure to increase above MAOP + allowable build-up	Yes
			Does not cause pressure to increase above MAOP + allowable build-up	No
	Leak	Creates an emergency	Yes	
		Does not create an emergency	No	
	All other conditions	Could lead to an imminent hazard and causes a) 20% or more pressure reduction or b) shutdown	Yes	
		All others	No	
	Will be corrected within 5 working days after determination or 10 working days after discovery, whichever comes first	General Corrosion	Causes the MAOP to be reduced	Yes <sup>2</sup>
Does not cause the MAOP to be reduced			No	
Localized corrosion pitting		Leakage might result	Coated & cathodically protected	No
		Leakage unlikely to result	Not coated or not cathodically protected	Yes <sup>2</sup>
All other		All	No	
All Other Areas	No report required			No

<sup>1</sup>An event which has been reported as an incident (191.5) is not reportable as a safety-related condition. Report is not required for any safety-related condition that exists on a master meter system or a customer-owned service line.  
<sup>2</sup>Does not pertain to pipelines operating at less than 20% SMYS.

## Appendix ER-5 – Providing Information to The News Media

Company operations may result in attention from the news media. The Company encourages cooperation with competent news personnel to confirm and supply information that calms fears, dispels rumors and establishes facts. The operating departments and Media Relations have responsibilities to make certain that accurate information about the emergency is gathered and distributed.

### The Role of Media Relations

Once the Media Relations Manager has been notified of an emergency, the responsibility of working with the news media will remain with the Media Relations Department.

The designated Media Relations representative shall be responsible for:

- obtaining information from responsible Company sources;
- determining whether or not news media are to be notified and, if so, what information will be provided and how it will be presented;
- obtaining approval of the information to be released from Senior Management, unless a prior approved statement or process is in place;
- when conditions warrant, going to the scene of the emergency to prevent distractions or interruptions by news media on location;
- during off-duty hours, when the emergency dictates, obtaining information from Gas Control and assisting by answering inquiries from the news media.

### Information Required By Media Relations

- **What:** Nature of the situation; physical damage to any Company property or equipment; physical damage to property of others and owners' or tenants' names and addresses; how service will be affected by the emergency; what repairs will be made and how long it will take to complete the repairs; how much gas was lost.
- **Who:** Nature and extent of injuries; names, ages, addresses of anyone injured; occupation of any injured employee; what injured person(s) were doing at the scene; disposition of injured person(s) (if removed to the hospital); name and location of hospital (if applicable); name of treating physician (if possible).
- **When:** Date and time of occurrence.
- **Where:** City or township, county and state; additionally, type of area in which emergency site is located: Approximate distance to nearest landmarks or towns; and type of terrain.
- **Other Information:** Information deemed helpful in providing positive information to the news media; last date the facility was tested; number of man-hours worked without an injury to the area; previous repairs to facility; steps being taken to prevent a reoccurrence of the emergency.

## What to Say and What Not to Say

If news media arrive on the scene of an emergency before the arrival of Media Relations Personnel, on-site Company personnel may find it necessary to work with them temporarily. News personnel seek information from any source possible that may include supervisors, employees, witnesses, law enforcement, fire department personnel and interested bystanders. If they do not obtain first-hand reliable information, their first reports of the emergency could be exaggerated and could impair the Company's ability to handle the emergency properly. Therefore, news personnel should receive cooperation and accurate information from the ranking employee on site. During this time all employees should be instructed to refer news media questions to the ranking employee on site. This ranking employee shall defer all media inquiries to the Media Relations representative.

- Identify yourself and your job title.
- Respectfully decline comment and refer all inquiries for additional information to the Media Relations representative on site.
- Tell reporter that you will provide the telephone number and Hotline number for the Peoples Media Relations Department. The Hotline phone number for Media Relations is 412-430-3187.

## Spokesperson for The Company

If you are designated as an on-site spokesperson for the Company

- Be truthful; **confine all comments strictly to the facts.**
- **DO NOT** be drawn into conversations "**off the record.**" Everything you say **is "on the record."**
- **DO NOT** discuss confidential matters within earshot of any persons other than Company personnel.
- **DO NOT** speculate on the situation being investigated. Definite information is not available.
- If an emergency does exist, then briefly state the nature of the situation.
- Give the approximate time and general location of the occurrence.
- State that the Company is working to resolve the situation.
- **DO NOT** speculate about the cause of the situation.
- **DO NOT** estimate damage.
- **DO NOT** place blame on any individual or organization.
- **DO NOT release names of casualties (even if they are known).**
- State how many persons are hurt or unaccounted for (**if the number is verifiable**).
- Provide directions to the reporter.
- **DO NOT** interfere with reporters who are on private property.
- **DO NOT** obstruct news persons, unless to protect from harm on Company property.
- Allow photographs to be taken on Company property (**except when doing so may expose photographers to hazards**).
- **DO NOT** allow news persons to use company telephones, (**except when very unusual circumstances are present**). Explain that **Company telephones are for dealing with the**



**emergency.** If you know where Media Relations will be setting up a Crisis Media Center, direct the reporter to it.

- End the interview after briefly giving the facts. Inform the reporter that additional information will be released by Media Relations when it becomes available.
- Document what information you gave to the media.

## Appendix ER-6 – Investigation of Failures and/or Incidents

This procedure outlines the requirements for investigating pipeline failures and incidents. Investigations of material failures that do not result in a reportable incident may involve some of the items and activities listed below, as applicable. **Investigations of pipeline failure, gas outages and third-party damage to gas pipeline should be made only after steps have been taken to protect public safety first and then property.**

### Incident Investigation Team

The appropriate Manager or a designee will determine if an investigation is applicable, select the team members, and initiate team action. Company personnel not associated with the Incident Investigation Team should only be at the incident site on request.

The incident investigation team will make a complete and objective investigation in order to establish the true cause of the incident and to minimize the possibility of recurrence.

### Notification Procedures

The Compliance Manager will notify the appropriate key company personnel of incidents requiring action by the Incident Investigation Team.

The Peoples Compliance Department must be promptly notified of the situation to consider notification of a reportable incident to Federal and State agencies.

For a list of key company personnel and their emergency telephone numbers, see the appropriate area Site Specific contact lists in Appendix ER-23.

### Developing and Maintaining an Incident Log

Incident logs should be kept about persons notified, response activities requested and implemented, and the time of each response event. Information obtained from the logs may be useful in developing reports and critiquing personnel response to the incident.

### Photographic Documentation

Photographs taken by the members of the Incident Investigations Team should be documented and maintained with the final report.

### Witness Interviewing

Witnesses to an incident can be of tremendous benefit to the investigation. A signed statement should be obtained from witnesses whenever possible. The following types of witness should be interviewed:

1. Police and fire department personnel
2. Media reporters who were present
3. Company employees at the accident scene
4. Public witnesses at the scene

### Physical Evidence and Chain of Custody

Physical evidence will include tangible objects such as distribution and transmission piping, meters, regulators, solid and liquid samples, building fragments such as cinder blocks, furniture stuffing, or other material of a porous nature.

All physical evidence property will be marked for identification and documentation made of description, date, time initially received, from whom received, and where received.

The fire chief, fire marshal or third-party official will often collect and maintain custody of physical evidence and provide security for adequate protection.

Contact the Company Claims Representative for involvement during this process

All samples that are obtained from the scene of the incident shall bear a sample label. All the information on the label shall be properly completed prior to releasing the custody of the sample to the fire chief or fire marshal.

1. Incident and facility failures may be analyzed, including the selection of samples of the failed facility or equipment for laboratory examination, where appropriate, for the purpose of determining the cause of the failure and minimizing the possibility of recurrence. Samples secured for laboratory examination shall be preserved until all facets of the investigation are complete. Refer to SOP 130.02 for material failure investigation and reporting procedures.
2. A chain of custody form shall be completed prior to removing the failed facility from the incident location and to document custody transfers.
3. Care should be taken when handling and examining samples of the failed facility that will be sent for laboratory analysis. All rust, mud, corrosion, oil, grease, burn marks, scale, etc., should not be removed from the samples. Care should be taken not to disturb or contaminate clean fracture surfaces. Samples should be placed in a plastic bag to prevent contamination, alteration, or loss of material that may be critical to obtaining an accurate analysis of the samples.

### Investigation Procedures

An investigation should be conducted if possible at the discretion of the Incident Commander, promptly after the end of the emergency. The following procedures should be performed as appropriate and should include the following:

1. Establish liaison with fire and police officials
2. Obtain names and addresses of all witnesses. Speak to witnesses if possible to obtain pertinent information.
3. Document all personal observations by making notes as to the following where applicable.
4. Determine if gas is present in confined spaces, in the atmosphere, or in the soil
5. Establish the perimeter of gas spread in the atmosphere, soil sewer or duct system, etc., and document readings and locations checked by recording them on the appropriate form

6. Investigate the sewer system completely for possible sources of leaking gas or combustible vapors
7. Search the general area for combustible liquids which may have been dumped or leaked into the sewer system
8. Collect atmospheric samples of combustibles present for analysis
9. Document findings and actions taken
10. If appropriate, photograph all work done
11. Document observations of damage with respect to distribution of debris, conditions of walls, location of obvious center of explosion, indications of flash burns, paint blisters, etc.
12. Prepare a sketch of the area showing the following:
  - a. Building size and dimensions
  - b. Orientation of sketch (North arrow)
  - c. Location of sewers, gas mains, service lines, transmission lines, water and telephone lines, etc.
  - d. Location of street/s
  - e. Room dimensions
  - f. Location of receptacles (switches, lights, etc...), and other ignition sources
  - g. Location and type of appliances (gas, electric, oil, propane, etc.)
13. Note evidence of failure to follow accepted standards in material, construction, or installation procedures
14. Speak to witnesses, if possible, to obtain pertinent information
15. Obtain samples of the failed facility for laboratory and/or metallurgical analysis
16. Preserve all pertinent documents, including leak surveillance, pressure tests documentation, etc.

### Investigation of Third-Party Damages to Gas Pipeline Facilities

Third-party damage investigations will normally be conducted by company personnel. The following procedure for investigating third-party damage should be performed:

1. Assess the situation and take steps to initiate the necessary repair
2. Take care so as not to disturb any markings and/or other evidence related to the third-party damage
3. Take the necessary photographs. At a minimum of the following angles should be photographed:
  - a. Overall orientation - These photos distinguish the photo from other damages in other locations. Topographical objects, street signs, house numbers, mail boxes, distinguishing landscape, etc., serve to establish overall orientation.
  - b. Equipment causing the damage - These photos and/or photos of other equipment can identify the approximate cause of the damage. Photos of the equipment that identify the excavator/contractor are effective.
  - c. Paint, flags and line markers - These photos should be taken with a “Hit Kit” so that it can be determined if the paint, flags, and /or line markers have been installed in accordance with state requirements. Include a line-of-site view along the line of

markings. Photos indicating the absence of markings should be taken where appropriate.

- d. Close-up of the actual damage - These photos show the amount of destruction to our facility in as much detail as possible.
  - e. Date and time - Photos of a small sign with the time and date recorded establish when the damage occurred. A standard sheet of notebook paper with the date and time recorded in magic marker is sufficient (time and date signs are not necessary for cameras that have time and date stamp capability).
4. Obtain names of persons that witnessed the damage. Also, if possible, record the name of the person/s that performed the locate.
  5. Per Pennsylvania damage prevention laws, facility owners must report damages to their facilities within 30 business days of the occurrence via the Pennsylvania One-Call reporting system.

### Post-Failure and Incident Lessons Learned

Lessons-Learned from a post-failure or incident review must be developed, implemented and incorporated into:

- Peoples procedures (including personnel training and qualification programs)
- Peoples manuals (including O&M, design, construction, and emergency procedures)

## Appendix ER-7 – Response Procedures for Gas Detected – Transmission Pipeline

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Notify all impacted employees and people on-site via audible and/or visual signal
- Investigate to confirm the nature of the event
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion. - Determine source of gas leak and severity
- Make the appropriate contacts
- Implement appropriate immediate response
  - Initiate rescue of personnel in danger
  - Remove all potential sources of ignition
  - Perform emergency shutdown, valve shut-off or pressure reduction, in any section of the system, to minimize hazards of released gas to life, property, or the environment
  - Organize Emergency Command Center
  - Secure/isolate the facility, as needed
  - Evacuate nonessential personnel from the area
  - Verify all employees accounted for at a **site-specific evacuation rendezvous point**
  - Establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel
  - Survey the emergency site for damage
  - If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore normal operation
- Conduct a Post-failure investigation
  - Review employee activity to determine procedure compliance
  - Investigate failure for cause
  - Prepare a written report of the failure investigation and send copy to the Peoples Compliance Department

## Appendix ER-8 – Response Procedures for Gas Detected – Compressor Station

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Notify all impacted employees and people on-site via audible and/or visual signal
- Investigate to confirm the nature of the event
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion.
  - Determine source of gas leak and severity
- Make the appropriate contacts
- Implement appropriate immediate response
  - Initiate rescue of personnel in danger
  - Isolate the leak, safely
  - Attempt to shut down affected equipment, safely
  - Activate (ESD) for building, (if necessary)
  - Secure/isolate the facility, as needed
  - Evacuate nonessential personnel from the area
  - Verify all employees accounted for at a **site-specific evacuation rendezvous point**
  - Establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel
  - Survey the emergency site for damage
  - If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore Normal Operation
- Conduct a Post-failure investigation
  - Review employee activity to determine procedure compliance
  - Investigate failure for cause
  - Prepare a written report of the failure investigation and send copy to Pipeline Safety

## Appendix ER-9 – Response Procedures for Gas Detected – Gas Storage Well

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Notify all impacted employees and people on-site via audible and/or visual signal
- Refer to the Peoples Well Control Emergency Response Plan found on the “Emergencies” page of the Peoples Place intranet website.
- Investigate to confirm the nature of the event
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion.
  - Determine source of gas leak and severity
- Make the appropriate contacts
- Implement appropriate immediate response
  - Initiate rescue of personnel in danger
  - Organize Emergency Command Center
  - Secure/isolate the facility, as needed
  - Evacuate nonessential personnel from the area
  - Verify all employees accounted for at a **site-specific evacuation rendezvous point**
  - Dispatch personnel to appropriate valve locations to isolate and bypass the rupture, if necessary
  - Establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel
  - Survey the emergency site for damage
  - If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore Normal Operation
- Conduct a Post-failure investigation
  - Review employee activity to determine procedure compliance
  - Investigate failure for cause
  - Prepare a written report of the failure investigation and send copy to the Peoples Compliance Department



**REFER TO PEOPLES WELL CONTROL EMERGENCY RESPONSE PLAN FOR ADDITIONAL EMERGENCY RESPONSE PROCEDURES.**

**THE WELL CONTROL EMERGENCY RESPONSE PLAN CAN BE FOUND ON THE “EMERGENCIES” PAGE OF THE PEOPLES PLACE INTRANET WEBSITE.**

## Appendix ER-10 – Response Procedure for Gas Detected – Distribution System

### Gas Detected Inside and Outside of a Building

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind. Employees should also refer to Peoples Job Procedure 506 (Outside Leak Response) and Peoples Job Procedure 507 (Inside Leak Response) for more detailed leak response procedures.

### Leak Inside A Building

Employees must comply with current company policies regarding PPE and other safety equipment, including, but not limited to fire retardant clothing, safety glasses and earplugs.

- Prepare, zero and flow-test any leak detection instruments outside the building in free atmosphere. Only use instruments approved for hazardous atmospheres or intrinsically-safe instruments.
- Gather information.
- ASSESS the situation.
- Make the appropriate contacts.
- Entry: **IF YOU CANNOT GAIN ACCESS TO THE BUILDING, TURN OFF THE METER AND CURB VALVE.**
  - Check for gas indication around the entrance door. Knock on the door. DO NOT ring the doorbell.
  - The leak investigation should begin upon entering the building and should include testing in the free air. Gas levels of 0.2% gas by volume in free air or well-defined confined spaces (such as floor and sink drains) would establish and actionable threshold to consider evacuation.
  - Do not enter the room, building or area until the space has been determined to be safe using a combustible gas indicator
  - Interview the customer/caller. Ask the same questions as those in directions for personnel handling emergency calls. Find out what appliances use natural gas.
- Check/Survey – General Guidelines. Refer to Peoples Job Procedures 506 & 507 for Inside/Outside Leak Investigation Procedures
  - Perform the inside leak investigation until you find the source or sources of the leakage or confirm there is no leakage.
  - Upon entering, check the atmosphere in the building using a Combustible Gas Indicator (CGI). Remember that natural gas is lighter than air so include ceiling sweeps in your survey.
  - Check all pilot lights for a proper flame.
  - Check the meter (inside or outside), check where the gas line enters the wall, cracks in walls, floor or ceiling. Check the top of the foundation wall plate, fittings and pipe. Check service regulator and relief valve, if applicable. Use CGI, or soap.

- Check around the furnace (boiler) and associated valves. See if the main valve is leaking when furnace (boiler) is in off position and thermostat is down. Check hot water tank the same way.
- Check other appliances such as stove, dryer, and natural gas space heaters. Check all fittings and piping on the appliances and supply piping coming through wall or floor. Check all burners in off position to see if any are leaking. Check all flexible pipes or connectors, fittings, valves, and packing.
- Check around the outside of the building with bar and CGI, around foundations, drains, curbs and manholes. Check the service line from the curb to the building, especially the service line entrance. At least one bar hole and CGI is required at the service line entrance. Classify leaks with Barhole and CGI. Follow leak classification procedures. If gas is found outside, also see “Leak Outside A Building” guidelines. The area must be “zeroed-out” of any gas indication to properly define the scope of the leakage.
- Check service entrances of other underground utilities (water, cable, septic/sewer).
- Check for natural gas in sewers.
- Check for gasoline fumes from open containers, mowers or automobile fuel tanks.
- Check to see if any paints, extra strength cleaners, glues or solvents have been used recently.
- Check thoroughly. There may be more than one leak.
- Determine the full extent of the hazardous area.
- Response
  - If gas is detected inside the building and the situation cannot be immediately made safe or if at any time you determine there is an immediate threat to public safety call 911 or have the Operations Center do it for you and implement the following:
    - Notify Operations Center of the extent of the emergency.
    - Request additional help through the Peoples Operations Center, if necessary. This can include, but is not limited to, additional Company personnel, fire and/or police departments, and/or emergency management personnel - 911.
    - Clear the building of occupants.
    - Consider evacuations of adjacent/nearby structures. Call/use 911 for assistance.
    - Shut off gas to the building.
    - Disconnect other utilities at a point away from the building.
    - Eliminate potential sources of ignition.
    - Ventilate the building, (only if certain that additional oxygen will not create an explosive condition).
    - Check adjacent structures if the source of the leak is outside the building.
    - Determine the full extent of the hazardous area.
    - Make yourself available to emergency personnel. Coordinate activities with emergency personnel.
    - Report to Gas Control on the situation.

- If the source of the gas leak(s) is known and it can be readily repaired, and such repairs are made, and the area confirmed to be gas free, then gas service can remain on. Be sure to confirm repairs on exposed piping with soap test.
- If the source of the gas leak(s) is known but cannot be readily repaired, but can be shut off and isolated then shut off gas to the appliance or leak and Red Tag. Refer to Peoples Job Procedure 511 for the Red Tag process.
- If the source of gas leak(s) is not known or cannot be readily repaired then shut the gas off at the meter and lock it off. In cases where more than one leak is suspected and or considerable concealed piping is involved, appropriate pressure testing shall be conducted to verify the integrity of the pipeline. The Company shall witness this test.
- In the event access is denied for any reason on an inside leak call, shut off and lock off the service. Continue with outside leak checks.
- Perform required documentation.

### Leak Outside of a Building

Employees must comply with current policies regarding appropriate PPE and other safety equipment, including fire retardant clothing, safety glasses, earplugs, and having air movers with airflow strength of no less than 1,000 CFM. Additionally, when responding to a leak or other emergency, it is important to remember Peoples Lifesaving Rule #3.

**Peoples Lifesaving Rule #3: Prior to, and during entry into potentially gaseous atmospheres, employees will monitor oxygen levels and, if indicated, mitigate hazards or use respiratory protection equipment.**

This includes each individual always wearing their O<sub>2</sub> monitor, which has been properly maintained, bump-tested, and calibrated according to Job Procedure 423.

- Upon arrival at the site, the first responder shall assess the nature of the incident. This assessment should include the status of the emergency, an estimation of how the incident might progress, and an evaluation of the manpower, equipment, and materials needed to adequately cope with the situation.
- Perform emergency shutdown, valve shut-off or pressure reduction, in any section of the system, to minimize hazards of released gas to life, property or the environment.
- Always coordinate efforts and communicate any findings with emergency responders and company personnel as necessary.
- If gas is present, the potential for a hazardous atmosphere exists. This hazardous atmosphere can result from oxygen displacement, which reduces the oxygen in the air, making breathing difficult or impossible. Additionally, gas concentrations within the lower and upper explosive limits can cause injury due to fire and/or explosion or both if the gas is accidentally ignited.
- Determine the source of the gas odor and the extent of migration, taking wind direction into account.

- When entering an environment containing gas, oxygen levels must be monitored, either with gas detection equipment, or an O2 monitor. In situations where there is uncontrolled gas, when O2 monitors continuously alarm even with body repositioning, or when gas detection equipment indicates that there is less than 19.5% oxygen, use air-movers to ventilate the area and consider widening the excavation.

If oxygen levels do not increase to acceptable levels, even after widening the excavation and using air-movers, **contact your supervisor or manager** and together determine what additional actions are required as is determined by the circumstances of the incident. These additional actions shall be completed by trained personnel following Peoples procedures, and can include:

- Throttling the proper upstream mainline valve(s) to decrease gas flow
- Completing additional excavation
- Using SCBA equipment with line attached (harness and line)
- Installing a bypass
- Initiating line shutdown
- Utilizing additional air-movers
- Digging separate bell holes to squeeze the line off
- Isolating the area

For any of these selections, the situation must be kept safe while necessary equipment is being retrieved from a nearby shop.

- Check/Survey - General Guidelines
  - Perform the leak investigation until you find the source or sources of the leakage or confirm that there is no leakage. See leak survey and classification procedures.
  - Perform a surface gas leak survey with a Vehicular Methane Detector (VMD) or CGI. See leak survey and classification procedures
  - Perform a below ground leak survey with bar hole and CGI. See leak survey and classification procedures.
  - Use vegetation gas detection survey information as general information only. A vegetation survey alone is not sufficient. Investigate any leakage indications with an instrument. See leak survey and classification procedures.
  - With a bar and CGI, check outside of any nearby building(s) around foundations, drains, curbs and manholes. Check service line from curb to building, especially the service line entrance. At least one bar hole and CGI are required at the service line entrance. Classify leaks with bar hole and CGI. See leak survey and classification procedures. **Verify the CGI is set to Bar Hole mode prior to bar hole testing!**
  - Whenever the perimeter of the gas migration extends to a building wall the investigation must continue into the building. See leak survey and classification procedures.
  - Check the meter (inside or outside), where the gas line enters the wall, cracks in walls, floor or ceiling. Check the top of the foundation wall plate, fittings and pipe. Check service regulator and relief valve if applicable. Use CGI. Soap may be used on exposed piping.

- Check for and leak survey gas services to natural gas grills and/or natural gas lights.
- Be careful and thorough. Don't stop when you find a leak, follow through with complete leak check. There may be more than one leak.
- Determine the full extent of the hazardous area.
- Response
  - Gas is found escaping outside and if escaping gas cannot be safely and effectively controlled by closing a nearby valve, installing a plug or clamp, or the leak cannot be reclassified to a Grade 2 or Grade 3 leak, the employee shall:
    - Establish a restricted area around the location. Consider wind direction.
    - Evacuate the area. Barricade entry.
    - Call/use 911 for assistance if needed.
    - Eliminate all sources of ignition.
    - Close service valves to buildings in the restricted area.
    - Consider shutting down the mainline and isolating the entire area after consulting with the Operations Supervisor and Gas Control.
    - Determine the full extent of the hazardous area by:
      - Checking for migration in surrounding buildings.
      - Leak surveying all facilities in the area.
      - Continue until the source is found and controlled.
  - If the source(s) of the outside gas leak(s) is effectively repaired/ eliminated the following shall be done to ensure the repaired area and the areas immediately adjacent to the work area are non-hazardous.
    - Thoroughly recheck the repaired leak area to make sure the leak(s) repaired are the only source of gas. For underground leaks, include bar hole and CGI testing into the ditch wall, parallel to the pipe, in both directions. Considered monitoring and rechecks until the gas levels are eliminated.
    - Leak survey with a leak detection unit in all directions from the work area until all equipment readings are found to be zero. Such leak survey must include all mains and services in or intersecting the scope of investigation. Classify and repair any leaks in accordance with leak survey and classification procedures.

If based on proper leak survey and classification the leak(s) found are classified as nonhazardous (Grade 2 or Grade 3) the leaks shall be placed on the appropriate monitoring and repair schedule. See classification procedures and action criteria in SOP 160.02.

### If a leak area is worked but not repaired that same day

Prior to leaving, the leak/leak area must be resurveyed and reclassified to ensure the work activities performed and or the conditions encountered have not resulted in a hazardous condition or upgraded the leak to a Grade 1 leak. If the resurvey indicates the leak is a grade 1 leak, we cannot leave and we must continue to work the leak.

In addition to resurveying the unrepaired leak, leak survey with a CGI in all directions from the work area until all gas indications are found to be zero. Such leak survey must include all mains and services within the work area. Classify and repair any leaks in accordance with leak survey and classification procedures.

### Gas Escaping Underground (Migrating Gas)

- Upon arrival, employee will verify information received.
- Investigate all enclosed structures, and ventilate those in which gas is present. (Includes manholes and other underground structures)
- Check all underground openings in the vicinity for explosive concentrations.
- Place safeguards where such conditions exist to prevent ignition of the gas.
- Proceed to locate the leak by bar holing, street opening, etc. and make safe.
- Where conditions warrant, call for assistance.

## Appendix ER-11 – Response Procedures for Gas Detected – Master Meter System

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

Contact the Master Meter Operator when an emergency involves their system. If the Master Meter Operator cannot be contacted promptly, Peoples personnel may have to take action to protect public safety.

Refer to the Master Meter contact list in Appendix ER-30.



## Appendix ER-12 – Checklist for Fire/Explosion

- Date and time of incident
- Names and addresses of affected residents
- General map of pipelines in area of fire/explosion
- Service line data sheets for affected homes (with sketch, materials, etc.)
- Main line data for facilities on street (installation/construction information)
- Main line leak survey information (last two surveys)
- Service line leak survey information (last two surveys)
- Frost patrol leak surveys in area
- Cathodic protection inspection information including service lines (last two surveys)
- Pipeline pressure information (station feeding pressure charts and locations)
- Regulator station(s) inspections (last two inspections)
- Valve information for the area (last two inspections)
- Odorant inspections in the area (last 12 months)
- Odorant inspection on day of fire/explosion
- Sketch of fire/explosion site showing barhole testing and results
- Records of Combustible Gas Indicator surveys performed after fire/explosion
- Calibration records of equipment used for barhole testing at site (include mobile leak survey equipment)
- List of all Company respondents and their duties performed for fire/explosion
- Operator Qualification records for all Company respondents
- Date and time incident report was submitted to National Response Center
- Incident report number issued by National Response Center for fire/explosion
- Name of person who submitted incident report to National Response Center
- Response information (dispatch logs, arrival times, etc.)
- Complete leak history in area (leak reports, pipe inspections, etc.)
- Map with plotted leak locations
- List of odor complaints in area from last two years
- List of all service orders at involved addresses
- Meter consumption of past year for involved addresses
- Records of One-Call activity for last 12 months in vicinity of fire/explosion (include adjacent houses)
- Time line of Company activity during event
- Procedures for removing, transporting and testing failed sections of pipeline
- Names, addresses of fatalities/injuries and affected structures
- Reports of fatalities and injuries per procedures in Appendix ER-4
- Type of risers/fittings at all affected homes
- Procedures for emergency response
- Estimated gas loss
- Relief valve set points
- Relief capacity calculations
- SCADA procedures for alarm response
- List of media present on site

## Appendix ER-13 – Response Procedures for Fire or Explosion – Transmission Pipeline and Type A Gathering Pipeline

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Notify all impacted employees and people on-site via audible and/or visual signal
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Investigate to confirm the nature of the event
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion.
  - Determine source of gas leak and severity
  - Is there a fire or has gas been detected by odor or combustible gas indicator?
  - Do major changes in system pressure indicate a pipeline rupture?
  - Is there an environmental concern?
- Make the appropriate contacts
- If the pressure does not indicate rupture:
  - Dispatch appropriate personnel to isolate gas flow, if necessary
  - Make necessary notifications
  - Isolate valve section if emergency escalates, otherwise stand by until emergency passes
- If pressure indicates rupture:
  - Determine whether the pressure drop is on the suction or discharge side of the station
  - Attempt to contain/extinguish fire safely
- Implement appropriate immediate response
  - Initiate rescue of personnel in danger
  - Organize Emergency Command Center
  - Evacuate nonessential personnel from the area
  - Secure/isolate the facility, as needed
  - Call local Fire Department, if necessary
  - Verify all employees accounted for at a **site-specific rendezvous point**
  - Dispatch personnel to appropriate valve locations to isolate and bypass the rupture, if necessary
  - To assure the safety of others, company personnel will establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
  - Take immediate measures to contain spills, if necessary.
- Assess the damages

- Report all injuries and property damage to supervisory personnel
- Survey the emergency site for damage
- If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore Normal Operation
- Conduct a Post-failure investigation
  - Review employee activity to determine procedure compliance - Investigate failure for cause
  - Prepare a written report of the failure and send copy to the Peoples Compliance Department
- A follow-up investigation must be conducted after a fire or explosion. Refer to the “Peoples Forms, Tables & Reports” link found on the Compliance homepage on the Peoples Place Intranet site for a checklist to conduct the follow-up investigation.

## Appendix ER-14 – Response Procedures for Fire or Explosion – Compressor Station

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Notify all impacted employees and people on-site via audible and/or visual signal
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Investigate to confirm the nature of the event
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion.
  - Determine source of gas leak and severity
  - Is there a fire or has gas been detected by odor, LEL?
  - Do major changes in system pressure indicate a pipeline rupture?
- Make the appropriate contacts
- Implement appropriate/immediate response
  - Initiate rescue of personnel in danger
  - Organize Emergency Command Center
  - Evacuate nonessential personnel from the area
  - Secure/isolate the facility, as needed
  - Activate (ESD) for building, (if appropriate)
  - Verify all employees accounted for at a **site-specific evacuation rendezvous point**
  - To assure the safety of others, company personnel will establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel.

- Survey the emergency site for damage.
- If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore normal operation
- Conduct a post-failure investigation
  - Review employee activity to determine procedure compliance - Investigate failure for cause
  - Prepare a written report of the failure and send copy to Peoples Compliance Department
- A follow-up investigation must be conducted after a fire or explosion. Refer to the “Peoples Forms, Tables & Reports” link found on the Procedures and Compliance homepage on the Peoples Place Intranet site for a checklist to conduct the follow-up investigation.

## Appendix ER-15 – Response Procedures for Fire, Explosion or Blowout – Gas Storage Well

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Notify all impacted employees and people on-site via audible and/or visual signal
- Refer to the Peoples Well Control Emergency Response Plan found on the “Emergencies” page of the Peoples Place intranet website.
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Investigate to confirm the nature of the event (fire, blowout, and/or major gas release)
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion.
  - Determine source of gas leak and severity
  - Observe compressor station pressure (injection or withdrawal) and determine where sideline gate nearest to the well is located
- Make the appropriate contacts
- Implement appropriate immediate response
  - Attempt to contain/extinguish fire safely
  - Initiate rescue of personnel in danger
  - Organize Emergency Command Center
  - Evacuate nonessential personnel from the area
  - Secure/isolate the facility, as needed
  - Verify all employees accounted for at the **site-specific evacuation rendezvous point**
  - Dispatch personnel to appropriate valve locations to isolate and bypass the rupture, if necessary
  - To assure the safety of others, company personnel will establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel
  - Survey the emergency site for damage
  - If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore Normal Operation
- Conduct a Post-failure investigation
  - Review employee activity to determine procedure compliance - Investigate failure for cause

- Prepare a written report of the failure and send copy to Peoples Compliance Department
- A follow-up investigation must be conducted after a fire or explosion. Refer to the “Peoples Forms, Tables & Reports” link found on the Procedures and Compliance homepage on the Peoples Place Intranet site for a checklist to conduct the follow-up investigation.

**REFER TO PEOPLES WELL CONTROL EMERGENCY RESPONSE PLAN FOR ADDITIONAL EMERGENCY RESPONSE PROCEDURES.**

**THE WELL CONTROL EMERGENCY RESPONSE PLAN CAN BE FOUND ON THE “EMERGENCIES” PAGE OF THE PEOPLES PLACE INTRANET WEBSITE.**

## Appendix ER-16 – Response Procedures for Fire or Explosion – House or Building

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Make the appropriate contacts
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Implement appropriate/immediate response
  - An explosion or fire directly involving Peoples facilities
    - Confirm that 911 was called
    - Clear the building of occupants
    - Evacuate nearby structures and establish a restricted area. Use 911 for assistance.
    - Shut off the gas supply
    - The best way to control an outdoor gas fire is to shut off the gas flow
    - Unless life is threatened, or the fire could spread and cause a more severe emergency, do not attempt to put the fire out until the gas supply can be shut off. If the fire is put out before the supply of gas is stopped, wet the area surrounding the gas source to prevent re-ignition.
    - If possible, shut the gas off at the meter. Remember, in certain industrial or commercial applications turning off the gas might seriously interrupt industrial processes and/or create further hazards.
    - Use the property owner and fire department to help evaluate.
    - If not possible to shut it off at the meter, then shut off from a source further upstream.
    - Determine the full extent of the hazardous area by:
      - Checking for migration in surrounding buildings
      - Leak surveying all facilities in the area
      - Continue until the source is found and controlled
    - Coordinate activities with Emergency personnel
  - Building Fire involving Peoples facilities but not considered gas related (electrical fires, trash fires, accidental fires, garage fires, etc.).
    - Complete general response
    - Confirm that 911 was called
    - Clear the building of occupants
    - Consider evacuating nearby structures and establish a restricted area. Use 911 for assistance.
    - Shut off the gas supply
    - If possible, shut the gas off at the meter. Remember, in certain industrial or commercial applications turning off the gas might seriously interrupt



- industrial processes and/or create further hazards. Use the property owner and fire department to help evaluate.
- If not possible to shut it off at the meter, then shut off from a source further upstream.
- Coordinate activities with Emergency personnel
- Leak survey all facilities in the area
- Fire or Explosion near but not directly involving Peoples facilities
  - Complete General Response
  - Confirm that 911 was called
  - If not already done evacuate the building and restrict the area.
  - Consider evacuations of adjacent/nearby structures. Use 911 for assistance.
  - Consider shutting off the gas supply to adjacent/nearby structures or facilities.
  - Inform fire department personnel of the presence of our facility.
  - Keep facility and surrounding area cool
  - Reduce operating pressure to minimum
  - If the fire is out of control and threatening to encompass our facility, shut down our facility.
  - Leak survey all Peoples facilities in the area
  - If gas is found refer to outside leak guidelines

A follow-up investigation must be conducted after a fire or explosion

## Appendix ER-17 – Response Procedures for Natural Disasters

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation.
- In the event of a natural disaster, which cannot be fully anticipated, the following should be considered:
  - Consider the anticipated impact during your assessment:
    - How will the disaster impact natural gas facilities?
    - What effect will the disaster have on operating pressure?
    - Will atmospheric vents on regulating equipment remain open and clear?
    - Will automated valves continue to work properly?
    - Will the system still be adequately monitored?
    - What will be the impact on service interruptions?
    - Will the disaster increase the probability of service interruption?
    - Are there alternative energy sources and are they available? If so, what amount of advance noticed required or desired?
    - Will the disaster threaten continued service to Essential Emergency Facilities?
    - Can the disaster increase the probability of an unintentional release of gas?
    - Is physical damage likely?
    - Will flooded pipelines become buoyant?
    - Will coupled pipelines fail during earth shifts?
    - Will the disaster adversely impact the accessibility of key facilities?
    - Are key valves still accessible?
    - Are compressor stations accessible by operating personnel?
    - Are regulator sites accessible?
    - Is access to storage facilities maintained?
  - Communications
    - Will the natural disaster affect communications?
    - Should Gas Control and Gas Operations Center be moved to backup locations?
    - Should personnel man critical points or facilities?
  - Response - Response to a natural disaster or the threat of one can include, but is not limited to, any or all of the following:
    - Reduce the operating pressure
    - Remove the segment from service
    - Man key critical valves
    - Strip line segments
    - Increase patrols

- Install sectionalizing valves
- Improve monitoring via manned positions or installation of additional equipment.
- Provide for alternative transportation and or living arrangements for key personnel.
- Provide continuous 24 hours per day, 7 days per week coverage (patrol and or leak survey and or monitoring).
- Implement resources of outside contractors
- Move gas control operations
- Curtail usage to non-essential human needs
- Make the appropriate contacts
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Implement appropriate immediate response
  - Operating personnel should cooperate fully with all authorities involved in the emergency (i.e. police, fire fighters, National Guard, Red Cross, Civil Defense, etc.)
  - A communications control center should be established for maintaining communication between authorities as listed above. If a location remote from the company property should be used, a supervisor or designated official representing the company should be stationed at the remote location to act as a liaison between the authorities and company forces. The use of a fire or police station for this purpose should be considered.
  - Employees will be on standby basis to proceed to any damaged facility, investigate, and make repairs.
  - Every attempt will be made to maintain service to as much of the system as possible. However, if system damages place public safety in jeopardy, all gas to the system should be cut off.
- Investigate to confirm the nature of the event
  - Approach area with caution
  - Test atmosphere for combustible gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to the initial entry into the area of suspicion.
  - Determine source of gas leak and severity
- Implement appropriate immediate response
  - Organize Emergency Command Center (on-site if needed)
  - Evacuate nonessential personnel from the area
  - Secure/isolate the facility, as needed
  - To assure the safety of others, company personnel will establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel
  - Survey the emergency site for damage

- If emergency repairs are required, notify the area office of the materials and equipment needed
- Restore normal operation
- Conduct a Post-failure investigation
  - Review employee activity to determine procedure compliance
  - Prepare a written report of the failure and send copy to the Peoples Compliance Department

## Additional Special Conditions

### Assessment of Flooding Conditions

This procedure provides guidelines for field personnel to deal with localized flooding conditions, within one operating district or division. The objective is to protect the health, welfare, and safety of the public while maintaining the integrity of the pipeline system.

Local news media, national weather reports and other emergency management personnel can provide local management with flood levels and projected crests. Flood plain maps and charts can be used as an effective tool in determining affected areas during flooding. Each operating district or division that may anticipate flooding may consider securing such maps and charts to assist in assessing the disaster.

Field personnel familiar with past flood levels may be a source of information for local management. Attention should be given to any significant changes compared to historical conditions.

### Action Guidelines

Where appropriate, notification should be given to personnel in the following areas:

- Operations
- Construction and Maintenance
- Customer Service
- Customer Information
- Engineering
- Gas Operations
- Gas Operations Center/Call Center
- Gas Control
- Sales
- Corporate Communications

The following are some actions, within time constraints, that may be taken in order to minimize problems caused by flooding:

- Review the current active leak backlog in the affected areas, particularly for leak indications on low pressure lines.

- Review and identify low pressure drips in the flood areas, and prepare current lists for field personnel.
- Review meter reading routes in affected areas and identify affected customers.
- Identify pressure regulating stations in affected areas, and provide a list to field personnel.
- Establish and maintain adequate means of communication with appropriate fire, police, and other public officials.
- Make an announcement to the general public requesting customers to contact the gas company if the gas meter is under water or if the basement is flooded and the gas appliances are under water.

### Gas Services During flooding

Local discretion should be used in determining whether gas service to any customer should be terminated. Any of the following conditions may help to determine whether gas service should be terminated:

- Appliance burners are under water or are anticipated being under water due to rising water levels.
- Building or residence is being vacated due to flooding.
- House trailers are being removed due to flooding.

The service regulator is under water or is anticipated being under water due to rising water. If the meter shut-off is not accessible, it may be necessary to shut in the main.

Generally, service may be restored to a customer after the gas appliances have been cleaned and returned to proper working order. The possibility of reoccurring flooding or water line freeze ups should be considered when making this decision.

### Regulating Stations during flooding

- If possible, prior to flooding, temporarily extend relief piping and regulator vents higher than the anticipated flood level for that immediate area.
- If relief piping or regulator vents cannot be easily extended, then it may be necessary to shut in the station until the flooding has subsided.
- After the water has receded, pump the water from all vaults, check the regulators, and clear the vent lines.
- In areas where aboveground facilities may be damaged due to floating debris (trees, cars, etc.) the station should be isolated from the rest of the system.

## Appendix ER-18 – Response Procedures for Terroristic Threats, Domestic Disturbances and Civil Disturbances

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Gather information and assess the situation
- Information that should be gathered should include the following:
  - Location of active shooter (if applicable).
  - Number of terrorists involved.
  - Physical description of terrorists.
  - Number of potential victims at site.
- Make the appropriate contacts including calling 911.
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Be aware of your environment and any potential dangers.
- Implement appropriate immediate response
  - All Company employees should be immediately ordered out of troubled areas.
  - Construction and Operations personnel should not be dispatched to, or near, the trouble areas unless accompanied by police, National Guard, or Army escort, adequate to protect them.
- Communications
  - Organize emergency command center at a strategic company location.
  - Supervisory personnel or a Designated Company Representative (DCR) should be sent to the appropriate law enforcement command center. Supervisors or DCRs will be selected to man these headquarter locations from the supervisory personnel available to the company Command Center.
  - The supervisor or DCR will have wireless communications (car radios and cell phones) available to supplement hardwire communications (phone lines) between headquarters and the company emergency command center.
  - Companies should utilize the supervisors or DCRs to request armed escorts to accompany employees in areas where emergency gas repairs or isolations are required.
  - Supervisors or DCRs will provide the command center with an up-to-the-minute picture of the disturbance progress.
- Assess the damages
  - Report all injuries and property damage to supervisory personnel
  - Survey the emergency site for damage
  - If emergency repairs are required, notify the company emergency command center of the materials and equipment needed and coordinate an escort through headquarters
- Restore Normal Operation

- Conduct a post-incident review
  - Review employee activity to determine if procedures were properly followed during the disturbance.
  - Prepare a written report outlining the disturbance, facilities impacted, and remedial measures implemented. A copy of this report shall be sent the appropriate State and/or Federal Pipeline Safety Agency.

## Appendix ER-19 – Response Procedures for Bomb Threats

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Upon receipt of a bomb threat by telephone or written message, the following steps must be taken:
  - Remain calm and listen carefully to assure accurate information from the caller.
  - Request the information from the caller and complete the Bomb Threat Form.
  - If possible during the call, signal another person to listen to your conversation on another phone.
  - Immediately give the completed Bomb Threat Form to your supervisor.
  - If no supervisor is available, notify management personnel responsible for concerned facility.
- The supervisor shall take the following actions, whether the threat is received day or night.
  - Relay the information to the management person responsible for the building threatened.
- The person responsible for the facility shall take the following actions.
  - Notify the local police department by calling 911.
  - Always alert the Peoples Physical Security Manager after you have notified 911. The Physical Security Manager will make the evacuation determination at that point.  
Physical Security Manager

Contact	Work Phone	Cell Phone
Andy Rockwell	412-258-4461	412-432-8990
Mark Pietrone	412-244-4662	412-660-0969
Bill Schade	412-258-4476	412-302-9707

- Notify security personnel at the facility, if applicable.
- Initiate search operations.
  - A control center should be established.
  - Discontinue radio transmissions at the concerned facility until bomb search is completed. If possible, have all power connections left status quo unless police, firemen, or a bomb disposal unit requires shutting off all or part power sources as needed safety measures.
  - If a package of a questionable nature is located, great care should be exercised in keeping this information as quiet as possible.
  - **DO NOT TOUCH OR MOVE THE PACKAGE.**
  - Facility personnel must be instructed only to search for and report suspicious objects. **THE REMOVAL AND DISARMING OF A BOMB MUST BE LEFT TO THE BOMB DISPOSAL UNIT.**



- Make the decision to resume normal operations.
- If a suspected bomb package is located, the following measures shall be taken:
  - DON'T TOUCH, OPEN, OR LIFT "BOMB".
  - TERMINATE RADIO TRANSMISSIONS.
  - EVACUATION
    - Generally, evacuation will be ordered only if a suspected bomb is discovered.
    - Evacuate people from the facility to a predetermined rendezvous point at least 300 ft. from the facility.
    - All cash and valuable records will be secured in a safe and key file cabinets locked prior to evacuation.
    - In the event of an evacuation, the operations at the concerned facility would be switched to another location. Also, in the event temporary business quarters are required, other facilities in the area should be utilized.
  - CALL LOCAL POLICE OR FIRE DEPARTMENT BOMB DISPOSAL UNIT.
  - NOTIFY THE GAS OPERATIONS CENTER WHO WILL UTILIZE THE APPROPRIATE NOTIFICATION PROCEDURES.

## Appendix ER-20 – Response Procedures for Pressure Problems/Outages

The objective is to protect the health, safety, and welfare of the public while maintaining distribution integrity during localized emergency conditions.

### Assessment of a low-pressure problem (insufficient pressure)

Field personnel who have identified a pressure problem or the potential of a pressure problem should notify their immediate supervisor who will then notify the appropriate personnel to help assess the situation.

The following are guidelines to be followed when dealing with a low-pressure problem:

- Low Pressure - Pressure insufficient for the service
  - Define by Service Type
    - LP Residential Service – Typically any pressure under 4 ounces (7” water column, 0.25 psig), measured at the outlet of the meter or the minimum pressure which will not cause unsafe or inadequate operation of connected and properly adjusted gas utilization equipment.
    - Commercial Service – Varies
    - Industrial Service – Varies
    - Poses a hazard
      - Can cause pilots to go out and leak gas into the dwelling?
      - Service interruption
      - Decreased customer service
      - Damaged reliability impression
    - Some Potential Causes
      - Obstructions
      - Pipe size
      - Unplanned or improperly managed load growth
      - Regulator malfunction
      - Meter frozen, stopped, locked or undersized
      - Regulator droop
      - Improper tap size
      - Relief valve actuation
      - Regulator set point
      - Insufficient supply
      - Human error

### Mitigation actions for low-pressure problem (insufficient pressure)

The following are some actions, within time constraints, that may be taken by appropriate personnel in resolving the situation:

- Measure the pressure at more than one point to determine the extent of the problem.

- Notify your supervisor and/or the Gas Operations Center if the problem is wide spread.
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Consider isolating the affected area if the area is large or affects numerous meters.
- Pinpoint the problem, considering the above list of potential causes.
- Correct the problem by using any one or a combination of the following:
  - Remove obstructions
  - Replace meter/regulator
  - Adjust regulator (within limits)
  - Replace pipe
  - Increase tap size
  - Install supplemental supply connections
  - Increase supply. Refer to SOP 380 for uprating procedures.
  - Shut off the gas supply

### Assessment of a high-pressure problem (MAOP exceedance)

The following are guidelines to be followed when dealing with a high-pressure problem:

- High Pressure - Pressure above the Maximum Allowable Operating Pressure (MAOP)
  - Define by Service type
    - HP Residential Service – Measured at the outlet of the meter. A pressure greater than the lesser of 8.1 ounces (14” water column, 0.505 psig) or the maximum pressure which will not cause unsafe or inadequate operation of connected and properly adjusted gas utilization equipment. (ref. 52.59.29a)  
Note: The over pressure protection devices on low pressure distribution systems are typically set at 12 ounces. (20.8” water column, 0.75 psig)  
Note: In LP systems, if the normal 8 ounce system operating pressure is greater than what the customer’s appliances can accept, the customer must install appliance regulators.
    - Commercial Service – Varies
    - Industrial Service – Varies
    - System – Varies - Refer to MAOP Maps
- Poses a hazard
  - Can cause appliances to operate out of control
  - Lead to leaks
  - Risk of explosion or rupture
  - Damage to facilities
  - Damage operational integrity
- Some Potential Causes:
  - Obstruction(s)
  - Valve operations closures or openings
  - Regulator malfunction

- Relief valve malfunction
- Undersized relief valves or over pressure protection
- Compressor malfunction
- Meter stopped or locked
- Regulator set point
- Surplus supply
- Reduced demand
- Undersized pipe
- Improper by-pass
- Human error

### Mitigation actions for a high-pressure problem (MAOP exceedance)

The following are some actions, within time constraints, that may be taken by appropriate personnel in resolving the situation:

- Measure the pressure at more than one point to determine the extent of the problem.
- Pinpoint the problem, considering the above list of potential causes.
- Notify your supervisor, Gas Control, or the Gas Operations Center
- Notify the Peoples Compliance Department of the situation for consideration of a reportable incident to Federal and State agencies.
- Correct the problem by using any one or a combination of the following:
  - Shutting off the gas supply
  - Vent the excess pressure
  - Remove obstructions
  - Replace regulator/relief valve
  - Adjust regulator (within limits)
  - Replace pipe
  - Monitor by-pass operation
  - Decrease supply

### Procedures for pressure increases

The MAOP of the system shall not be exceeded under any circumstance. IF THE MAOP IS EXCEEDED DUE TO CIRCUMSTANCES BEYOND CONTROL, SENIOR MANAGEMENT MUST BE NOTIFIED IMMEDIATELY.

In order to correct the situation, the pressure in the system should be increased at a steady rate to a pressure, not exceeding MAOP that will stabilize the situation. Refer to SOP 380.01, 380.02 and 380.03 for uprate procedures.

### Return to normal operations after MAOP exceedance

The affected pipelines will be returned to normal operations after the emergency condition has terminated. The affected pipelines will then be leak surveyed at the end of the emergency.

## Reports

See SOP 340.03 and SOP 340.04 for Federal/State Reporting requirements for MAOP exceedances and outages.

## Appendix ER-21 – Response Procedures for Excavation Damages

The first priority in responding to an emergency is to protect human lives, including the life of the responding employee. The following guidelines should be read and implemented with the first priority in mind.

- Cases involving excavation damage:
  - In all cases involving excavation damage, the following checks must be done as soon as possible after arriving on the scene. If, during your assessment of the scene you determine there is an immediate threat to life or property at the excavation scene you must call for additional assistance to check and investigate the service lines and buildings as soon as possible. **Keep in mind that excavation damage can pull out service risers or separate piping in areas beyond the excavation site. A pulled or separated section of pipe can rapidly direct significant volumes of gas into an adjacent or nearby building. For these reasons it is imperative to check the nearby building(s) promptly. Call for additional help or request 911 for assistance.**
  - In the case of damage to a service line or a service line hit:
    - Survey/check inside the building, particularly near the gas service entrance and any other underground utility services. If gas is found entering the building evacuate the building. A broken, separated or pulled service line can supply a significant volume of gas and there may not be time to stop the flow of gas.
    - Check the service line from the site of the damage to the meter or building wall, whichever is further downstream. This check should include bar hole testing at and near the building wall and/or meter set and a leak survey along the service line.
  - In the case of damage to a mainline or a mainline hit:
    - Survey/check inside nearby buildings, particularly near the gas service entrance and any other underground utility services. If gas is found entering the building evacuate the building. A broken, separated or pulled main or service line can supply a significant volume of gas and there may not be time to locate the leak(s) or to stop the flow of gas.
    - Check all nearby service lines in the area from the main to the meter or building wall, whichever is further downstream. This check should include barhole testing at and near the building wall and/or meter set and a leak survey along the service lines.
- Documentation – All checks/inspections and surveys must be documented. The Damage Report/Leak (If Applicable)/Repair Report form must be completed to document the hit/damage/leak/exposed pipe at the excavation point. Use this form and add others as

needed to properly document all leak surveys and building checks performed in conjunction with the investigation and response.

## Appendix ER-22 – Response Procedures for Carbon Monoxide

No two emergencies are identical. Therefore, it is not possible to write a checklist of responses to all emergency incidents, or even a particular incident. Appropriate actions to be taken when an emergency situation occurs will be dictated by the conditions existing at time and place of the incident.

When responding to a CO call, check the operation of all natural gas appliances. Run each appliance sufficiently to bring about normal operating temperatures and combustion conditions.

- For forced-air furnaces:
  - Check for CO at the warm air registers through at least one full cycle of normal duration. Be aware that CO found here can come from a cracked heat exchanger or it may be drawn in from another source through the cold air return.
  - Check draft hood for spillage and flue for proper draft. Use instrument to check for spillage. Use the match test to test the draw of gravity vents (non-powered vents). After operating the unit for several minutes, pass a lighted match around the edge of the relief opening of the draft hood. If drawing properly the match flame will be drawn into the hood. If not, the products of combustion will tend to extinguish the flame. Check for obstructions.
  - Visually check combustion - yellow or orange flame may indicate a problem. Rolling flames may also be a sign of incomplete combustion. When operating correctly burning starts at the burner ports and should be stable.
  - Look for soot near burner or vent. This is a sign of incomplete combustion. Look for dirt or scale in and around burner that may interfere with burner.
  - Check for availability of combustion air. Proper combustion requires a minimum of 11 cf of normal air for each 1 cf of methane burned. Poor ventilation to an appliance may lower the oxygen content of the air. Spillage of combustion products lowers the oxygen content of the air. Adequate ventilation must be provided.
  
- For hot water tanks or boiler:
  - Check draft hood for spillage and flue for proper draft.
  - Visually check combustion.
  - Look for soot near burner or vent.
  - Check for availability of combustion air.
  - Water heater installations in bedrooms or bathrooms shall comply with one of the following: (ref NFPA 54 Chapter 10, section 10.28)
  - Water heater shall be installed in a closet equipped with a weather stripped door with a self-closing device and all combustion air shall be obtained from the outside
  - Water heater shall be of the direct vent type



If, in the course of investigating a CO call, you find a water heater installation not complying with the above, red tag the appliance and note the installation is not desirable. If the water heater is producing CO follow the Interpretations and Response guidelines below.

- For gas range top burners:
  - Turn top burners on and visually check combustion. Yellow or orange flame may indicate a problem.
  - Look for grease, dirt or food near burner that may interfere with combustion.
  - Let the burners warm up for a few minutes and check for CO one to two feet above the range.
  - Check for availability of combustion air.
- For gas ovens:
  - Turn the oven on and allow unit to warm up, approximately 15 minutes.
  - Check for CO one to two feet above the oven vent.
  - Visually check combustion - yellow or orange flame may indicate a problem. Rolling flames may also be a sign of incomplete combustion. When operating correctly burning starts at the burner ports and should be stable.
  - Look for grease, dirt or food near burner that may interfere with combustion.
  - Check for availability of combustion air.
- For other natural gas burning appliances:
  - Turn the appliance on and allow unit to warm up. Check for CO in the room and the area around the appliance.
  - Visually check combustion.
  - Check for proper venting.
  - Check for availability of combustion air.
- If no problems with natural gas appliances are detected, consider the following:
  - Other fuel burning appliances
  - Automobiles – did occupant run engine in the garage (even with the door open)?
  - Fireplaces – operate with sufficient combustion air and proper ventilation?
  - Kerosene heater – was it used in a closed, inside area?
  - Grills (charcoal or propane) – was it used in a closed, inside area?
  - Exhaust fans – consider if any use of fan(s) is creating a down draft at vented natural gas appliances?
  - Any painting or cleaning done recently?

### Interpretations and Response

- If a source of CO is found:
  - Shut off and isolate the faulty appliance. Issue red tag.
  - If you cannot isolate the appliance, shut off and seal the meter. Issue red tag.
  - Ventilate area to a safe level.
- NOTE: If you find a reading higher than 9 PPM at a gas range top or gas oven, it is not necessary to isolate the appliance. Turn the appliance off, issue a red tag with a written

description of the issue and make sure the customer understands the safety issue. It is not necessary to shut off the gas to the range.

- If a source of CO IS NOT FOUND:
  - A CO reading of 9 ppm or less:
    - Inform the occupants that our instrument did not detect an elevated level of CO at this time.
    - If a CO detector has gone off, recommend occupants check their CO detector per manufacturer's instructions (if applicable)
  - A CO reading greater than 9 ppm:
    - Advise occupant that our instrument has detected an elevated level of CO at this time. An elevated level is based on the U.S. Environmental Protection Agency, which has established that residential levels are not to exceed 9 ppm over an 8-hour average.
    - Shut off and Isolate all natural gas appliances and issue a red tag. \*
    - If it is not possible to shut off and isolate all natural gas appliances, shut off and seal the meter. Issue a red tag.
    - Ventilate area to a safe level.

\* Preferred method whenever possible - allows repairman to check appliances.

## Appendix ER-23 – Site Specific Emergency Plan Local Employee Contact Lists

Site Specific Emergency Plan - **Altoona** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Haynal, Jeff (Operations)	814-269-6349	814-312-4847	814-243-5152
Thomas, Bob (Field Customer Service Director)	814-269-6320	814-525-1415	
Haupt, Justin (Standards & Compliance)	814-269-6357	814-243-0571	
Kloc, Stephen (Construction)	412-208-7200	724-859-3082	
Kuruc, Karen (Leak Survey)	724-600-7401	724-553-4960	724-568-1693
Brazier, Charles (Damage Prevention)		412-667-9057	
Gniefkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
<b>CONSTRUCTION</b>			
Palov, Ian	814-269-6352	724-237-2606	
<b>CONSTRUCTION, DEMOS &amp; SERVICES</b>			
Bell, Melanie	412-208-7203	724-212-5842	
<b>CORROSION</b>			
Courtney Oakes		814-288-8816	
<b>DAMAGE PREVENTION</b>			
Courtney Oakes		814-288-8816	
<b>ENGINEERING</b>			
Curry, Katie	814-269-6329	412-715-7964	
Baer, Jacob (T&T Lead)		814-691-0539	
<b>FIELD CUSTOMER SERVICE</b>			
Sphar, Traci	412-258-4676	724-710-6637	
<b>GAS MEASUREMENT &amp; REG</b>			
Wright, George	814-941-4038	814-327-4238	
<b>LEAK SURVEY</b>			
Wright, George	814-941-4038	814-327-4238	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Renney, Todd	814-941-4070	814-525-1458	814-329-2069
<b>RESTORATION</b>			
Flowers, Bradley	814-269-6359	814-619-6650	
<b>SAFETY</b>			

Long, Jared	814-269-6319	724-822-4729	724-762-8717
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Site Specific Emergency Plan - **Butler** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Lee Gniefkowski(Field Customer Service)	724-292-3416	724-640-0175	
Brazier, Charles (Damage Prevention)		412-667-9057	
Vergenes, Jerome (Construction)	724-857-2127	724-624-4618	
Scott Orkis (Operations/GM&R)	724-444-3218	724-321-5135	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
<b>ADMINISTRATIVE ASSISTANT</b>			
Shields, Chris	724-431-4988		
<b>CONSTRUCTION</b>			
Lazaroff, Kol	724-431-4995	724-553-4195	724-664-5863
<b>CORROSION</b>			
Koebler, Gene	724-431-4983	724-991-0761	
<b>DAMAGE PREVENTION</b>			
Tyler Bruno			
<b>ENGINEERING</b>			
Barnett, Jim (Engineering)	724-444-3255	412-290-2421	724-543-5746
Fajbik, Anthony (T&T Lead)	724-444-3237	412-295-1712	412-906-1792
<b>FIELD CUSTOMER SERVICE</b>			
Smith, Mark	724-857-2147	724-650-5208	
<b>GAS MEASUREMENT &amp; REG</b>			
Znaczko, John	724-431-3806	724-822-4914	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Smith, Mark	724-431-4992	724-801-0352	724-967-7709
<b>LEAK SURVEY</b>			
Speciale, Nancy	724-857-2144	412-295-7410	
<b>WAREHOUSE</b>			
Znaczko, John	724-431-3806	724-822-4914	
<b>SAFETY</b>			
Ravotti, Chad	412-208-7247	412-335-4961	724-295-5250

Site Specific Emergency Plan - **Gibsonia** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Brazier, Charles (Damage Prevention)		412-667-9057	
Vergenes, Jerome (Construction)	724-857-2127	724-624-4618	724-218-1936
Orkis, Scott (Operations/GM&R)	412-258-4456	724-321-5135	724-321-5135
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
Gniefkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
<b>ADMINISTRATIVE ASSISTANT</b>			
Hock Mary	724-444-3213	724-355-6330	724-355-6330
Tim Braden	724-444-3213	724-681-9748	
<b>CONSTRUCTION / OPERATIONS &amp; MAINTENANCE</b>			
Hill, Mary Beth	724-444-3258	412-518-0286	412-841-6240
Layhew, Bob	724-444-3231	724-814-9268	
Leger, Chuck		412-738-3366	412-443-8268
Thompson, Michael	412-495-6980	412-495-6980	724-544-8419
<b>CONSTRUCTION / LARGE DIAMETER</b>			
Holt, Roy	724-444-3204	412-627-8320	412-627-8320
<b>CORROSION</b>			
Koebler, Eugene	724-431-4983	724-991-0761	
<b>DAMAGE PREVENTION</b>			
Tyler Bruno	412-258-4667	412-529-1387	
<b>ENGINEERING</b>			
Barnett, Jim (Engineering)	724-444-3255	412-290-2421	724-543-5746
Fajbik, Anthony (T&T Lead)	724-444-3237	412-295-1712	412-906-1792
<b>FIELD CUSTOMER SERVICE</b>			
Watters, Justin	724-857-2147	724-650-5208	412-498-7143
<b>GAS MEASUREMENT &amp; REG</b>			
Uncapher, Lee	724-444-3238	724-889-5940	
<b>LEAK SURVEY</b>			
Smith, Jeremy	724-857-2144	724-622-5275	412-452-2907
<b>RESTORATION</b>			
Florian, Ron	412-258-4730	412-509-1270	
Schmidt, Rich	412-258-4733	412-310-4569	
Smerick, Joe	412-244-2613	412-518-2923	412-518-2923

<b>WAREHOUSE</b>			
Leger, Chuck		412-738-3366	412-443-8268
<b>SAFETY</b>			
Collins, Casey	412-208-7277	412-627-8145	
Ravotti, Chad	412-208-7247	412-335-4961	724-295-5250

Site Specific Emergency Plan - **Greensburg** - Local Employee Contact List - 01/31/2024

<b>NAME</b>	<b>OFFICE</b>	<b>CELL</b>	<b>HOME</b>
<b>MANAGERS</b>			
Wright, Bill (Operations)	724-832-2844	412-600-7178	724-640-2210
Conner, Tom (Corrosion)	724-832-2835	412-699-0810	724-465-2365
Kloc, Stephen (Construction)	412-208-7200	724-859-3082	
Brazier, Charles (Damage Prevention)		412-667-9057	
Zaradzki, Joe (Design)	724-640-0183	724-640-0183	412-872-5873
Giardina, Jim (Design)	412-208-6904	724-681-1212	412-848-7593
Gniefkowski, Lee	412-258-4676	724-640-0175	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
<b>ADMINISTRATIVE ASSISTANT</b>			
Sargo, Jess	724-832-2817		
Bonidie, Sandra	724-832-2819		
<b>CONSTRUCTION</b>			
Kemp, Doug	724-832-2820	724-771-5818	
Caruso, Frank	724-600-7408	724-600-4947	
Eutsey, Jeremy	724-832-2842	724-880-1094	
<b>CONSTRUCTION, DEMOS &amp; SERVICES</b>			
Melanie Bell	412-208-7203	724-212-5842	
<b>CORROSION</b>			
Ken Loughner	724-832-2842	724-640-0156	
<b>DAMAGE PREVENTION</b>			
Patrick Koring	724-444-3262	412-295-3131	
<b>ENGINEERING</b>			
Zaradzki, Joe (Design)	724-640-0183	724-640-0183	412-872-5873
Rolka, Kris (T&T Lead)	724-832-2839	724-672-8333	
<b>FIELD CUSTOMER SERVICE</b>			

Sphar, Tracy	412-258-4676	724-710-6637	
<b>GAS MEASUREMENT &amp; REG</b>			
Rosso, Tom	724-832-5793	412-337-8918	
<b>GATHERING, STORAGE &amp; STATIONS</b>			
Gray, Jim	724-832-5758	724-331-3048	724-694-3381
<b>LEAK SURVEY</b>			
Berner, Rob	412-258-4640	412-720-3832	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Klein, Andy	724-600-7400	814-341-1439	
Dolfi, Catherine	724-832-5794	412-258-4647	
<b>RESTORATION</b>			
Monaco, Mike	724-600-7413	412-566-3883	
<b>WAREHOUSE</b>			
Dolfi, Catherine	724-832-5794	412-258-4647	
<b>SAFETY</b>			
Long, Jared	814-269-6319	724-822-4729	724-762-8717

Site Specific Emergency Plan - **Grove City** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Lee Gniefkowski (Field Customer Service)	724-292-3416	724-640-0175	
Vergenes, Jerome (Construction)	724-857-2127	724-624-4618	
Brazier, Charles (Damage Prevention)		412-667-9057	
Scott Orkis (Operations/GM&R)	724-444-3218	724-321-5135	
<b>CONSTRUCTION</b>			
Lazaroff, Kol	724-431-4995	724-553-4195	724-664-5863
<b>CORROSION</b>			
Koebler, Gene	724-431-4983	724-991-0761	
<b>DAMAGE PREVENTION</b>			
Tyler Bruno	412-258-4667	412-529-1387	
<b>ENGINEERING</b>			
Barnett, Jim (Engineering)	724-431-4924	412-290-2421	
Fajbik, Anthony (T&T Lead)	724-444-3237	412-295-1712	412-906-1792
<b>FIELD CUSTOMER SERVICE</b>			
Fowler, Jerry (Manager)	724-292-3445	724-323-2635	

Smith, Mark	724-431-4992	724-801-0352	
<b>GAS MEASUREMENT &amp; REG</b>			
Znaczko, John	724-431-3806	724-822-4914	
<b>LEAK SURVEY</b>			
Speciale, Nancy	724-857-2144	412-295-7410	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Smith, Mark	724-431-4992	724-801-0352	724-967-7709
<b>RESTORATION</b>			
Smerick, Joseph	412-244-2613	412-518-2923	
<b>WAREHOUSE</b>			
Znaczko, John	724-431-3806	724-822-4914	
<b>SAFETY</b>			
Ravotti, Chad	412-208-7247	412-335-4961	724-295-5250

Site Specific Emergency Plan - **Hopewell** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Lee Gniefkowski (Field Customer Service)	724-292-3416	724-640-0175	
Scott Orkis (Gas Operations)	412-258-4456	724-321-5135	
Brazier, Charles (Damage Prevention)		412-667-9057	
Vergenes, Jerome (Construction)	724-857-2127	724-624-4618	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
<b>CONSTRUCTION</b>			
Bogdon, Brandon	724-857-2143	412-389-9303	
Eiter, Gary	724-857-2128	412-445-4059	
<b>CORROSION</b>			
Koebler, Eugene	724-431-4983	724-991-0761	
<b>DAMAGE PREVENTION</b>			
Patrick Koring	724-444-3262	412-295-3131	
<b>ENGINEERING</b>			
Barnett, James (Engineering)	724-444-3255	412-290-2421	724-543-5746
Fajbik, Anthony (T&T Lead)	724-444-3237	412-295-1712	412-906-1792
<b>FIELD CUSTOMER SERVICE</b>			
Watters, Justin	724-857-2147	724-650-5208	412-498-7143
<b>GAS MEASUREMENT &amp; REG</b>			



Uncapher, Lee	724-444-3238	724-889-5940	
<b>LEAK SURVEY</b>			
Jeremy Smith	724-622-5275	412-452-2907	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Celinscak, Arlen	724-857-2127	412-518-8674	
<b>RESTORATION</b>			
Smerick, Joseph	412-244-2613	412-518-2923	
<b>WAREHOUSE</b>			
Celinscak, Arlen	724-857-2127	412-518-8674	
<b>SAFETY</b>			
Pantages, Paul	412-208-6802	412-952-3021	412-833-9892

Site Specific Emergency Plan - **Indiana** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Kloc, Stephen (Construction)	412-208-7200	724-859-3082	
Daugherty, Phil (Engineering)	412-208-7232	412-396-9600	
Brazier, Charles (Damage Prevention)		412-667-9057	
Gniefkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
Drew Leshar (Operations)	412-208-7281	412-295-3738	
<b>CONSTRUCTION</b>			
Malik, Mark		412-720-6122	
<b>CONSTRUCTION, DEMOS &amp; SERVICES</b>			
Melanie, Bell	412-208-7203	724-212-5842	
<b>CORROSION</b>			
Courtney Oakes	TBD	814-288-8816	
<b>DAMAGE PREVENTION</b>			
Courtney Oakes	TBD	814-288-8816	
<b>ENGINEERING</b>			
Daugherty, Phil (Engineering)	412-208-7232	412-396-9600	
Stossel, Tony (T&T Lead)	412-208-7252	412-852-1688	
<b>FIELD CUSTOMER SERVICE</b>			
Hawkins, Leo "Pete"	724-431-3843	724-822-4732	

<b>GAS MEASUREMENT &amp; REG</b>			
Chris Loughrey	412-208-7254	412-558-0793	
<b>LEAK SURVEY</b>			
Yackmack, Jon	412-208-7286	724-272-8465	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Jay Newell	724-431-3842	814-241-9718	
Hawkins, Leo "Pete"	724-431-3843	724-822-4732	
<b>SAFETY</b>			
Long, Jared	814-269-6319	724-822-4729	724-762-8717
<b>RESTORATION</b>			
Saxion, Michelle	412-208-7239	724-553-6415	

Site Specific Emergency Plan – **Johnstown** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Haynal, Jeff (Operations)	814-269-6349	814-312-4847	814-243-5152
Kloc, Stephen (Construction)	412-208-7200	724-859-3082	
Thomas, Bob (Field Customer Service Director)	814-269-6320	814-525-1415	814-262-9969
Haupt, Justin (Standards & Compliance)	814-269-6357	814-243-0571	
Brazier, Charles (Damage Prevention)		412-667-9057	
Kuruc, Karen (Leak Survey)	724-600-7401	724-553-4960	724-568-1693
Gniefkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
<b>ADMINISTRATIVE ASSISTANTS</b>			
Seigh, Dawn	814-269-6346	814-691-1122	814-467-6163
<b>CONSTRUCTION</b>			
Rich, Tony	814-269-6330	724-664-9623	
<b>CONSTRUCTION, DEMOS &amp; SERVICES</b>			
Bell, Melanie	412-208-7203	724-212-5842	
<b>CORROSION</b>			
Courtney Oakes	TBD	814-288-8816	
<b>DAMAGE PREVENTION</b>			
Courtney Oakes	TBD	814-288-8816	
<b>ENGINEERING</b>			

Curry, Katie	814-269-6329	412-715-7964	
Baer, Jacob (T&T Lead)		814-691-0539	
<b>FIELD CUSTOMER SERVICE</b>			
Sphar, Traci	412-258-4676	724-710-6637	
<b>GAS MEASUREMENT &amp; REG</b>			
Wright, George	814-941-4038	814-327-4238	
<b>LEAK SURVEY</b>			
Wright, George	814-941-4038	814-327-4238	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Partsch, Bob	814-269-6331	814-691-9897	814-242-1744
<b>RESTORATION</b>			
Flowers, Bradley	814-269-6359	814-619-6650	
<b>SAFETY</b>			
Long, Jared	814-269-6319	724-822-4729	724-762-8717
<b>WAREHOUSE</b>			
Partsch, Bob	814-269-6331	814-691-9897	

Site Specific Emergency Plan – **Kentucky** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGER</b>			
Gniefkowski, Lee (Field Customer Service)	412-258-4676	724-640-0175	
<b>ADMINISTRATIVE ASSISTANT</b>			
Noble, Tena	606-218-6153	606-791-2761	606-358-2218
	606-218-6154		
	412-258-4582		
<b>CONSTRUCTION</b>			
N/A			
<b>CORROSION</b>			
N/A			
<b>DAMAGE PREVENTION</b>			
N/A			
<b>FIELD CUSTOMER SERVICE</b>			
Bevins, Danny	606-218-6153	606-401-3929	606-631-4008
	616-218-6154		

GAS MEASUREMENT & REG			
Bevins, Danny	606-218-6153	606-401-3928	606-631-4008
	606-218-6154		
	412-258-4581		
LEAK SURVEY			
N/A			
OPERATIONS & MAINTENANCE			
Bevins, Danny	606-218-6153	606-401-3928	606-631-4008
	606-218-6154		
	412-258-4581		
WAREHOUSE			
Bevins, Danny	606-218-6153	606-401-3929	606-631-4008
	616-218-6154		
SAFETY			
Coleman, Chance	859-744-6171 ext. 1160	606-547-5573	606-547-5573

Site Specific Emergency Plan – **Kiski** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
MANAGERS			
Kloc, Steve (Construction)	412-208-7200	724-859-3082	
Conner, Tom (Corrosion)	724-832-2835	412-699-0810	
Brazier, Charles (Damage Prevention)		412-667-9057	
Gniefkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
Drew Leshner (Operations)	412-208-7281	412-295-3738	
ADMINISTRATIVE ASSISTANTS			
Loughry, Patty	412-208-7248	N/A	724-762-9280
CONSTRUCTION			
Taylor, Carl (Director)	412-258-4711	412-475-5279	
Hilty, Dave	412-208-7205	724-801-0723	
CONSTRUCTION, DEMOS & SERVICES			
Melanie Bell	412-208-7203	724-212-5842	
CORROSION			

Hilty, Derek (Supervisor)	412-208-7227	724-801-0174	
Benson, Bob (Specialist)	412-208-7208	724-504-2522	
<b>DAMAGE PREVENTION</b>			
Hilty, Derek	412-208-7227	724-801-0714	
<b>ENGINEERING</b>			
Daugherty, Phil (Engineering)	412-208-7232	412-396-9600	
Stossel, Tony (T&T Lead)	412-208-7252	412-852-1688	
<b>FIELD CUSTOMER SERVICE</b>			
Wyke, Craig	412-208-7224	412-906-1202	
<b>GAS MEASUREMENT &amp; REG</b>			
Chris Loughrey	412-208-7254	412-558-0793	
<b>LEAK SURVEY</b>			
Yackmack, Jon	412-208-7286	724-272-8465	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Metro, Cody (Supervisor)	412-208-7298	412-709-0685	
Collins, Tim (Supervisor)	412-208-7207	724-355-9782	
<b>RESTORATION</b>			
Saxion, Michelle	412-208-7239	724-553-6415	
<b>SAFETY</b>			
Ravotti, Chad (Manager)	412-208-7247	412-335-4961	724-295-5250

Site Specific Emergency Plan – **McKeesport** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Kunz, Michael (Operations)	412-244-7165	412-370-8707	412-369-8079
Graff, Earl (Operations)	412-244-2543	412-287-3434	412-304-1423
Walko, John (Construction)	412-258-4721	412-812-3369	412-221-2844
Conner, Thomas (Corrosion)	724-832-2835	412-699-0810	724-468-2352
Brazier, Charles (Damage Prevention)		412-667-9057	
Gneifkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
Bock, Thomas (Gas Measurement & Reg)	412-208-7270	412-720-0894	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
<b>ADMINISTRATIVE ASSISTANTS</b>			
Shanelle Hazlip	412-258-4609	412-759-6893	412-404-2207

Mark Stravers	412-258-4635	412-480-9572	
<b>CONSTRUCTION</b>			
McIntyre, Paul	412-258-4620	412-670-0795	
<b>CORROSION</b>			
Kamphaus, Ed	412-244-4387	412-670-1646	
Kovacs, Justin (Specialist)		412-216-3670	412-877-0416
<b>DAMAGE PREVENTION</b>			
Brazier, Charles	412-258-4601	412-667-9057	412-761-0255
<b>ENGINEERING</b>			
Duscheid, Doug	412-258-4442	412-728-6117	
Coen, Todd	412-258-4415	412-443-2336	
Moore, Ben (T&T Lead)	N/A	412-443-2336	
<b>FIELD CUSTOMER SERVICE</b>			
Kozielec, Sean	412-258-4611	412-287-3336	
<b>GAS MEASUREMENT &amp; REG</b>			
Rosso, Tom	724-832-5793	412-337-8918	
<b>LEAK SURVEY</b>			
Berner, Rob	412-258-4640	412-720-3832	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Stanley, Greg	412-258-4614	412-670-0733	412-466-4836
Orazi, Jeff	412-258-4619	412-699-0063	412-735-4906
<b>RESTORATION</b>			
Fitzgerald, Earl	412-258-4727	412-209-4471	
Haney, Mike	412-258-4728	412-208-5673	
<b>WAREHOUSE</b>			
Orazi, Jeff	412-258-4619	412-699-0063	412-735-4906
<b>SAFETY</b>			
Pantages, Paul	412-208-6802	412-952-3021	412-833-9892

Site Specific Emergency Plan - **Valley** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Drew Leshner (Operations)	412-208-7281	412-295-3738	
Taylor, Carl (Director, Construction)	412-258-4711	412-475-5279	
Kloc, Stephen (Construction)	412-208-7200	724-859-3082	

Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
Gniefkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
Vergenes, Debbie (Damage Prevention)	724-323-2634	724-323-2634	
<b>CONSTRUCTION</b>			
Rearick, Seth	412-208-7228	412-439-0699	
Beeman, Andy	412-208-7287	412-780-0858	
<b>CONSTRUCTION, DEMO &amp; SERVICES</b>			
Melanie Bell	412-208-7203	724-212-5842	
<b>CORROSION</b>			
Hilty, Derek	412-208-7227	724-801-0714	
<b>DAMAGE PREVENTION</b>			
Hilty, Derek	412-208-7227	724-801-0714	
<b>FIELD CUSTOMER SERVICE</b>			
Wyke, Craig	412-208-7224	412-906-1202	724-939-7492
<b>ENGINEERING</b>			
Daugherty, Phil (Engineering)	412-208-7232	412-396-9600	
Stossel, Tony (T&T Lead)	412-208-7252	412-852-1688	
<b>GAS MEASUREMENT &amp; REG</b>			
Chris Loughrey	412-208-7254	412-558-0793	
<b>LEAK SURVEY</b>			
Yackmack, Jon	412-208-7286	724-272-8465	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Yackmack, Jon	412-208-7286	724-272-9465	
<b>WAREHOUSE</b>			
Yackmack, Jon	412-208-7286	724-272-8465	
<b>SAFETY</b>			
Long, Jared	814-269-6319	724-822-4729	724-762-8717
<b>RESTORATION</b>			
Saxion, Michelle	412-208-7239	724-553-6415	

Site Specific Emergency Plan - **Waynesburg & Ginger Hill** - Local Employee Contact List -  
01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			

Bill Wright (Operations)	724-832-2844	412-600-7178	724-640-2210
Brazier, Charles (Damage Prevention)		412-667-9057	
Jerome Vergenes (Construction)	724-857-2127	724-624-4618	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
Gniefkowski, Lee (Field Customer Service)	724-292-3445	724-323-2635	
<b>ADMINISTRATIVE ASSISTANTS</b>			
Tracy Klecich	412-258-4678	724-986-3949	
<b>CONSTRUCTION</b>			
Tim Brant (Waynesburg)	724-292-3450	412-398-6996	
Hunter Homa	724-292-3433	724-420-6552	
<b>CORROSION</b>			
Ken Loughner	724-832-2842	724-640-0156	
Michael Fisher		724-787-4263	
<b>DAMAGE PREVENTION</b>			
Patrick Koring	724-444-3262	412-295-3131	
<b>ENGINEERING</b>			
Joe Zaradzki	724-640-0183	724-640-0183	
Kris Rolka (T&T Lead)	724-832-2839	724-672-8333	
<b>FIELD CUSTOMER SERVICE</b>			
Tracy Sphar	724-292-3428	724-640-0175	
<b>GAS MEASUREMENT &amp; REG</b>			
William Drane	412-258-4671	412-812-0895	
<b>LEAK SURVEY</b>			
Berner, Rob	412-258-4640	412-720-3832	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Chris Wagner (Ginger Hill)	412-258-4647	724-801-0721	
Stephenson, Scott Matthew (Waynesburg)	724-292-3482	724-998-7251	
<b>RESTORATION</b>			
Brad Flowers	814-269-6359	814-619-6650	
<b>WAREHOUSE</b>			
N/A			
<b>SAFETY</b>			
Pantages, Paul	412-208-6802	412-952-3021	412-833-9892



Site Specific Emergency Plan - **Wilkinsburg A** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGER</b>			
Kunz, Mike (Operations)	412-244-7165	412-370-8707	412-369-8079
Graff, Earl (Operations)	412-244-2543	412-287-3434	412-304-1423
Walko, John (Construction)	412-258-4721	412-812-3369	412-221-2844
Conner, Thomas (Corrosion)	724-832-2835	412-699-0810	724-468-2352
Brazier, Charles (Damage Prevention)		412-667-9057	
Gneifkowski, Lee (Field Customer Service)	724-292-3416	724-640-0175	
Alston, Monica (Gas Operations Center)	412-244-2516	412-335-5926	
Bock, Thomas (Gas Measurement & Reg)	412-208-7270	412-720-0894	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
<b>ADMINISTRATIVE ASSISTANTS</b>			
Burgwin, Bridget	412-473-4153		
Hamm, India	412-258-4468		
McDaniel, Fred	412-244-3539		
Kirkland, Shawnettia (Operations Supervisor)	412-258-4562	412-709-7651	
Sterling, Nickole	412-208-6978		
<b>BUSINESS PROCESS SPECILIAST</b>			
Jefferson, Autumn	412-244-2552		
<b>CORROSION</b>			
Kamphaus, Edward	412-244-4387	412-670-1646	412-318-4470
Kovacs, Justin (Specialist)		412-216-3670	412-877-0416
<b>DAMAGE PREVENTION</b>			
Brazier, Charles	412-258-4601	412-667-9057	412-761-0255
<b>ENGINEERING</b>			
Duscheid, Doug	412-258-4442	412-728-6117	
Coen, Todd	412-258-4415	412-639-4693	
Moore, Ben (T&T Lead)	N/A	412-443-2336	
<b>FIELD CUSTOMER SERVICE</b>			
Yaros, Mike	724-857-2152	412-715-9869	412-715-9869
Vargo, Linsey	412-244-2601	412-495-9886	

Lenart, Jason	412-473-3953/412-258-4664	412-508-3796	412-418-0323
<b>GAS MEASUREMENT &amp; REG</b>			
Graff, Earl	412-244-2543	412-287-3434	412-304-1423
<b>LEAK SURVEY</b>			
Smith, Jeremy	412-452-2907	724-622-5275	
<b>OPERATIONS &amp; MAINTENANCE</b>			
Crown, Steve	412-258-4668	724-371-7989	412-983-3733
Robbins, Jason	412-244-2556	412-598-6666	412-352-5008
Wright, Andrew	412-244-2525	412-216-8482	412-304-1423
<b>RESTORATION</b>			
Fitzgerald, Earl	412-258-4727	412-709-4471	
Haney, Mike	412-258-4728	412-208-5673	
<b>WAREHOUSE</b>			
Kunz, Michael (Manager)	412-244-7165	412-370-8707	412-369-8079
Weiss, Anita	412-244-2550	412-906-1129	
Robbins, Jason	412-244-2556	412-598-6666	412-352-5008
<b>SAFETY</b>			
Pantages, Paul	412-208-6802	412-952-3021	412-833-9892

Site Specific Emergency Plan - **Wilkinsburg B** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>ADMINISTRATIVE ASSISTANTS</b>			
Provenzano, Kristine	412-258-4732		
Booker, Mavis	412-258-4731		
<b>OPERATIONS &amp; MAINTENANCE</b>			
Florian, Ronald	412-258-4730	412-509-1270	
<b>CONSTRUCTION &amp; MAINTENANCE</b>			
Walko, Joh (Manager)	412-258-4721	412-812-3369	412-221-2844
Fontana, Michael	412-258-4722	412-508-3575	724-777-2947
O'Leary, William	412-258-4724	412-354-7228	412-337-9423
Ryan, Bart	412-258-4725	412-651-0545	724-733-4065
Kotvas, Joseph	412-258-4723	878-645-6492	
Sabatini, Vincent	412-258-4707	412-529-0761	
Smith, Melvin	N/A	412-523-8084	412-377-4295

Hawk, Chris	412-258-4734	724-691-4230	
<b>ENGINEERING</b>			
Duscheid, Doug	412-258-4442	412-728-6117	
Coen, Todd	412-258-4415	412-639-4693	
Moore, Ben (T&T Lead)	N/A	412-443-2336	
<b>RESTORATION</b>			
Fitzgerald, Earl	412-258-4727	412-709-4471	
Haney Mike	412-258-4728	412-208-5673	
Smerick, Joseph	412-258-4729	412-518-2923	
<b>WAREHOUSE</b>			
O'Leary William	412-258-4724	412-354-7228	
Belcher, Rob	412-258-4729		
<b>SAFETY</b>			
Ravotti, Chad	412-208-7247	412-335-4961	724-295-5250

Site Specific Emergency Plan - **Fairmont, WV** - Local Employee Contact List - 01/31/2024

NAME	OFFICE	CELL	HOME
<b>MANAGERS</b>			
Bill Wright (Operations)	724-832-2844	412-600-7178	724-640-2210
Brazier, Charles (Damage Prevention)		412-667-9057	
Kuruc, Karen (Leak Survey)	412-208-7238	724-553-4960	724-568-1693
<b>ADMINISTRATIVE COORDINATOR</b>			
Lee, Carmen	412-258-4693		304-472-3978
<b>CONSTRUCTION, OPERATIONS &amp; MAINTENANCE</b>			
Charles Forsyth	412-258-4694	304-641-5990	304-473-0625
<b>CORROSION</b>			
Ken Loughner	724-832-2842	724-640-0156	
Platt, Todd	412-258-4690	304-282-2471	
<b>DAMAGE PREVENTION</b>			
Perkins, Tonya	412-258-4694	304-641-5990	304-473-0625
Hitt, Tyler	304-517-7382	304-517-7382	
<b>ENGINEERING</b>			
Charles Forsyth	412-258-4694	304-641-5990	304-473-0625
<b>FIELD CUSTOMER SERVICE</b>			
Perkins, Tonya	412-258-4694	304-641-5990	304-473-0625

Hitt, Tyler	304-517-7382	304-517-7382	
<b>GAS MEASUREMENT &amp; REG</b>			
Forsyth, Charles	412-258-4692	304-444-0940	
<b>LEAK SURVEY</b>			
Berner, Rob	412-258-4640	412-720-3832	
<b>WAREHOUSE</b>			
Perkins, Tonya	412-258-4694	304-641-5990	304-473-0625
Forsyth, Charles	412-258-4692	304-444-0940	
<b>SAFETY</b>			
Pantages, Paul	412-208-6802	412-952-3021	412-833-9892

## Appendix ER-24 – Conference Call/Meeting Initiation Protocol

### I. Using ARCOS to initiate an Emergency Response Plan

The first step in enacting a Level 3 or Level 4 emergency response plan is conducting an informational conference call with all potential response team members. Peoples utilizes an automated system called ARCOS (**A**utomated **R**oster **C**all **O**ut **S**ystem) to notify all potential response team members of the initial conference call held to provide information on the developing emergency event.

These potential response team members will receive notifications of the conference call in three formats: text message, phone call and email.

The following is the procedure for initiating the conference call with the ARCOS system:

1. The Emergency Response Manager will contact the Peoples Operations Center to request the issuance of ARCOS notification messages. The Emergency Response Manager will call an Ops Center Supervisor using one of the following phone numbers to initiate the ARCOS system:
  - Deb Gardner (primary contact) – Cell: 412-334-5122
  - Patrick Koring (secondary contact) – Cell: 412-295-3131
  - Terri Grover (alternate contact) – Cell: 412-779-2294
  
2. The Emergency Response Manager will provide all pertinent information that will be conveyed on your ARCOS message. The information provided to the Ops Center should include the following at a minimum:
  - Phone number for conference call. This number is **1-888-204-5987**.
  - Access code for the conference call. This code is **8895618**.
  - The date and time the call will take place.

The Emergency Response Manager can use the verbiage below to create the script for the conference call.

*“This is a notice from ARCOS that an emergency event has taken place. You may be needed to participate on an emergency response team. Please call **1-888-204-5987** using the access code **8895618** on (provide date of call here) at (provide time of call here) for further instructions. Thank you.”*

3. All potential response team members will then convene on the conference call to learn about the event and be notified if their participation is required for emergency response and/or future update calls.

## II. Manually Initiating an Emergency Response Plan

In the event that the ARCOS System is unavailable or disabled, the Emergency Response Manager must coordinate the conference call manually using the following procedure:

1. Emergency Response Manager will determine which positions of the Emergency Response Team Roster (found on page 17) will be required for the emergency response.
2. Using the Roster, the Emergency Response Manager (or his/her designee) shall begin contacting the representatives on the Roster in sequential order (primary, second, third) until a person confirms that they will fill that role.
  - If the conference call must be conducted **within a 30-minute timeframe**, the notices should be sent by phone or text. Confirmation must be requested when using text messaging for notifications. If a text confirmation has not been received within 5 minutes, the Emergency Response Manager should move onto the next representative on the roster.
  - If the conference call **does not need to be conducted within a 30-minute timeframe**, the notices should be sent via a Microsoft Outlook meeting invitation. If the Outlook invitation was not accepted within a 30-minute timeframe, the Emergency Response Manager must confirm a contact by phone or text.

The notices must include the conference call phone number (**1-888-204-5987**) and the conference call access code (**8895618**).

## Appendix ER-25 – Emergency Response Team Conference Call/Meeting Agenda

**EMERGENCY RESPONSE CONFERENCE CALL #: 1-888-204-5987**  
**ACCESS CODE: 8895618**  
**HOST CODE: 8994**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Team members in attendance (perform roll call)

Business Area	In Attendance?	Representative Name
Emergency Response Manager		
Operations and Maintenance Coordinator		
Field Customer Service Coordinator		
Operations Center Coordinator		
Reliability Coordinator		
Site Incident Commander		
Process Operations Coordinator		
Engineering Coordinator		
Call Center Coordinator		
Safety Officer		
Communications Officer		
General Counsel/Claims		
GM&R Managers		
O&M Managers		
FCS Managers		
Gas Control Coordinator		
Standards & Compliance Coordinator		

Leak Survey Coordinator		
Damage Prevention Coordinator		
GM&R Supervisors		
O&M Supervisors		
FCS Supervisors		
Operation Center Supervisors		
GIS Coordinator		
Planning Coordinator		
Design Coordinator		
Logistics & Procurement Coordinator		
IT Coordinator		
Customer Services Coordinator		
Government Liaison		
Gas Supply Coordinator		
Large Customer Coordinator		
Emergency Management Center Rep		

Current Alert Level:    Major (Level III)    Catastrophic (Level IV)

Summary of current Emergency Response Event:

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Review current remediation activities as required

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Emergency Response Manager, Gas Operations report:

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O&M Coordinator report:

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FCS Coordinator report:

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Ops Center Coordinator report:

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Reliability Coordinator report:

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Site Incident Commander report:

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Process Ops Coordinator report:

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Engineering Coordinator report:

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Call Center Coordinator report:

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Safety Officer report:

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Communications Officer report:

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General Counsel/Claims report:

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GM&R Manager report:

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O&M Manager report:

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FCS Manager report:

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Gas Control Coordinator report:

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Standards & Compliance Coordinator report:

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Leak Surveillance Coordinator report:

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Damage Prevention Coordinator report:

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GIS Coordinator report:

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Planning Coordinator report:

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Design Coordinator report:

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Logistics & Procurement Coordinator report:

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IT Coordinator report:

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Customer Services Coordinator report:

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Government Liaison report:

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Gas Supply Coordinator report:

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Large Customer Coordinator report:

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Emergency Management Center Rep report:

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Next conference call: \_\_\_\_\_

## Appendix ER-26 – Natural Gas Mutual Aid Contacts

Energy Association of Pennsylvania members, associate members and other regional participants. Updated 1/31/2024

<i>Company</i>	<i>Contact Name</i>	<i>Contact Information</i>
<b>Baltimore Gas &amp; Electric Co.</b>	Gas Dispatch (24/7)	410-470-5100
<b>Borough of Chambersburg</b>	Dispatch Center (24/7)	717-263-4111
<b>Columbia Gas of PA</b>	Justin Magestro	724-656-6508 (Office) 724-651-9864 (Cell) <a href="mailto:jmagest@nisource.com">jmagest@nisource.com</a>
<b>Delmarva Power*</b>	Outage Number	302-454-0317
<b>Delta Natural Gas Co.</b>	Jonathon Morpew	859-749-3757
<b>Dominion Energy of Ohio</b>	Bob Metzinger	330-318-1402
<b>Dominion Energy of West Virginia</b>	Bob Metzinger	330-318-1402
<b>Mountaineer Gas (WV)</b>	Customer Service	800-834-2070
<b>National Fuel Gas Distribution</b>	Gas Dispatch (24/7)	800-444-3130
<b>New Jersey Natural Gas Co.</b>	Gas Dispatch (24/7)	800-427-5325
<b>Pike County Light &amp; Power</b>	Control Center (24/7)	855-855-2268
<b>PECO Energy (Gas)</b>	Gas Emergency (24/7)	800-841-4141
<b>Public Service E&amp;G</b>	Gas System Ops (24/7)	800-448-7046
<b>UGI Utilities - Northern Division</b>	Emergency (24/7)	800-276-2722
<b>UGI Utilities - Southern Division</b>	Emergency (24/7)	800-276-2722
<b>Valley Energy</b>	Dispatch Center (24/7)	570-888-9666
<b>Washington Gas</b>	Dispatch Center (24/7)	703-750-4831

## Appendix ER-27 – Gas, Electric and Telephone Utility Contacts

Please note: For other utilities and contacts in your area, please visit the following websites:

Pennsylvania - [www.puc.state.pa.us](http://www.puc.state.pa.us)

West Virginia – [www.psc.state.wv.us](http://www.psc.state.wv.us)

GAS UTILITIES			
Utility Name	Phone Number	Phone Number	Phone Number
Columbia Gas	888-460-4332 (PA)	800-432-9345 (KY)	N/A
National Fuel Gas Distribution	800-444-3130	N/A	N/A
PECO Gas	800-841-4141 (24/7)	800-494-4000 (Customer Service)	N/A
Philadelphia Gas Works	215-684-6376 (24/7)	N/A	N/A
Pike County Light and Power Company	855-855-2268 (24/7)	N/A	N/A
UGI Central Penn Gas	800-652-0550 (24/7)	N/A	N/A
UGI Penn Natural Gas	800-276-2722 (24/7)	N/A	N/A
Valley Energy	800-998-4427 (24/7)	570-888-9664 (Customer Service)	N/A
EnerVest (WV)	304-343-5505	N/A	N/A
Hope Gas (WV)	800-688-4673	800-934-3187	N/A
Equitrans (WV)	855-740-1092	N/A	N/A
CNX Consol (WV)	304-641-0079	N/A	N/A
Verizon Energy (WV)	304-462-5758	N/A	N/A
ELECTRIC UTILITIES			
Utility Name	Phone Number	Phone Number	Phone Number
Citizens Electric of Lewisburg	570-524-2231 (Outage number)	N/A	N/A
Duquesne Light Company	888-393-7000 (Outage number)	N/A	N/A
Met-Ed (West Penn)	888-544-4877 (Outage number)	N/A	N/A
Penelec (West Penn)	888-544-4877 (Outage number)	N/A	N/A
PPL Electric	800-342-5775 (Outage number)	N/A	N/A
PECO Energy	800-841-4141 (Outage number)	N/A	N/A
Orange & Rockland	877-434-4100 (Outage number)	N/A	N/A
UGI Utilities	800-276-2722 (Outage number)	N/A	N/A
Wellsboro Electric Company	888-544-4877 (Outage number)	N/A	N/A
West Penn Power	888-544-4877 (Outage number)	N/A	N/A
Mon Power WV (West Penn)	888-544-4877 (Outage number)	N/A	N/A
TELECOMMUNICATIONS			
Verizon	800-660-2215	N/A	N/A
Sprint (Lumen)	800-829-8009	N/A	N/A
N. Pittsburgh Telephone (Consolidated Communications)	800-541-9225	N/A	N/A
AT&T Broadband	888-593-0618 (PA)	N/A	N/A



<b>Comcast Cable</b>	855-308-4370	N/A	N/A
<b>Armstrong Cable</b>	877-277-5711	N/A	N/A
<b>Frontier (WV)</b>	800-921-8101	N/A	N/A
<b>Spectrum (WV)</b>	833-780-1880	N/A	N/A
<b>Optimum (WV)</b>	877-794-2724	N/A	N/A

## Appendix ER-28 – Water and Wastewater Utility Contacts

WATER				
Utility Name	Contact Name & Title	Address	Phone	Email
Acorn Water Company, LLC	Gregory Hurst, Managing Member	PO Box 10 Intercourse, PA 17534	717-768-3231	
The Boro Of Ambler	Philip Benigno, Director of Water Ops	122 E Butler Avenue Ambler, PA 19002	215-646-1000	
Appalachian Utilities, Inc.	Frank R. Sargent, President	1674 Park Avenue Lock Haven, PA 17745	570-769-7644	auewater@yahoo.com
Aqua Pennsylvania, Inc.	Leon Chain, Controller	762 W Lancaster Avenue Bryn Mawr, PA 19010	610-525-1400	bavillare@aquaamerica.com
Artesian Water Pennsylvania, Inc.	David Spacht, Chief Financial Officer	664 Churchmans Road Newark, DE 19702	302-453-6900	
Audubon Water Company	Martha M. Russel, President	2650 Eisenhower Avenue Norristown, PA 19403	610-630-1200	
City of Bethlehem	David L. Brong, Regulatory Affairs	10 East Church Street Bethlehem, PA 18018	610-865-7072	
Blue Knob Water Company	Richard Gauthier, President	PO Box 572 Claysburg, PA 16625	814-239-1021	richard_gauthier@hotmail.com
Boro of Saint Petersburg	Barbara Logue, Treasurer and Secretary	PO Box 235 St. Petersburg, PA 16054	724-659-1116	
Boro of Phoenixville	Brian Watson, Public Works Director	140 Church Street Phoenixville, PA 19460	610-933-8801	
The Buck Hill Water Company	Michael Linko, Treasurer	PO Box 426 Buck Hill Falls, PA 18323	570-595-7511	
Can Do, Inc.	Kevin O'Donnell, President	One South Church Street, Suite 200 Hazelton, PA 18201	570-455-1508	cando@hazletoncando.com
City of Lock Haven Water Department	Richard W. Marcinkevage, City Manager	20 E Church Street Lock Haven, PA 17745	570-893-5909	lhcity@kcnnet.org
The Columbia Water Co.	Donald Nikolaus, President	220 Locust Street Columbia, PA 17512	717-684-2188	columbiawater@pa.net
Conewago Industrial Parkwater	Martin L. Murray, President	5020 Ritter Road Suite 211 Mechanicsburg, PA 17055	717-766-3000	mmurray06@verizon.net
Conneaut Lake Trustees	James Collins, Treasurer	12382 Center Street Conneaut Lake, PA 16316	814-382-5115	conneautlakepark@zoomintern et.net
Cooperstown Water Company	Blaine E. Rhodes, President	PO Box 397 Reno, PA 16343	814-676-2730	
Corner Water Supply & Service Corp.	Thomas E. Weaver, President	PO Box 40 Shippenville, PA 16254	814-226-7360	
Boro of Dover	Duane Grim, Borough Secretary	46 Butter Road Dover, PA 17315	717-292-6530	
City of Dubois	John Suplizio, Accounting Manager	16 W Scribner Avenue Dubois, PA 15801	814-371-2000	

Boro of Duncannon	Tanuya Matter, Business Admin Manager	428 N High Street Duncannon, PA 17020	717-834- 4311	
Eaton Sewer & Water Company, Inc.	Jack Middleton, VP	PO Box 316 Nicholson, PA 18446	570-836- 8111	schatze@epix.net
Elverson Water Company, Inc.	Merle W. Stoltzfus, President	26 E Main Street Elverson, PA 19520	610-286- 5115	inbox@elversonwater.com
Emporium M. Water Co.	Ronald Andrews, President	174 Nickler Road Emporium, PA 15834	814-486- 3363	
Boro of Fairchance	Leslie R. Rigglin, Treasurer & Secretary	125 West Church Street Fairchance, PA 15436	724-564- 9980	
Fryburg Water Co.	Blaine E. Rhodes, President	PO Box 397 Reno, PA 16343	814-676- 2730	
Boro of Garrett	Evelyn Lindeman, Borough Secretary	307 Municipal Road Garrett, PA 15542	814-634- 8147	
Hanover Municipal Waterworks	Gordon Shue, Superintendent	44 Frederick Street Hanover, PA 17331	717-637- 3877	
Hidden Valley Utility SVCS, LP	James Kettler, President	811 Russel Avenue Gaithersburg, MD 20879	301-252- 7832	
Hotel Capri, Inc.	Gerald T. Fabri, President	116 Elm Street Lakeville, PA 18438	570-226- 2759	
Boro of Hyndman	Sharon A. Shaffer, Secretary	213 Water Street Hyndman, PA 15545	814-842- 3191	
Ken-Man Water Co.	Edward A. Christman, President	7963 Rextown Road Slatington, PA 18080	610-760- 9124	
City of Lancaster	Julie Cenera, Accountant	120 N Duke Street Lancaster, PA 17608	717-735- 3425	
Boro of Lewis Run	Joseph Cucuzza, Secretary	60 Main Street Lewis Run, PA 16738	814-368- 6350	
Manwalamink Water Co.	Jessie Kwan, Treasurer	PO Box 48 Shaenee-Ondelaware, PA 18356	570-517- 2136	jkwan@depuyholdings.com
Needmore Water Supply Co.	Bonnie Gordon, Treasurer and Secretary	PO Box 330 Needmore, PA 17238	717-573- 2318	
Newtown Artesian Water Co.	George A. Forsyth, JR., General Partner	P.O. Box 217 Newton, PA 18940	215-968- 6781	george@newtownwater.com
Oregon Hill Water & Sewer Co.	Michael Knefley	383 Oregon Hill Road Morris, PA 16328	570-353- 7521	
Overbrook Water Co.	Drew E. Fitch, President	Rear 185 Huntsville Road Dallas, PA 18612	570-675- 0646	
Pennsylvania American Water Co.	Jack Beal and David Rowland	800 West Hershey Park Drive Hershey, PA 17033	412-888- 9499 / 412- 553-9280	
Plumer Water Co.	Blaine E. Rhodes, President	PO Box 397 Reno, PA 16343	814-676- 2730	
Pocono Water Works Company, Inc.	Joseph R. Bonamico, President	PO Box 189 Hamlin, PA 18427	570-689- 4017	jbona@aol.com
Boro of Point Marion	Anthony J. Strimel, Treasurer & Secretary	PO Box 236 Point Marion, Pa 15474	724-725- 9560	
Boro of Port Alleghany	Richard L. Kallenborn,	Boro Building Port Alleghany, PA 16743	814-642- 2526	

	Borough Secretary			
Boro of Port Matilda	David Lykens	400 S High Street Port Matilda, PA 16870	814-692-0092	
Boro of Quakertown	Scott C. Mcelree, Borough Secretary	35 N Third Street Quakertown, PA 18951	215-536-5001	
Quentin Water Co.	Lucinda M. Bradley, Treasurer and Secretary	PO Box 1243 Quentin, PA 17083	717-279-6240	
Republic Development Corp.	Kim E. Bomberger, President	PO Box 36 Mexico, PA 17056	717-436-6982	groninger@earthlink.net
Reynolds Water Co.	Christina Hovis, Director of Operations	301 Arlington Drive Greenville, PA 16125	724-646-1144	thovis@greenvillereynolds.com
Richland Boro	James Harter, Secretary	PO Box 676 Richland, PA 17087	717-866-5601	
Rock Spring Water Co.	J Roy Campbell, President	4607 W. Whitehall Road Pennsylvania Furnace, PA 16865	814-231-2911	rondotts@gotmc.net
Schuylkill Haven Boro	Kathy J. Killian, Borough Secretary	12 W Main Street Schuylkill Haven, PA 17972	570-385-2841	
Boro of Smethport	Cheryl A. O'Rourke, Boro Manager	201 W Main Street Smethport, PA 16749	814-887-5815	
Sugarcreek Water Co.	Blaine E. Rhodes, President	PO Box 397 Reno, PA 16343	814-676-2730	
Templeton Water, Inc.	Lenae D. Lasher, Co-Proprietor	163 Anderson Road Templeton, PA 16259	724-868-2534	
Tri-valley Water Supply Inc.	Gregory Sander, President	875 Green Street Lehighton, PA 18235	610-379-0400	
Middlesex Water Co.	A. Bruce O'connor	1500 Ronson Road Iselin, NJ 08830	732-634-1500	abconnor@middlesexwater.com
United Water Bethel, Inc.	Susan Skomorucha, General Manager	2000 First State Boulevard Wilmington, DE 19804	302-633-5905	jeannette.bond@unitedwater.com
United Water Pennsylvania, Inc.	John D. Hollenbach, VP	4211 East Park Circle Harrisburg, PA 17111	717-561-1103	john.hollenbach@unitedwater.com
Utilities, Inc. - Westgate	John Haynes, Tax Administrator	2335 Sanders Road Northbrook, IL 60062	847-498-6440	jsaynes@uiwater.com
Valley Run Water Company, LLC	Randy Eddinger, General Partner	813 South Reading Avenue Boyertown, PA 19512	610-367-4822	randy@wefixwater.com
Venango Water Co.	Blaine E. Rhodes, President	PO Box 397 Reno, PA 16343	814-676-2730	
West Hickory Water Co.	Blaine E. Rhodes, President	PO Box 397 Reno, PA 16343	814-676-2730	
Wonderview Water Co.	John Yohey, President	88 Dutch Hill Road Bloomsburg, PA 17815	570-784-5315	
The York Water Co.	Kathleen Miller, Chief Financial Officer	130 E. Market Street York, PA 17401	717-845-3601	kathym@yorkwater.com
<b>WASTEWATER</b>				
<b>Utility Name</b>	<b>Contact Name &amp; Title</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>

Allied Utility Services, Inc.	H. James Wilson, President	60 Kober Road Skippack, PA 19474	610-584-3593	jwilsonpa@earthlink.com
Aqua Pennsylvania Wastewater Inc.	Leon Chain, Controller	762 W Lancaster Avenue Bryn Mawr, PA 19010	610-525-1400	slhargrove@aquaamerica.com
City of Bethlehem	Dave Brong, Director	10 E. Church Street Bethlehem, PA 18018	610-865-7168	
Can Do, Inc.	W. Kevin O'Donnell, President	ONE South Church Street Hazelton, PA 18201	570-455-1508	
CMV Sewage Co., Inc.	Bruce Wilt, Treasurer & Secretary	200 Bailey Drive, SUITE 202 Stewartstown, PA 17363	717-993-6366	
Interstate Safety		1301 Winola Road Clarks Summit, PA 18411	570-586-2145	
Conewago Industrial Park Sewer	Martin L. Murray, President	5020 Ritter Road, Suite 211 Mechanicsburg, PA 17055	717-766-3000	murray06@verizon.net
Eaton Sewer & Water Company, Inc.	Jack Middleton, VP	PO Box 316 Nicholson, PA 18446	570-836-8111	schatze@epix.net
Fairland Sewer Company, Inc.	Curtis E. Schneck, President	5426 Route 873 Schnecksville, PA 18078	610-767-5018	cesinc@fast.net
Fairview Sanitation Co.	David H. Wurst, President	PO Box 927 Fairview, PA 16415	814-774-2184	dhwurst@velocity.com
Hidden Valley Utility Services, LP	Thomas Kettler, CFO & Executive	1 Craighead Drive, Suite 300 Hidden Valley, PA 15502	301-252-7832	kettlerjmk@aol.com
High Meadows Mobile Home Park	Dean Hurlbut, Co. Proprietor	4751 Kendor Drive Lower Burrell, PA 15068	724-226-2159	hmmf47@yahoo.com
Boro of Indiana	Kenneth E. Gabler, Sewer Supervisor	80 N Eighth Street, Suite 102	724-465-6691	
L&S Wastewater, Inc.	Jack Lang, President	PO Box 254 Cecil, PA 15321	412-257-4163	
City of Lancaster	Julie Cenera, Accountant	120 N Duke Street Lancaster, PA 17608	717-291-4797	
Manwalamink Sewer Co.	Jessie Kwan, Treasurer	PO Box 48 Shawnee-Onedaware, PA 18356	570-517-2136	jkwan@depuyholdings.com
Maronda Farms Inc.	Bob Flynn, Comptroller	11 Timberglen Drive Imperial, PA 15126	724-695-1200	flynnr@maronda.com
Meadows Sewer Co.	Frank Perano, Proprietor	PO Box 604 Exton, PA 19341	484-202-8239	
Boro of Mercer	Deborah K. Scruci, Secretary	147 N Pitt Street Mercer, PA 16137	724-662-3980	mercerboro@zoominternet.net
Mesco, Inc.	Jane Alexander, President	148 S Baltimore Street Dillsburg, PA 17019	717-432-4514	mescoinc@earthlink.net
Messiah College	Lois J. Voight, VP of Finance	One College Avenue Grantham, PA 17027	717-766-2511	sbeaver@messiah.edu
Monteforte Enterprises, Inc.	Reno Monteforte, President	1491 Oliver Road New Milford, PA 18834	570-465-4567	
Montgomery Sewer Co., Inc.	Anne E. Hassan, President	115 Stayman Drive Montgomeryville, PA 18936	215-855-8148	
Nantmeal Warwick Co., Inc.	Merle W. Stoltzfus, President	26 E Main Street Elverson, PA 19520	610-286-5115	inbox@stoltzfus.com
Patriot Treatment Plant, Inc.	Frank Baker, President	6009 Columbia Boulevard	570-387-0557	fcbacker@aol.com

		Bloomsburg, PA 17815		
Boro of Phoenixville	Brian Watson, Public Works Director	140 Church Street Phoenixville, PA 19460	610-933- 8801	
Pocono Waterworks Co., Inc.	Joseph Bonamico, President	P O Box 189 Hamlin, PA 18428	570-689- 4017	jbona@aol.com
Reynolds Disposal Co.	Christina Hovis, Executive Director	301 Arlington Drive Greenville, PA 16125	724-646- 1144	thovis@greenvillereynolds.co m
Blaine E. Rhodes	Blaine Rhodes, Manager	PO Box 397 Reno, PA 16343	814-676- 2730	
Sands, Inc.	Gary A. Sippel, President	2591 Wexford Bayne Road, Suite 100 Sewickley, PA 15143	724-935- 2400	
Timberlee Valley Sanitation Co.	Kenneth Brennan, President	120 Brennan Lane Evans City, PA 16033	724-432- 3449	tricia@brennan-builders.com
United Water Pennsylvania Inc. (Veolia Water)	John D. Hollenbach, VP	4211 East Park Circle Harrisburg, PA 17111	717-561- 1103	john.hollenbach@unitedwater. com

## Appendix ER-29 – Municipal Offices

Municipality	Address	Phone	County
Independence Township	104 School Road Aliquippa, PA 15001	724-378-3739	Beaver
Raccoon Township	1234 State Route 18 Aliquippa, PA 15001	724-495-6587	Beaver
Hopewell Township	1700 Clark Boulevard Aliquippa, PA 15001	724-378-1460 x121	Beaver
Center Township	224 Center Grange Road Aliquippa, PA 15001	724-774-0271	Beaver
City of Aliquippa	581 Franklin Avenue Aliquippa, PA 15001	724-375-5188	Beaver
Allenport Borough	PO Box 186 Allenport, PA 15412	724-326-4021	Washington
Hampton Township	3101 McCully Road Allison Park, PA 15101	412-486-0400	Allegheny
East Huntingdon Township	2494 Route 981/PO Box 9 Alverton, PA 15612	724-887-6141, 724-887-7480	Westmoreland
Harmony Township	2501 Woodland Road Ambridge, PA 15003	724-266-1910	Beaver
Borough of Ambridge	600 Eleventh Street Ambridge, PA 15003	724-266-4070	Beaver
Amwell Township	885 Amity Ridge Road Amity, PA 15311	724-222-6323	Washington
Cross Creek Township	28 Clark Avenue Avella, PA 15312	724-587-3442	Washington
Independence Township	PO Box E/34 Campbell Street Avella, PA 15312	724-587-3518	Washington
Baden Borough	149 State Street Baden, PA 15005	724-869-3700	Beaver
Economy Borough	2856 Conway Wallrose Road Baden, PA 15005	724-869-4779	Beaver
Beallsville	PO Box 6/82A South Street Beallsville, PA 15313	724-632-5420	Washington
Brighton Township	1300 Brighton Road Beaver, PA 15009	724-774-4803	Beaver
Borough of Beaver	469 Third Street Beaver, PA 15009	724-773-6700	Beaver
Vanport Township	477 State Avenue Beaver, PA 15009	724-774-6420	Beaver
Patterson Township	1600 19th Avenue Beaver Falls, PA 15010	724-843-8339	Beaver
White Township	2511 13th Avenue Beaver Falls, PA 15010	724-843-2819	Beaver
Chippewa Township	2811 Darlington Road Beaver Falls, PA 15010	724-843-8177	Beaver
West Mayfield Borough	4609 West 8th Avenue Beaver Falls, PA 15010	724-847-1867	Beaver
Borough of Patterson Heights	600 7th Avenue Beaver Falls, PA 15010	724-846-0677	Beaver
City of Beaver Falls	715 Fifteenth Street Beaver Falls, PA 15010	724-847-2808 x215	Beaver
North Sewickley Township	893 Mercer Road Beaver Falls, PA 15010	724-843-5826	Beaver
Belle Vernon Borough	10 Main Street	724-929-8080	Westmoreland

	Belle Vernon, PA 15012		
Rostraver Township	201 Municipal Drive Belle Vernon, PA 15012	724-929-8877	Westmoreland
Borough of Bellevue	537 Bayne Avenue Bellevue, PA 15202	412-766-6164	Allegheny
Bentleyville Borough	900 Main Street Bentleyville, PA 15314	724-239-2112	Washington
Brothers Valley Township	589 Mason Dixon Highway Berlin, PA 15530	814-267-4505	Somerset
Berlin Borough	700 North Street Berlin, PA 15530	814-267-3837	Somerset
Bessemer Borough	PO Box 789/201 East Poland Avenue Bessemer, PA 16112	724-667-7061	Lawrence
The Municipality of Bethel Park	5100 West Library Avenue Bethel Park, PA 15102	412-831-6800	Allegheny
Dunkard Township	PO Box 369/370 N. Moreland Street Bobtown, PA 15315	724-839-7273	Greene
Marion Township	PO Box 141/2275 West Sunbury Road, Suite B Boyers, PA 16020	724-735-2637	Butler
Borough of Brackenridge	1000 Brackenridge Avenue Brackenridge, PA 15014	724--224-0800	Allegheny
Borough of Braddock	415 Sixth Street Braddock, PA 15104	412-271-1018	Allegheny
Borough of Bradford Woods	PO Box 163/4908 Wexford Run Road Bradford Woods, PA 15015	724-935-2990	Allegheny
Borough of Bridgeville	425 Bower Hill Road Bridgeville, PA 15017	412-221-6012	Allegheny
Bridgewater Borough	199 Boundary Lane Bridgewater, PA 15009	724-774-7615	Beaver
Brookville Borough	18 Western Avenue, Suite A Brookville, PA 15825	814-849-5321	Jefferson
Centerville Borough	100 East End Road Brownsville, PA 15417	724-785-9206	Washington
Brownsville Township	103 Barnett Avenue Brownsville, PA 15417	724-785-7646	Fayette
Borough of Brownsville	200 Second Street Brownsville, PA 15417	724-785-5761	Fayette
Newell Borough	412 2nd Street Brownsville, PA 15417	724-938-7300	Fayette
Luzerne Township	415 Hopewell Road Brownsville, PA 15417	724-785-5021	Fayette
Hanover Township	11 Municipal Drive Burgettstown, PA 15021	724-947-9109	Washington
Burgettstown Borough	1509 Main Street Burgettstown, PA 15021	724-947-2011	Washington
City of Butler	Butler City Building/140 West North Street Butler, PA 16001	724-285-4124 x205	Butler
California Borough	225 Third Street California, PA 15419	724-938-8878	Washington
North Strabane	1929 Route 519 S Canonsburg, PA 15317	724-745-8880	Washington
Borough of Canonsburg	68 East Pike Street Canonsburg, PA 15317	724-745-1800	Washington



Cumberland Township	100 Municipal Road Carmichaels, PA 15320	724-966-5805	Greene
Carmichaels Borough	100 West George Street Carmichaels, PA 15320	724-966-5506	Greene
Borough of Rosslyn Farms	200 Rosslyn Road Carnegie, PA 15106	412-297-8108	Allegheny
Scott Township	301 Lindsay Road, 2nd Floor Carnegie, PA 15106	412-276-5300	Allegheny
Borough of Carnegie	One Veterans Way Carnegie, PA 15106	412-276-1414	Allegheny
Cecil Township	3599 Millers Run Road, Suite 101 Cecil, PA 15321	724-745-2227	Washington
Speers Borough	300 Phillips Street Charleroi, PA 15022	724-483-5882	Washington
Fallowfield Township	9 Memorial Drive Charleroi, PA 15022	724-483-8700	Washington
Charleroi Borough	Fourth Street & Fallowfield Avenue Charleroi, PA 15022	724-483-6011	Washington
West Deer Township	109 East Union Road Cheswick, PA 15024	724-265-3680	Allegheny
Borough of Cheswick	220 South Atlantic Avenue/PO Box 235 Cheswick, PA 15024	724-274-5125	Allegheny
Harmar Township	701 Freeport Road Cheswick, PA 15024	724-274-4550	Allegheny
Chicora Borough	PO Box J Chicora, PA 16025	724-445-2814	Butler
City of Clairton	551 Ravensburg Boulevard Clairton, PA 15025	412-233-8113	Allegheny
Clarksville Borough	Carmichaels Borough Building/300 Factory Street Clarksville, PA 15322	724-377-0155	Greene
East Finley Township	1394 East Finley Drive Claysville, PA 15323	724-663-4483	Washington
Findlay Township	PO Box W/1271 Route 30 Clinton, PA 15026	724-695-0500	Allegheny
Clintonville Borough	PO Box 234 Clintonville, PA 16372	814-385-6606	Venango
Clymer Borough	115 6th Street Clymer, PA 15728	724-254-9247	Indiana
Long Branch Borough	440 Mt. Tabor Road Coal Center, PA 15423	724-483-5950	Washington
Claysville	PO Box 174 Coal Center, PA 15423	724-663-4470	Washington
Coal Center Borough	PO Box 174 Coal Center, PA 15423	724-938-2256	Washington
Collier Township	2418 Hilltop Road, Suite 100 Collier Township, PA 15142	412-279-2525	Allegheny
Addison Township	460 Lower White's Creek Road Confluence, PA 15424	814-395-3584	Somerset
City of Connellsville	110 North Arch Street Connellsville, PA 15425	724-628-2020	Fayette
Upper Tyrone Township	170 Municipal Road Connellsville, PA 15425	724-887-4359	Fayette
Connellsville Township	911 Springfield Pike	724-628-6882	Fayette

	Connellsville, PA 15425		
Conway Borough	1208 Third Avenue Conway, PA 15027	724-869-5550	Beaver
Borough of Coraopolis	1012 Fifth Avenue Coraopolis, PA 15108	412-264-3002	Allegheny
Kennedy Township	340 Forest Grove Road Coraopolis, PA 15108	412-771-6680	Allegheny
South Versailles Township	Box 66 Coulter, PA 15028	412-754-2536	Allegheny
Cranberry Township	2525 Rochester Road, Suite 400 Cranberry Township, PA 16066	724-776-4806 x1103	Butler
East Deer Township	927 Freeport Road Creighton, PA 15030	724-224-3434	Allegheny
Crescent Township	225 Spring Run Road Crescent, PA 15046	724-457-8100	Allegheny
West Pike Run Township	238 Pike Run Drive Daisytown, PA 15427	724-938-9194	Washington
Big Beaver Borough	114 Forest Drive Darlington, PA 16115	724-827-2416	Beaver
Darlington Township	3590 Darlington Road Darlington, PA 16115	724-827-8738	Beaver
South Beaver Township	773 State Route 168 Darlington, PA 16115	724-846-9320	Beaver
Borough of Darlington	PO Box 8/#604 Morris Street Darlington, PA 16115	724-827-8565	Beaver
Dawson Borough	209 Howell Street Dawson, PA 15428	724-529-2311	Fayette
Lower Tyrone Township	456 Banning Road Dawson, PA 15428	724-529-2810	Fayette
Delmont Borough	77 Greensburg Street Delmont, PA 15626	724-468-4422	Westmoreland
Donora Borough	603 Meldon Avenue Donora, PA 15033	724-379-6600	Washington
Borough of Dravosburg	226 Maple Avenue Dravosburg, PA 15034	412-466-5200	Allegheny
Dunbar Township	128 Township Drive Dunbar, PA 15431	724-628-1440	Fayette
Dunbar Borough	51 Connellsville Street Dunbar, PA 15431	724-277-0810	Fayette
Bullskin Township	RR 2 Dunbar, PA 15431	724-628-7630	Fayette
Dunlevy Borough	PO Box 18/2 Walnut Street Dunlevy, PA 15432	724-483-3672	Washington
City of Duquesne	12 South Second Street Duquesne, PA 15110	412-466-4746	Allegheny
Borough of East McKeesport	907 Florence Avenue East McKeesport, PA 15035	412-824-2531	Allegheny
Borough of Chalfant	144 Lynnwood Avenue East Pittsburgh, PA 15112	412-823-6500	Allegheny
Borough of East Pittsburgh	813 Linden Avenue East Pittsburgh, PA 15112	412-823-7124	Allegheny
East Rochester Borough	760 Spruce Avenue East Rochester, PA 15074	724-775-0363	Beaver
Eau Claire Borough	Box 203 Eau Claire, PA 16030	724-791-2831	Butler
Borough of Edgeworth	301 Beaver Road	412-741-2866	Allegheny

	Edgeworth, PA 15143		
Nottingham Township	909 Sugar Run Road Eighty-Four, PA 15330	724-348-5622	Washington
Somerset Township	615 Vanceville Road Eighty-Four, PA 15330	724-222-0630	Washington
Elco Borough	PO Box 194 Elco, PA 15434	724-938-9632	Washington
Forward Township	1000 Golden Circle Elizabeth, PA 15037	412-384-1761	Allegheny
Borough of Elizabeth	206 Third Avenue Elizabeth, PA 15037	412-384-7771	Allegheny
Borough of Lincoln	45 Abe's Way Elizabeth, PA 15037	412-751-2655	Allegheny
Elizabeth Township	522 Rock Run Road Elizabeth, PA 15037	412-751-2880	Allegheny
Wayne Township	1418 Wampum Road Ellwood City, PA 16117	724-752-1361	Lawrence
Borough of Ellwood City	525 Lawrence Avenue Ellwood City, PA 16117	724-758-7777 x12	Lawrence
Richland Township	511 Dittman Road Emlenton, PA 16373	724-659-4453	Clarion
Emlenton Borough	511 Hill Street Emlenton, PA 16373	724-867-8611	Venango
Enon Valley Borough	PO Box 295 Enon Valley, PA 16120	724-336-5968	Lawrence
Evans City Borough	204 B South Jackson Street Evans City, PA 16033	724-538-8320 x221	Butler
Everson Borough	232 Brown Street Everson, PA 15631	724-220-2405	Fayette
Export Borough	5950 Johnson Avenue Export, PA 15632	724-327-3611	Westmoreland
Leet Township	198 Ambridge Avenue Fair Oaks, PA 15003	724-266-2280	Allegheny
Fairchance Borough	125 W. Church Street Fairchance, PA 15436	724-564-9980	Fayette
Redbank Township	PO Box 47/10 Swede Hollow Road Fairmount City, PA 16224	814-275-4045	Clarion
Finleyville Borough	3515 Washington Avenue Finleyville, PA 15332	724-348-6321	Washington
Union Township	3904 Finleyville-Elrama Road Finleyville, PA 15332	724-348-4250	Washington
Marion Township	485 Hartzell School Road Fombell, PA 16123	724-452-1986	Beaver
Franklin Township	897 State Route 288 Fombell, PA 16123	724-758-9702	Beaver
Deemston Borough	1622 Morey Road Fredericktown, PA 15333	724-267-3656	Washington
East Bethlehem Township	36 Water Street Fredericktown, PA 15333	724-377-1777	Washington
Freedom Borough	901 Third Avenue Freedom, PA 15042	724-728-5744	Beaver
Washington Township	PO Box 124/10986 Route 36 Fryburg, PA 16326	814-744-9441, 814-354- 2233, 814-221-8534-c	Clarion
Georgetown Borough	PO Box 15 Georgetown, PA 15043	724-573-9808	Beaver

Greene Township	PO Box 100/243 Garard's Fort Road Gerards Fort, PA 15334	724-966-5765	Greene
Richland Township	4019 Dickey Road Gibsonia, PA 15044	724-443-5921	Allegheny
Borough of Glassport	440 Monongahela Avenue Glassport, PA 15045	412-672-7400	Allegheny
Shaler Township	300 Wetzel Road Glenshaw, PA 15116	412-486-9700	Allegheny
Gray Township	193 Stringfellow Road Graysville, PA 15337	724-428-9878	Greene
Monongahela Township	128 Maple Ridge Road Greensboro, PA 15338	724-943-3935	Greene
Greensboro Borough	PO Box 153/Front Street Greensboro, PA 15338	724-943-3612	Greene
Township of Hempfield	1132 Woodward Drive, Suite A Greensburg, PA 15601	724-834-7232	Westmoreland
Salem Township	244 Congruity Road Greensburg, PA 15601	724-668-7500	Westmoreland
City of Greensburg	416 South Main Street Greensburg, PA 15601	724-838-4324	Westmoreland
Redstone Township	225 Twin Hills Road Grindstone, PA 15425	724-246-1910	Fayette
Grove City Borough	PO Box 110/123 W. Main Street Grove City, PA 16127	724-458-7060 x106	Mercer
Harmony Borough	217 Mercer Street Harmony, PA 16037	724-452-6780	Butler
Penn Township	2001 Municipal Court Harrison City, PA 15636	724-744-2171	Westmoreland
Harrisville Borough	Box 382 Harrisville, PA 16038	724-735-2222	Butler
Springdale Township	100 Plate Drive Harwick, PA 15049	724-274-4034	Allegheny
Hawthorn Borough	PO Box 52 Hawthorn, PA 16230	814-365-2298	Clarion
Borough of Heidelberg	1631 East Railroad Street Heidelberg, PA 15106	412-276-0363	Allegheny
Mount Pleasant Township	31 McCarrell Road Hickory, PA 15340	724-356-7974	Washington
Jackson Township	104 Tunnel Road Holbrook, PA 15341	724-499-5713	Greene
Homer City Borough	30 East Wiley Street Homer City, PA 15748	724-479-8005	Indiana
Borough of Homestead	221 East 7th Avenue Homestead, PA 15120	412-461-1340	Allegheny
Borough of West Homestead	456 West Eighth Avenue Homestead, PA 15120	412-461-1844	Allegheny
Hanover Township	2731 State Route 18 Hookstown, PA 15050	724-899-2642	Beaver
Greene Township	PO Box 181/262 Pittsburgh Grade Road Hookstown, PA 15050	724-573-1111	Beaver
Chartiers Township	2 Buccaneer Drive Houston, PA 15342	724-745-3415	Washington
Borough of Houston	42 Western Avenue Houston, PA 15342	724-745-1112/724-263-7970 - c	Washington

Hunker Borough	PO Box 350/402 Constitution Avenue Hunker, PA 15639	724-925-6535	Westmoreland
Ohioville Borough	6268 Tuscarawas Road Industry, PA 15052	724-643-1920	Butler
Industry Borough	PO Box 249 Industry, PA 15052	724-643-4360	Beaver
Sewickley Township	2288 Mars Hill Road Irwin, PA 15642	724-446-7202	Westmoreland
Borough of Irwin	424 Main Street Irwin, PA 15642	724-864-3100	Westmoreland
Jamestown Borough	406 Jackson Street Jamestown, PA 16134	724-932-5211	Mercer
City of Jeannette	110 S. Second Street Jeannette, PA 15644	724-527-4000	Westmoreland
Borough of Jefferson Hills	925 Old Clairton Rd, 1st Floor Jefferson Hills, PA 15025	412-655-7735	Allegheny
Johnsonburg Borough	100 Main Street Johnsonburg, PA 15845	814-965-2050, 814-965- 5682	Elk
City of Johnstown	401 Main Street Johnstown, PA 15901	814-533-2001	Cambria
Karns City Borough	PO Box 10 Karns City, PA 16041	724-756-4841	Butler
Rockland Township	1115 Rockland Township Road Kennerdell, PA 16374	610-682-6311	Venango
Knox Township	PO Box 41 Knox Dale, PA 15847	814-849-5791, 814-849- 4172	Jefferson
Koppel Borough	3437 3rd Avenue/PO Box 1 Koppel, PA 16136	724-846-8960	Beaver
Springhill Township	198 Lake Lynn Road Lake Lynn, PA 15451	724-725-5294	Fayette
Salem Township	PO Box 70/57 Community Road, Ste. 2 Lamartine, PA 16375	814-797-2469,	Clarion
Borough of Leetsdale	373 Beaver Street, Suite A Leetsdale, PA 15056	724-266-4820 x10	Allegheny
North Union Township	7 South Evans Station Road Lemont Furnace, PA 15456	724-438-6316	Fayette
Knox Township	PO Box 64/27345 Route 66 Lucinda, PA 16235	814-221-8534	Clarion
Madison Borough	21 Hall Lane Madison, PA 15663	724-446-3550	Westmoreland
Mount Pleasant Township	PO Box 158/208 Poker Road Mammoth, PA 15664	724-423-5653	Westmoreland
West Bethlehem Township	PO Box 309 Marianna, PA 15345	724-267-4665	Washington
Marianna	PO Box 368/1 Procasky Road Marianna, PA 15345	724-267-4449	Washington
Adams Township	690 Valencia Road Mars, PA 16046	724-625-2221	Butler
Mars Borough	PO Box 395/598 Spring Avenue Mars, PA 16046	724-625-1858	Butler
Masontown Borough	1 East Church Avenue Masontown, PA 15461	724-583-7731	Fayette

Morgan Township	1019 Third Street Extension/PO Box 3 Mather, PA 15346	724-883-2150	Greene
Redbank Township	409 Sugas Valley Road Mayport, PA 16240	814-365-5266	Armstrong
German Township	2 Long Street McClellandtown, PA 15458	724-737-5130	Fayette
Borough of McDonald	151 School Street McDonald, PA 15057	724-926-8711	Washington & Allegheny
Robinson Township	8400 Nobletown Road McDonald, PA 15057	724-926-8700	Washington
Borough of McKees Rocks	340 Bell Avenue McKees Rocks, PA 15136	412-331-2498	Allegheny
Stowe Township	PO Box 414/555 Broadway Avenue McKees Rocks, PA 15136	412-331-4050	Allegheny
Borough of Liberty	2921 Liberty Way McKeesport, PA 15133	412-678-3286	Allegheny
City of McKeesport	500 Fifth Avenue McKeesport, PA 15132	412-675-5020	Allegheny
Borough of Versailles	5100 Walnut Street McKeesport, PA 15132	412-751-3922	Allegheny
Peters Township	610 E. McMurray Road McMurray, PA 15317	724-941-4180	Washington
Summit Township	PO Box 27/192 Twp. Office Road Meyersdale, PA 15552	814-634-5626	Somerset
Meyersdale Borough	PO Box 60/215 Main Street Meyersdale, PA 15222	814-634-5110	Somerset
Glasgow Borough	174 Route 68 Midland, PA 15059	330-303-3940	Beaver
Midland Borough	936 Midland Avenue Midland, PA 15059	724-643-4170 x15	Beaver
Midway	PO Box 574, Suite 10/304 Nobletown Road Midway, PA 15060	724-796-8700	Washington
Potter Township	206 Mowry Road Monaca, PA 15061	724-495-6220	Beaver
Monaca Borough	928 Pennsylvania Avenue Monaca, PA 15061	724-775-9600	Beaver
Carroll Township	130 Baird Street Monongahela, PA 15063	724-483-7330	Washington
City of Monongahela	449 West Main Street Monongahela, PA 15063	724-258-5500	Washington
Municipality of Monroeville	2700 Monroeville Boulevard Monroeville, PA 15146	412-856-1000	Allegheny
Moon Township	1000 Beaver Grade Road Moon Township, PA 15108	412-262-1700	Allegheny
South Fayette Township	515 Millers Run Road Morgan, PA 15064	412-221-8700	Allegheny
Borough of Mount Pleasant	1 Etze Avenue Mt. Pleasant, PA 15666	724-547-6745	Westmoreland
Borough of Munhall	1900 West Street Munhall, PA 15120	412-464-7310	Allegheny
Harrison Township	PO Box 376 Natrona Heights, PA 15065	724-226-1393 x12	Allegheny
New Alexandria Borough	207 W. Main Street New Alexandria, PA 15670	724-668-7671	Westmoreland

Borough of New Bethlehem	210 Lafayette Street New Bethlehem, PA 16242	814-275-2003	Clarion
Mahoning Township	987 State Route 1025 New Bethlehem, PA 16242	814-275-4334	Armstrong
Daugherty Township	2182 Mercer Road New Brighton, PA 15066	724-846-5337	Beaver
Pulaski Township	3401 Sunflower Road New Brighton, PA 15066	724-843-5247	Beaver
Borough of New Brighton	610 Third Avenue New Brighton, PA 15066	724-846-1870	Beaver
Shenango Township	1000 Willowbrook Road New Castle, PA 16101	724-658-4460	Lawrence
Scott Township	1492 Eastbrook Harlansburg Road New Castle, PA 16101	724-657-8033	Lawrence
Union Township	1910 Municipal Drive New Castle, PA 16101	724-658-7921	Lawrence
New Castle	230 N. Jefferson Street New Castle, PA 16101	724-656-3510	Lawrence
Neshannock Township	3131 Mercer Road New Castle, PA 16105	724-658-4972	Lawrence
Slippery Rock Township	4334 US 422 New Castle, PA 16101	724-924-2482	Lawrence
North Beaver Township	861 Mt. Jackson Road New Castle, PA 16102	724-667-7956	Lawrence
Gilmore Township	181 Hero Road New Freeport, PA 15352	724-451-8390	Greene
Freeport Township	773 Golden Oaks Road New Freeport, PA 15352	724-447-2082	Greene
New Beaver Borough	778 Wampum-New Galilee Road New Galilee, PA 16141	724-535-8868	Lawrence
New Galilee Borough	PO Box 465 New Galilee, PA 16141	724-535-8868	Beaver
Borough of New Stanton	451 North Center Avenue New Stanton, PA 15672	724-925-9700	Westmoreland
North Braddock Borough	600 Anderson Street North Braddock, PA 15104	412-271-1306	Allegheny
North Charleroi Borough	555 Walnut Avenue North Charleroi, PA 15022	724-483-8431/412-877-3631	Washington
North Huntingdon Township	11279 Center Highway North Huntingdon, PA 15642	724-863-3806	Westmoreland
North Versailles Township	1401 Greensburg Avenue North Versailles, PA 15137	412-823-6602	Allegheny
North Fayette Township	400 North Branch Road Oakdale, PA 15071	412-788-4888	Allegheny
Borough of Oakdale	6115 Noblestown Road Oakdale, PA 15071	724-693-9740	Allegheny
Borough of Oakmont	767 Fifth Street Oakmont, PA 15139	412-828-3232	Allegheny
City of Oil City	21 Seneca Street Oil City, PA 16301	724-678-3012	Venango
Perry Township	5687 Doc Walker Road Parker, PA 16049	814-358-2661	Clarion
Penn Borough	400 Harrison Avenue Penn, PA 15675	724-527-6540	Westmoreland
Jefferson Township	262 Stuckslager Road	724-326-4772	Fayette

	Perryopolis, PA 15473		
Perryopolis Borough	312 Independence Street Perryopolis, PA 15473	724-736-4441	Fayette
Parker Township	107 Snake Road Petrolia, PA 16050	724-753-2030	Butler
Washington Township	679 Bruin Road Petrolia, PA 16050	724-894-2620	Butler
Borough of Pitcairn	582 Sixth Street Pitcairn, PA 15140	412-372-6500	Allegheny
Baldwin Township	10 Community Park Drive Pittsburgh, PA 15234	412-341-9597	Allegheny
Borough of Green Tree	10 West Manilla Avenue Pittsburgh, PA 15220	412-921-1110	Allegheny
Borough of Whitehall	100 Borough Park Drive Pittsburgh, PA 15236	412-884-0505	Allegheny
Borough of Crafton	100 Stotz Avenue Pittsburgh, PA 15205	412-921-0752	Allegheny
Robinson Township	1000 Church Hill Road Pittsburgh, PA 15205	412-788-8120	Allegheny
Ross Township	1000 Ross Municipal Drive Pittsburgh, PA 15237	412-931-7055	Allegheny
Borough of Whitaker	1001 Ardmore Boulevard, Suite 100 Pittsburgh, PA 15221	412-462-8940	Allegheny
Pennsbury Village	1043 Pennsbury Boulevard Pittsburgh, PA 15205	412-279-7876	Allegheny
Municipality of Penn Hills	12245 Frankstown Road Pittsburgh, PA 15235	412-342-1086	Allegheny
Borough of Braddock Hills	1300 Brinton Road Pittsburgh, PA 15221	412-241-5080	Allegheny
Borough of Dormont	1444 Hillsdale Avenue, Suite 10 Pittsburgh, PA 15216	412-561-8900 x228	Allegheny
Borough of Mount Oliver	150 Brownsville Road Pittsburgh, PA 15210	412-431-8107	Allegheny
Borough of Sharpsburg	1611 Main Street Pittsburgh, PA 15215	412-781-0546	Allegheny
Borough of Emsworth	171 Center Avenue Pittsburgh, PA 15202	412-761-1161	Allegheny
Ohio Township	1719 Roosevelt Road Pittsburgh, PA 15237	412-364-6321	Allegheny
Borough of Forest Hills	2071 Ardmore Boulevard Pittsburgh, PA 15221	412-351-4141	Allegheny
Borough of Aspinwall	217 Commercial Avenue Pittsburgh, PA 15215	412-781-0213	Allegheny
Borough of Churchill	2300 William Penn Highway Pittsburgh, PA 15235	412-241-7113	Allegheny
Borough of Franklin Park	2344 West Ingomar Road Pittsburgh, PA 15237	412-749-1240	Allegheny
O'Hara Township	325 Fox Chapel Road Pittsburgh, PA 15238	412-782-1400	Allegheny
Reserve Township	33 Lonsdale Street Pittsburgh, PA 15212	412-322-1551	Allegheny
Borough of Castle Shannon	3310 McRoberts Road Pittsburgh, PA 15234	412-885-9200	Allegheny
Borough of Baldwin	3344 Churchview Avenue Pittsburgh, PA 15227	412-882-9600	Allegheny
Borough of Brentwood	3624 Brownsville Road	412-884-1500	Allegheny



	Pittsburgh, PA 15227		
Indiana Township	3710 Saxonburg Boulevard Pittsburgh, PA 15238	412-767-5333	Allegheny
Borough of Blawnox	376 Freeport Road Pittsburgh, PA 15238	412-828-4141	Allegheny
Borough of Ingram	40 W. Prospect Avenue Pittsburgh, PA 15205	412-921-3625	Allegheny
Borough of Fox Chapel	401 Fox Chapel Road Pittsburgh, PA 15238	412-963-1100	Allegheny
Borough of Pleasant Hills	410 E. Bruceton Road Pittsburgh, PA 15236	412-655-3300	Allegheny
Borough of Etna	437 Butler Street Pittsburgh, PA 15223	412-781-0569	Allegheny
Borough of West View	441 Perry Highway Pittsburgh, PA 15229	412-931-2800	Allegheny
Borough of Plum	4575 New Texas Road Pittsburgh, PA 15239	412-795-6800	Allegheny
Borough of Millvale	501 Lincoln Avenue Pittsburgh, PA 15209	412-821-2777	Allegheny
Neville Township	5050 Grand Avenue Pittsburgh, PA 15225	412-264-1977	Allegheny
Borough of Thornburg	545 Hamilton Road Pittsburgh, PA 15205	412-921-3713	Allegheny
Borough of Ben Avon Heights	6 Lynton Lane Pittsburgh, PA 15202	412-766-1561	Allegheny
Borough of Wilkinsburg	605 Ross Avenue Pittsburgh, PA 15221	412-244-2900	Allegheny
Borough of Avalon	640 California Avenue Pittsburgh, PA 15202	412-761-5820	Allegheny
Kilbuck Township	640 California Avenue Pittsburgh, PA 15202	412-761-3945	Allegheny
Municipality of Mount Lebanon	710 Washington Road Pittsburgh, PA 15228	412-343-3400	Allegheny
Borough of Ben Avon	7101 Church Avenue Pittsburgh, PA 15202	412-766-7704	Allegheny
Borough of Swissvale	7560 Roslyn Street Pittsburgh, PA 15218	412-271-7101	Allegheny
City of Pittsburgh	City-County Building/414 Grant Street Pittsburgh, PA 15219	412-255-8615	Allegheny
Borough of Edgewood	Two Race Street Pittsburgh, PA 15218	412-242-4824	Allegheny
Point Marion	426 Morgantown Street Point Marion, PA 15474	724-725-9560	Fayette
Borough of Port Vue	1191 Romine Avenue Port Vue, PA 15133	412-664-9323	Allegheny
Perry Township	284 Reno Road Portersville, PA 16051	724-368-8230	Lawrence
Portersville Borough	PO Box 148 Portersville, PA 16051	724-368-9175	Butler
Prospect Borough	159 Monroe Street Prospect, PA 16052	724-865-3010	Butler
Washington Township	112 Municipal Lane Prosperity, PA 15329	724-627-6471	Greene
Morris Township	PO Box 34 Prosperity, PA 15329	724-222-0352	Washington
Borough of Rankin	320 Hawkins Avenue Rankin, PA 15104	412-271-1027	Allegheny

Jefferson Township	173 Goslin Road Rices Landing, PA 15357	724-883-4900	Greene
Rices Landing Borough	PO Box 185/137 Main Street Rices Landing, PA 15357	724-592-6055	Greene
Madison Township	1183 Madison Shop Road Rimersburg, PA 16248	814-473-6307	Clarion
Toby Township	25 Elder Road Rimersburg, PA 16248	814-473-6353	Clarion
Township of Rochester	1013 Elm Street Rochester, PA 15074	724-774-0135	Beaver
New Sewickley Township	233 Miller Road Rochester, PA 15074	724-774-7822	Beaver
Borough of Rochester	350 Adams Street Rochester, PA 15074	724-775-1200 x210	Beaver
Union Township	695 Rock Run Road Rockton, PA,15856	814-583-7407	Clearfield
Center Township	100 Municipal Drive/PO Box 435 Rogersville, PA 15359	724-499-5487	Greene
Roscoe Borough	PO Box 502 Roscoe, PA,15477	724-938-2774	Washington
Salisbury Borough	171 Smith Avenue/Box 343 Salisbury, PA 15558	814-662-2605	Somerset
Saltsburg Borough	PO Box 104/320 Point Street Saltsburg, PA,15681	724-639-9413	Indiana
Buffalo Township	109 Bear Creek Road Sarver, PA,16055	724-295-2648	Butler
North Bethlehem Township	2178 E. National Pike Scenery Hill, PA,15360	724-945-6141	Washington
Scottdale Borough	10 Mount Pleasant Road Scottdale, PA,15683	724-887-8220	Westmoreland
Borough of Seven Fields	2200 Garden Drive, Suite 100 Seven Fields, PA 16046	724-776-3090	Butler
Aleppo Township	100 North Drive Sewickley, PA 15143	412-741-6555	Allegheny
Borough of Bell Acres	1153 Camp Meeting Road Sewickley, PA 15143	412-741-5448	Allegheny
Borough of Sewickley Hills	349 Magee Road Sewickley, PA 15143	412-741-4891	Allegheny
Borough of Haysville	36 South Avenue Sewickley, PA 15143	412-741-5038	Allegheny
Borough of Sewickley	601 Thorn Street/PO Box 428 Sewickley, PA 15143	412-741-4015	Allegheny
Borough of Sewickley Heights	Borough Hall/238 Country Club Road Sewickley, PA 15143	412-741-5119	Allegheny
Borough of Glen Osborne	PO Box 97 Sewickley, PA 15143	412-741-3775	Allegheny
Shippenville Borough	PO Box 244/106 N. School Street Shippenville, PA 16254	814-782-3321	Clarion
Shippingport Borough	PO Box 76 Shippingport, PA 15077	724-643-4333	Beaver
Sligo Borough	448 Colerain Street Sligo, PA 16255	814-745-2074	Clarion
Slippery Rock Borough	306 E. Water Street	724-794-6391	Butler

	Slippery Rock, PA 16057		
Smith Township	PO Box 94 Slovan, PA 15078	724-947-9456	Washington
Smithfield Borough	14 Water Street Smithfield, PA 15478	724-569-9601	Fayette
Nicholson Township	142 Woodside Old Frame Road Smithfield, PA 15478	724-569-2233	Fayette
Smithton Borough	615 Center Street/Box 374 Smithton, PA 15479	724-872-6406	Westmoreland
Somerset Township	2209 N. Center Avenue/PO Box 754 Somerset, PA 15501	814-445-4675	Somerset
Somerset Borough	PO Box 71/347 West Union Street Somerset, PA 15501	814-443-2661	Somerset
South Connellsville Borough	1503 South Pittsburgh Street South Connellsville, PA 15425	724-628-4860	Fayette
South Heights Borough	4069 Jordan Street South Heights, PA 15081	724-378-9939	Beaver
South Park Township	2675 Brownsville Road South Park, PA 15129	412-831-7000	Allegheny
Wayne Township	132 Spraggs Road Spraggs, PA 15362	724-435-7316	Greene
Borough of Springdale	325 School Street/PO Box 153 Springdale, PA 15144	724-274-6800	Allegheny
Borough of St. Petersburg	PO Box 235/144 Church Street St. Petersburg, PA 16054	724-659-1116	Clarion
Perry Township	One Township Drive/PO Box 183 Star Junction, PA 15482	724-736-2334	Fayette
Stockdale Borough	432 Locust Street Stockdale, PA 15483	724-466-0637	Washington
Summerville Borough	12772 Harrison Street Summerville, PA 15864	814-856-3210	Jefferson
Sutersville Borough	320 Municipal Avenue Sutersville, PA 15083	724-872-7988	Westmoreland
Morris Township	1317 Browns Creek Road Sycamore, PA 15364	724-627-9844	Greene
Fawn Township	3054 Howes Run Road Tarentum, PA 15084	724-226-0666	Allegheny
Borough of Tarentum	318 Second Avenue Tarentum, PA 15084	724-224-1818	Allegheny
Frazer Township	592 Pittsburgh Mills Circle Tarentum, PA 15084	724-274-4202	Allegheny
Blaine Township	40 Main Street Taylorstown, PA 15365	724-948-2157	Washington
Borough of Trafford	Box 196 Trafford, PA 15085	412-372-7652	Allegheny
Wilkins Township	110 Peffer Road Turtle Creek, PA 15145	412-824-6650	Allegheny
Borough of Turtle Creek	125 Monroeville Avenue Turtle Creek, PA 15145	412-824-2500	Allegheny
Georges Township	1151 Township Drive Uniontown, PA 15401	724-564-9715	Fayette

South Union Township	151 Township Drive Uniontown, PA 15401	724-438-5480	Fayette
City of Uniontown	20 North Gallatin Avenue Uniontown, PA 15401	724-430-2900	Fayette
Menallen Township	427 Searight Herbert Road Uniontown, PA 15401	724-245-7108	Fayette
Upper St. Clair Township	1820 McLaughlin Run Road Upper St. Clair, PA 15241	412-831-9000	Allegheny
Valencia Borough	61 Almira Street Valencia, PA 16059	724-625-3430	Butler
Franklin Township	353 Town and Country Road Vanderbilt, PA 15486	724-677-2127	Fayette
Borough of Vanderbilt	PO Box 475 Vanderbilt, PA 15486	724-529-2422	Fayette
Borough of Verona	736 East Railroad Avenue Verona, PA 15147	412-828-8080	Allegheny
Borough of Wall	413 Wall Avenue Wall, PA 15148	412-824-3333	Allegheny
Wampum Borough	PO Box 65/355 Main Street Extension Wampum, PA 16157	724-535-8241	Lawrence
South Franklin Township	100 Municipal Road Washington, PA 15301	724-225-4828	Washington
Borough of East Washington	15 Thayer Street Washington, PA 15301	724-222-2929	Washington
City of Washington	55 W. Maiden Street Washington, PA 15301	724-223-4200	Washington
South Strabane	550 Washington Road Washington, PA 15301	724-225-9055	Washington
North Franklin Township	620 Franklin Farms Road Washington, PA 15301	724-228-3330	Washington
Canton Township	655 Grove Avenue Washington, PA 15301	724-225-8990	Washington
Whiteley Township	1426 Kirby Road Waynesburg, PA 15370	724-627-8935	Greene
Franklin Township	568 Rolling Meadows Road Waynesburg, PA 15370	724-627-5473	Greene
Borough of Waynesburg	90 East High Street Waynesburg, PA 15370	724-627-8111	Greene
West Finley Township	401 Beham Ridge Road West Alexander, PA 15376	724-484-9200	Washington
Donegal Township	PO Box 310 West Alexander, PA 15376	724-484-4017	Washington
West Brownsville Borough	235 Main Street West Brownsville, PA 15417	724-785-2475	Washington
Borough of West Elizabeth	PO Box 716 West Elizabeth, PA 15088	412-384-8200	Allegheny
West Middletown Borough	PO Box 95/18 W. Main Street West Middletown, PA 15379	724-587-3170	Washington
Borough of West Mifflin	3000 Lebanon Church Road West Mifflin, PA 15122	412-466-8170	Allegheny
West Newton Borough	112 S. Water Street West Newton, PA 15089	724-872-6860	Westmoreland
South Huntingdon Township	75 Supervisor Drive West Newton, PA 15089	724-872-8474	Westmoreland
Elk Lick Township	1507 St. Paul Road West Salisbury, PA 15565	814-662-2905	Somerset

West Sunbury Borough	142 Main Street West Sunbury, PA 16061	724-637-3000	Butler
Pine Township	230 Pearce Mill Road Wexford, PA 15090	724-625-1591	Allegheny
Marshall Township	525 Pleasant Hill Road, Suite 100 Wexford, PA 15090	724-935-3090	Allegheny
Town of McCandless	9955 Grubbs Road Wexford, PA 15090	412-364-0616	Allegheny
Borough of White Oak	2280 Lincoln Way White Oak, PA 15131	412-672-9727	Allegheny
Borough of Wilmerding	301 Station Street Wilmerding, PA 15148	412-823-0420	Allegheny
Richhill Township	109 Municipal Lane Wind Ridge, PA 15380	724-428-4465	Greene
Youngwood Borough	17 South 6th Street Youngwood, PA 15697	724-925-3660	Westmoreland
Zelienople Borough	111 West New Castle Street Zelienople, PA 16063	724-452-6610	Butler

Town/City	Address	Phone	County
Town of Anmoore	P.O. Box 178 Anmoore, WV 26323	622-7431	Harrison
Town of Auburn	P.O. Box 37 Auburn, WV 26325	349-2257	Ritchie
Town of Barrackville	P.O. Box 26 Barrackville, WV 26559	366-9372	Marion
City of Benwood	430 Main Street Benwood, WV 26031	232-4320	Marshall
Town of Blacksville	P.O. Box 55 Blacksville, WV 26521	432-8512	Monongalia
City of Bridgeport	515 W. Main Street Bridgeport, WV 26330	842-8200	Harrison
City of Buckhannon	70 East Main Street Buckhannon, WV 26201	472-1651	Upshur
Town of Burnsville	P.O. Box 305 Burnsville, WV 26335	853-2605	Braxton
Town of Cairo	P.O. Box 162 Cairo, WV 26337	628-3843	Ritchie
City of Cameron	44 Main Street Cameron, WV 26033	686-2366	Marshall
City of Clarksburg	222 West Main St. Clarksburg, WV 26301	624-1677	Harrison
Town of Clay	P.O. Box 55 Clay, WV 25043	587-4233	Clay
Town of Ellenboro	P.O. Box 123 Ellenboro, WV 26346	869-3003	Ritchie
City of Fairmont	P.O. Box 1428 Fairmont, WV 26554	366-6211	Marion
Town of Fairview	P.O. Box 119 Fairview, WV 26570	449-1642	Marion
Town of Farmington	P.O. Box 520 Farmington, WV 26571	825-6442	Marion
Town of Flatwoods	P.O. Box 52 Flatwoods, WV 26621	765-7235	Braxton

Town of Flemington	P.O. Box 56 Flemington, WV 26347	739-4402	Taylor
Town of Friendly	P.O. Box 95 Friendly, WV 26146	652-8581	Tyler
Town of Gassaway	P.O. Box 147 Gassaway, WV 26624	364-5111	Braxton
City of Glen Dale	402 Wheeling Ave. Glen Dale, WV 26038	845-5511	Marshall
Town of Glenville	20 North Court St. Glenville, WV 26351	462-7411	Gilmer
Town of Grant Town	P.O. Box 40 Grant Town, WV 26574	278-7381	Marion
Town of Granville	Dents Run Blvd. Granville, WV 26534	599-5080	Monongalia
Town of Harrisville	P.O. Box 243 Harrisville, WV 26362	643-2719	Ritchie
Town of Hundred	P.O. Box 1100 Hundred, WV 26575	775-5131	Wetzel
Town of Jane Lew	P.O. Box 50 Jane Lew, WV 26378	884-7910	Lewis
Town of Lost Creek	P.O. Box 216 Lost Creek, WV 26385	745-3466	Harrison
Town of Lumberport	P.O. Box 519 Lumberport, WV 26386	584-4370	Harrison
City of Mannington	206 Main St. Mannington, WV 26582	986-2700	Marion
City of McMechen	47 Ninth St. McMechen, WV 26040	232-3140	Marshall
Town of Middlebourne	100 Main St. Middlebourne, WV 26149	758-4771	Tyler
Town of Monongah	430 Bridge Street Monongah, WV 26554	534-3365	Marion
City of Morgantown	389 Spruce Street Morgantown, WV 26505	284-7405	Monongalia
City of Moundsville	P.O. Box E Moundsville, WV 26041	845-3394	Marshall
City of New Martinsville	191 Main St. New Martinsville, WV 26155	455-9120	Wetzel
Town of Nutter Fort	1415 Buckhannon Pike Nutter Fort, WV 26301	622-7713	Harrison
City of Paden City	P.O. Box 211 Paden City, WV 26159	337-2295	Tyler
City of Pennsboro	422 Main St. Pennsboro, WV 26415	659-2377	Ritchie
Town of Pine Grove	P.O. Box 286 Pine Grove, WV 26419-0286	889-3351	Wetzel
Town of Pullman	P.O. Box 107 Pullman, WV 26421	659-3185	Ritchie
Town of Rivesville	P.O. Box 45 Rivesville, WV 26588	278-5301	Marion
City of Salem	P.O. Box 352 Salem, WV 26426	782-1318	Harrison
Town of Sand Fork	P.O. Box 88 Sand Fork, WV 26430	804-2117	Gilmer
City of Shinnston	40 Main St. Shinnston, WV 26431	592-5631	Harrison
City of Sistersville	200 Diamond St.	652-6361	Tyler

	Sistersville, WV 26175		
Town of Smithfield	P.O. Box 67 Smithfield, WV 26437	334-5641	Wetzel
Town of Star City	370 Broadway Ave Star City, WV 26505	599-3550	Monongalia
City of Stonewood	112 Southern Ave. Stonewood, WV 26301	623-2919	Harrison
Town of Sutton	P.O. Box 366 Sutton, WV 26601	765-5581	Braxton
Town of West Milford	P.O. Box 120 West Milford, WV 26451	745-3131	Harrison
Town of West Union	P.O. Box 5 West Union, WV 26456	873-1400	Doddridge
City of Weston	102 West 2nd St. Weston, WV 26452	269-6141	Lewis
City of Westover	500 DuPont Road Westover, WV 26501	296-6860	Monongalia
Town of Whitehall	3 Timrod Drive Whitehall, WV 26554	367-1687	Marion
Town of Worthington	P.O. Box 265 Worthington, WV 26591	287-2238	Marion

## Appendix ER-30 – Master Meter Contact List

**Updated 1/31/2024**

NOTE: This list may not include all master meter systems in the Peoples service territory. Contact the Peoples Sales Department to reach a master meter system operator that may have been omitted from this list.

System name	Operator Name	Address	Phone
Bedford Dwellings	Pittsburgh Housing Authority	2305 Bedford Avenue Pittsburgh, PA 15219	412-456-5000
Cordell Place	Pittsburgh Housing Authority	Cordell Place Pittsburgh, PA 15203	412-456-5000
Paul Manor Condos	Paul Manor Condominiums	724 Robinwood Drive	412-531-6000
Keystone Oaks High School	Keystone Oaks School District	1000 Kelton Avenue Pittsburgh, PA 15216	412-571-6000
Mt Lebanon School	Mt Lebanon School District	155 Cochran Road Pittsburgh, PA	412-344-2000
Hays Manor - Bell Court	Allegheny County Housing Authority	Locust Street McKees Rocks, PA 15136	412-355-8940
Hays Manor - Helen Street	Allegheny County Housing Authority	Helen Street McKees Rocks, PA 15136	412-355-8940
Montour School	Montour School District	Clever Road McKees Rocks, PA	412-490-6500
Andrew Carnegie Apartments	Allegheny County Housing Authority	514 Lydia Street Carnegie, PA 15106	412-355-8940
Chatham College	Chatham College	30 Woodland Road Pittsburgh, PA	412-365-1111
East Liberty Housing Inc	East Liberty Housing Inc	403 Broad St Pittsburgh, PA	412-361-8061
Pittsburgh Housing Authority	Pittsburgh Housing Authority	1294 Mohler Street	412-456-5000
Pittsburgh Jobs Corp Center	Pittsburgh Jobs Corp Center	Leech Farm Road Pittsburgh, PA 15206	412-441-8700
VA Pgh Healthcare	VA Pgh Healthcare Systems	7180 Highland Dr Pittsburgh	412-688-6000
VA Pitts Health Care Systems	VA Pitts Health Care Systems	1010 Delafield Road Pittsburgh, PA 15215	412-688-6000
Pgh Field Club at practice tee	Pgh Field Club	121 Field Club Road	412-963-8500
Fox Chapel Country Club	Fox Chapel Country Club	426 Fox Chapel Road,	412-967-9081
Blawnox Manor	Allegheny County Housing Authority	701 Center Ave Blawnox, PA 15238	412-355-8940
University of Pittsburgh	University of Pittsburgh	Gulf Lab Meter 1 Pittsburgh	412-624-4141
University of Pittsburgh	University of Pittsburgh	Gulf Lab Meter 2 Pittsburgh	412-624-4141
University of Pittsburgh	University of Pittsburgh	Gulf Lab Rd Meter 3 Pittsburgh	412-624-4141
Northview Heights	Pittsburgh Housing Authority	Hazlett Street Pittsburgh, PA 15214	412-456-5000
Allegheny County Housing Authority	Allegheny County Housing Authority	808 West View Park Dr Pittsburgh, PA 15229	412-355-8940
Allegheny County Housing Authority	Allegheny County Housing Authority	Browns Lane Pittsburgh, PA 15237	412-355-8940
Charlamagne II	Charlamagne II	Browns Lane Pittsburgh, PA	412-364-0809
St. Sebastians Church	St. Sebastians Church	311 Siebert Road Pittsburgh	412-364-8999



North Braddock Heights	North Braddock Heights Housing Assoc	110 Wolf Avenue	412-824-1211
Mapleview Terrace	Allegheny County Housing Authority	Frazier Street Braddock, PA 15104	412-355-8940
Tribrad Inc	Tribrad Inc	537 Talbot Avenue Braddock,	412-271-1506
West Mifflin Manor	Allegheny County Housing Authority	2400 Sharp Avenue West Mifflin, PA 15122	412-355-8940
Grant Towers	R W McKee	328 W Grant Avenue	412-466-3222
Truman Towers	Allegheny County Housing Authority	25 N 2nd Street Duquesne, PA 15110	412-355-8940
Munhall Homesteads	Munhall Homesteads Housing Authority	Longfellow Drive Munhall, PA 15120	416-461-4547
St Theresa Plaza	St Theresa Plaza	3201 Main Street	412-462-2319
Allegheny County Housing Authority	Allegheny County Housing Authority	Dickson Street Homestead, PA 15120	412-355-8940
Crawford Village	McKeesport Housing Authority	800 Ohio Avenue McKeesport, PA 15132	412-673-6942 EXT 210
Crawford Village	McKeesport Housing Authority	Grandview Avenue McKeesport, PA 15132	412-673-6942 EXT 210
Harrison Village	McKeesport Housing Authority	13th & Rose Street McKeesport, PA 15132	412-673-6942 EXT 320
McKeesport Towers	McKeesport Housing Authority	6th & Huey Street McKeesport, PA 15132	412-673-6942 EXT 310
Harrison Village	McKeesport Housing Authority	13th & Market Street McKeesport, PA 15132	412-673-6942 EXT 320
Longwood at Oakmont	Longwood at Oakmont	500 Route 909 Verona, PA	412-826-5700
Plum Wood Apartments	Plum Wood Apartments	500 Route 909 Verona PA	412-828-3737
Western PA School	Western PA School	300 Swissvale Avenue Pittsburgh, PA	412-371-7000
Carillion Devel	Carillion Devel	7200 Baptist Rd Bethel Park, PA	412-831-6464
Green County Housing Authority	Green County Housing Authority	Woodland Avenue	724-627-6523
Green County Housing Authority	Green County Housing Authority	21B S Richhill Street	724-627-6523
Green County Housing Authority	Green County Housing Authority	Walnut & Main Street Waynesburg, PA 15370	724-627-6523
Green County Housing Authority	Green County Housing Authority	32B W Elm Street	724-627-6523
Aluminum City Terrace Housing	Aluminum City Terrace Housing	136 1/2 Aluminum City Terrace New Kensington, PA	724-335-1861
Delta Property Management	Delta Property Management	300 Craigdell Road New Kensington, PA 15068	724-719-2163
Freeport Towers	Freeport Towers	411 Riverside Drive Freeport, PA	724-295-9360
Allegheny County Housing Authority	Allegheny County Housing Authority	1st Avenue Brackenridge, PA 15014	412-355-8940
Allegheny County Housing Authority	Allegheny County Housing Authority	702 2nd Street Tarentum, PA 15084	412-355-8940
Allegheny County Housing Authority	Allegheny County Housing Authority	2nd Street Tarentum, PA 15084	412-355-8940
Ted Tomson	Ted Tomson	142 Tomson Boulevard Natrona Heights, PA 15065	724-681-0534

Schreiber Industrial Development	Schreiber Industrial Development	11th Street New Kensington, PA 15068	412-963-1000
Hollingsworth Apartments	Hollingsworth Apartments	Valley & Hollingsworth New Kensington, PA 15068	212-947-6200
Pittsburgh Mills LTD.	Pittsburgh Mills LTD.	590 Mills Circle Tarentum, PA	724-904-9000
Pittsburgh & Tarentum Camp Assoc.	Pittsburgh & Tarentum Camp Assoc.	1451 Main Street Natrona Heights, PA 15065	412-915-1436
Evangelical Lutheran Church	Evangelical Lutheran Church	136 W. Main Street Worthington, PA 16262	724-297-3398
Whitestown Apartments	Whitestown Apartments	239 Whitestown Village Road	724-212-0821
Greenview Apartments	Greenview Apartments	105 A Greenview Drive Butler, PA	724-282-3535
Green Acre Apartments	Green Acre Apartments	208 Litman Road Butler, PA	724-287-0357
The Courtyard	The Courtyard	1705 Warren Road Indiana, PA	724-463-4730
Prudential Reality	Prudential Reality	101 Wyoming Drive Blairsville, PA	412-261-6500
Jefferson County Housing Authority	Jefferson County Housing Authority	408 Beyer Avenue Punxsutawney, PA 15767	814-938-7140
Sycamore	Sycamore	505 Sycamore Street	814-938-7140
Sycamore II	Sycamore II	500/502 Sycamore Street Punxsutawney, PA 15767	814-938-7140
Mahoning Towers	Mahoning Towers	300 E. Mahoning Street Punxsutawney, PA 15767	814-938-7033
Senior Citizens Apartments	Senior Citizens Apartments	201 N. Jefferson Street Punxsutawney, PA 15767	814-938-7140
Bell Mansion Apartments	Bell Mansion Apartments	617 Cemetary Road Bellwood, PA	814 724-1210
Delta Property Management	Delta Property Management	934 Route 910 Bairdford, PA 15006	724-719-2163
Herman Oil and Gas	Herman Oil and Gas	1095 Herman Road Butler, PA	724-352-1802
Herman Reimer Gas Co	Herman Reimer Gas Co	134 Winfield Road Sarver, PA	724-352-1802
Reimer Gas Co	Reimer Gas Co	134 Winfield Road Sarver, PA	724-352-1802
Louis Letterle	Louis Letterle	108 Seel Street Pittsburgh, PA	412-486-0600
Lutherlyn	Lutherlyn	500 Lutherlyn Lane Prospect, PA	724-865-2161
Prudential Reality	Prudential Reality	2024 Lake Marshall Drive	412-261-6500
Rebecca Residence	Rebecca Residence	3746 Cedar Ridge Road Allison, PA	724-444-0600
Township of Indiana	Township of Indiana	3710 Saxonburg Boulevard	412-767-5333
A. R. Building	A. R. Building Co	Duck Drive Greensburg, PA 15601	724-836-2636
Community Living Care	Community Living Care	91 N. Westmoreland Avenue Greensburg, PA 15601	724-836-8747
Sunset Ridge	Sunset Ridge	466 High Street Derry, PA 15627	724-694-3105
Boys Scouts of America	Boys Scouts of America	122 Kiester Road Slippery Rock, PA	724-794-8393
George Junior Republic	George Junior Republic	233 George Junior Road Grove City, PA 16127	724-458-9330
Grove City College	Grove City College	100 Campus Drive	724-458-3870

		Grove City, PA	
Simco Apartments	Simco Apartments	1420 Carrie Way Grove City, PA	330-545-5457
Slippery Rock University	Slippery Rock University	145 Kiestler Road Slippery Rock, PA	724-738-3333
Westminster College	Westminster College	319 S. Market Street New Wilmington, PA	724-738-3333
Bayer Corporation	Bayer Corporation	100 Bayer Road	412-767-2400
Fox Hollow Condominium	Fox Hollow Condominium	944 Broadhead Road Coraopolis, PA	412-262-1660
Linmawr Homes	Linmawr Homes	1336 Tyler Street Aliquippa, PA	724-775-1220
Robert Morris College	Robert Morris College	881 Narrows Run Road	412-397-2424
Sharon Park Manor Apartments	Sharon Park Manor Apartments	447 Sharon Road Coraopolis, PA 15108	412-262-2476
Allegheny Lutheran Homes	Allegheny Lutheran Homes	807 Goucher Rd Johnstown, PA	814-255-6844
Allegheny Lutheran Homes	Allegheny Lutheran Homes	144 Eifler Lane Johnstown, PA	814-255-6844
Appalachian Youth Services	Appalachian Youth Services	155 South Marion Street	814-472-7874
Coopersdale Homes	Coopersdale Homes	Cooper Avenue Johnstown, PA	814-535-7771
Housing Authority	Housing Authority	187 Spring Street Johnstown, PA	814-535-7771
Johnstown Housing Authority	Johnstown Housing Authority	Daniel Street Johnstown, PA 15905	814-535-7771
Johnstown Housing Authority	Johnstown Housing Authority	314 Crouse Street Johnstown, PA 15905	814-535-7771
Keystone Coop	Keystone Coop	5900 Mayfair Road	330-498-9130
Keystone Coop	Keystone Coop	5900 Mayfair Road	330-498-9130
Raymond McConnell	Raymond McConnell	1404 Jefferson Avenue Portage, PA	814-736-3551
McCullogh House Assisted Living	McCullogh House Assisted Living	500 Cheney Oak Drive Johnstown, PA 15905	814-255-2213
Solomon Homes	Solomon Homes	1 Solomon Street Johnstown, PA	814-535-7771
Western PA Sports Medicine & Rehab	Western PA Sports Medicine & Rehab	1253 Scalp Avenue Johnstown, PA 15904	814-255-6814
Allegheny County Housing Authority	Allegheny County Housing Authority	1 Municipal Drive Natrona Heights, PA	412-355-8940
Armstrong County Housing Authority	Armstrong County Housing Authority	330 Main Street Leechburg, PA 15656	724-548-7671
Armstrong County Housing Authority	Armstrong County Housing Authority	319 main Street Ford City, PA 16226	724-548-7671
Armstrong County Housing Authority	Armstrong County Housing Authority	120 2nd Street Leechburg, PA 15656	724-548-7671
Armstrong County Housing Authority	Armstrong County Housing Authority	1268 Luxemburg Manor Apollo, PA 15613	724-548-7671
Armstrong County Housing Authority	Armstrong County Housing Authority	280 South McKean Street Kittanning, PA 16201	724-548-7671
Armstrong County Housing Authority	Armstrong County Housing Authority	280 South McKean Street Kittanning, PA 16201	724-548-7671
Armstrong County Housing Authority	Armstrong County Housing Authority	100 North Grant Street Kittanning, PA 16201	724-548-7671
Faith Manor Apartments	Faith Manor Apartments	5th Avenue, Avonmore, PA	724-697-5323
Hampton Court Apartments	Hampton Court Apartments	2169 Lazor Street Indiana, PA 15701	724-463-0480
Penn State University	Penn State University	3550 7th Street Road	724-334-6000

		New Kensington, PA 15068	
Prudential Reality	Prudential Reality	506 South 13th Street, Indiana, PA	412-261-6500
Poets Village	Poets Village	Ben Franklin S Road Indiana, PA	724-349-1522
Spring Meadows Apartments	Spring Meadows Apartments	Ben Franklin S Road Indiana, PA 15701	724-463-0480
West Haven Nursing Home	West Haven Nursing Home	151 Goodview Avenue Apollo, PA	724-727-1314
Westmoreland County Housing	Westmoreland County Housing	167 Lincoln Avenue Vandergrift, PA 15690	724-832-7248
Westmoreland County Housing	Westmoreland County Housing	1528 Horne Boulevard New Kensington, PA 15068	724-832-7248
Westmoreland County Housing	Westmoreland County Housing	200 Gardlock Court New Kensington, PA 15068	724-832-7248
Westmoreland County Housing	Westmoreland County Housing	200 Sylvan Drive Lower Burrell, PA 15068	724-832-7248
Westmoreland County Housing	Westmoreland County Housing	12th Street New Kensington, PA 15068	724-832-7248
Daughter Divine Redeemer	Daughter Divine Redeemer	999 Rock Run Road Elizabeth, PA	412-751-8600
Fayette County Housing	Fayette County Housing	1 Marion Villa Belle Vernon, PA	724-434-2100
Westmoreland County Housing	Westmoreland County Housing	Park Manor Road Monesson, PA 15062	724-832-7248
Westmoreland County Housing	Westmoreland County Housing	Eastgate Manor Monesson, PA 15062	724-832-7248
Allegheny Community Corporation	Allegheny Community Corporation	5604 Baum Boulevard Pittsburgh, PA	412-687-6200
Boyce Campus Community College	Boyce Campus Community College	595 Beatty Road Monroeville, PA 15146	724-327-1327
Cork Factory Apartments	Cork Factory Apartments	2402 Railroad Street Pittsburgh, PA	412-281-5556
Forbes Regional Hospital	Forbes Regional Hospital	Haymaker Road Monroeville, PA	412-858-2000

## Appendix ER-31 – County Emergency Management Center Contacts/Peoples Representatives

County	Emergency Manager	Contact Information	PNG Representative
<b>Allegheny, PA</b>  <i>May request a Peoples Representative in County EMC</i>	Chief of Emergency Services – Matthew Brown	400 North Lexington Street, Suite 200 Pittsburgh, PA 15208 Office Phone:(412) 473-2550 Matthew.Brown@AlleghenyCounty.US	Jim Giardina – <b>Primary</b> , Cell 724-681-1212; james.w.giardina@peoples-gas.com  Doug DuScheid - <b>Secondary</b> , Cell 412-728-6117, Douglas.DuScheid@peoples-gas.com
<b>Armstrong, PA</b>  Peoples Representative as a point of contact only	Director – William A. Hamilton	131 Armsdale Road Kittanning, PA 16201 Office Phone: (724) 548-3431 wahamilton@co.armstrong.pa.us	Phil Daugherty – <b>Primary</b> , 412-396-9600, philip.o.daugherty@peoples-gas.com  Jim Barnett – <b>Secondary</b> , Cell 412-290-2421; James.L.BarnettIV@peoples-gas.com
<b>Beaver, PA</b>  <i>May request a Peoples Representative in County EMC</i>	Director – Eric Brewer	351 14th Street Ambridge, PA 15003 Office Phone: (724) 775-1700 ebrewer@beavercountypa.gov	Todd Coen – <b>Primary</b> , Cell 412-639-4693, Todd.Coen@peoples-gas.com  Jim Barnett – <b>Secondary</b> , Cell 412-290-2421; James.L.BarnettIV@peoples-gas.com
<b>Blair, PA</b>  Peoples Representative as a point of contact only	Emergency Management Coordinator – Mark Taylor	615 Fourth Street Altoona, PA 16602 Office Phone: (814) 940-5903 mtaylor911@atlanticbbn.net	Katie Curry - <b>Primary</b> , Cell 412-715-7964; katie.curry@peoples-gas.com  Joe Zaradzki – <b>Secondary</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com
<b>Butler, PA</b>  <i>May request a Peoples Representative in County EMC</i>	Director – Steven Bicehouse	Sunnyview Complex 120 McCune Drive Butler, PA 16001 Office Phone: (724) 284-5211 Sbicehou@co.butler.pa.us	Jim Barnett – <b>Primary</b> , Cell 412-290-2421; James.L.BarnettIV@peoples-gas.com  Phil Daugherty – <b>Secondary</b> , 412-396-9600, philip.o.daugherty@peoples-gas.com
<b>Cambria, PA</b>  Peoples Representative as a point of contact only	Interim County Coordinator – Allen Kline	401 Candlelight Drive , Suite 100 Ebensburg, PA 15931 Office Phone: (814) 472-2050 akline@co.cambria.pa.us	Katie Curry - <b>Primary</b> , Cell 412-715-7964; katie.curry@peoples-gas.com  Joe Zaradzki – <b>Secondary</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com
<b>Clarion, PA</b>  Peoples Representative as a point of contact only	Emergency Management Coordinator - Randall L. Stahlman	Clarion County Court House 421 Madison Road Clarion, PA 16214 rstahlman@oes.clarion.pa.us	Phil Daugherty – <b>Primary</b> , 412-396-9600, philip.o.daugherty@peoples-gas.com  Jim Barnett – <b>Secondary</b> , Cell 412-290-2421; James.L.BarnettIV@peoples-gas.com
<b>Clearfield, PA</b>  Peoples Representative as a point of contact only	Emergency Management Coordinator – Joseph Bigar	911 Leonard Street Clearfield, PA 16830 Office Phone: (814) 765-5357 Ext: 1 jbigar@clearfield911.com	Katie Curry - <b>Primary</b> , Cell 412-715-7964; katie.curry@peoples-gas.com  Jim Giardina – <b>Secondary</b> , Cell 724-681-1212; james.w.giardina@peoples-gas.com

<b>Fayette, PA</b>	Director – Roy A. Shipley	Public Service Building 24 East Main Street, Fourth Floor Uniontown, PA 15401 Office Phone: (724) 430-1277 rshipley@fcema.org	Joe Zaradzki - <b>Primary</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com
Peoples Representative as a point of contact only			Doug DuScheid - <b>Secondary</b> , Cell 412-728- 6117, Douglas.DuScheid@peoples-gas.com
<b>Greene, PA</b>	Emergency Services Director – Gregory C. Leathers	55 West Greene Street Waynesburg, PA 15370 Office Phone: (724) 627-5387 GLEathers@co.greene.pa.us	Joe Zaradzki, <b>Primary</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com
Peoples Representative as a point of contact only			Todd Coen – <b>Secondary</b> , Cell 412-639-4693, Todd.Coen@peoples-gas.com
<b>Indiana, PA</b>	Emergency Management Coordinator – Thomas A. Stutzman	85 Haven Drive Indiana, PA 15701 Office Phone: (724) 349-9300 tstutzman@indianacounty.org	Ken Cole - <b>Primary</b> , Cell 724-640-0177; kenneth.k.cole@peoples-gas.com
Peoples Representative as a point of contact only			Jim Giardina – <b>Secondary</b> , Cell 724-681-1212; james.w.giardina@peoples-gas.com
<b>Jefferson, PA</b>	Director – Tracy W. Zents	Emergency Services Building 560 Service Center Road Brookville, PA 15825 Office Phone: (814) 849-5052 tzents@jeffersoncountypa.com	Ken Cole - <b>Primary</b> , Cell 724-640-0177; kenneth.k.cole@peoples-gas.com
Peoples Representative as a point of contact only			Jim Giardina – <b>Secondary</b> , Cell 724-681-1212; james.w.giardina@peoples-gas.com
<b>Lawrence, PA</b>	Acting Director of Public Safety - Jeffrey Parish	1451 County Line Road New Castle, PA 16101 Office Phone: (724) 202-7106 jparish@leoc.net	Jim Barnett - <b>Primary</b> , Cell 412-290-2421; James.L.BarnettIV@peoples-gas.com
Peoples Representative as a point of contact only			Todd Coen – <b>Secondary</b> , Cell 412-639-4693, Todd.Coen@peoples-gas.com
<b>Mercer, PA</b>	Director – Frank A. Jannetti	205 South Erie Street Mercer, PA 16137 Office Phone: (724) 662-6100 Ext:2440 fjannetti@mcc.co.mercer.pa.us	Jim Barnett - <b>Primary</b> , Cell 412-290-2421; James.L.BarnettIV@peoples-gas.com
Peoples Representative as a point of contact only			Phil Daugherty – <b>Back-up</b> , 412-396-9600, philip.o.daugherty@peoples-gas.com
<b>Somerset, PA</b>	Director – Richard B. Lohr	100 East Union Street Somerset, PA 15501 Office Phone: (814) 445-1515 rlohrr@co.somerset.pa.us	Katie Curry - <b>Primary</b> , Cell 412-715-7964; katie.curry@peoples-gas.com
Peoples Representative as a point of contact only			Joe Zaradzki – <b>Back-up</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com

<b>Washington, PA</b>	Director – Jeffrey A. Yates	100 West Beau Street, Suite C-1 Washington, PA 15301 Office Phone: (724) 228-6911 YatesJ@co.washington.pa.us	Doug DuScheid - <b>Primary</b> , Cell 412-728-6117, Douglas.DuScheid@peoples-gas.com
<i>May request a Peoples Representative in County EMC</i>			Joe Zaradzki – <b>Secondary</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com
<b>Westmoreland, PA</b>	Public Safety Director – Roland "Bud" Mertz	911 Public Safety Road Greensburg, PA 15601 Office Phone: (724) 600-7301 rmertz@co.westmoreland.pa.us	Joe Zaradzki – <b>Primary</b> , Cell 724-640-0183, joseph.m.zaradzki@peoples-gas.com
<i>May request a Peoples Representative in County EMC</i>			Katie Curry - <b>Secondary</b> , Cell 412-715-7964; katie.curry@peoples-gas.com
<b>Marion, WV</b>	Director - Chris McIntire		
<i>May request a Peoples Representative in County EMC</i>			

The Peoples representatives listed above should make verbal contact with the municipal 911 Emergency Managers listed above at a minimum of two times per calendar year in an effort to establish and maintain liaison.

During these conversations, the following items should be addressed:

- Responsibilities and resources of 911 when responding to a gas pipeline emergency;
- Peoples’ abilities in responding to a gas pipeline emergency;
- Identifying the types of gas pipeline emergencies of which the operator notifies 911 and,
- How Peoples and 911 can engage in mutual assistance to minimize hazards to life or property

These bi-annual discussions shall be documented for future reference.

## Appendix ER-32 – Region 13 Utility Sub-Committee Contact List

Company	Contact	Title	Email	Work	Cell
<b>Alcosan</b>					
	Carol Adams	Business Continuity Coordinator	Cadams@alcosan.org	412-999-7740	No known number
	Stacy Demasi	Manager, Security	stacy.demasi@alcosan.org	412-758-0992	No known number
<b>Allegheny County EMS</b>					
	Mike Spurr	Homeland Security Liaison	michael.spurr@alleghenycounty.us	412-473-7063	No known number
	Matt Brown	Chief	Matthew.Brown@alleghenycounty.us	412-670-9350	No known number
<b>Butler Area Sewer Authority</b>					
	Joe Rost	Plant Superintendent	jrost@basapa.org	724-282-1978	No known number
<b>Cranberry Township</b>					
	Mike Sedon	Manager, WWTP Operations	mike.sedon@cranberrytownship.org	724-776-4806	No known number
<b>City of Pittsburgh</b>					
	Adam Ameel	Critical Infrastructure Manager	adam.ameel@pittsburghpa.gov	412-906-1749	No known number
<b>Columbia Gas</b>					
	Darren Moldovan	Compliance Specialist	dmoldavan@nisource.com	724-371-6533	No known number
<b>Comcast</b>					
	24/7 Help			800-934-6489	
<b>DHS</b>					
	24/7	Department of Homeland Security	pittsburghemergencymanagement@pittsburghpa.gov	412-255-2633	
<b>Duquesne Light</b>					
	24/7	Emergency Number		1-888-393-7000	
<b>Erie Water Works</b>					
	Ron Constantini	Senior Manager, Administration	rscostantini@eriewaterworks.org	814-870-8000 x306	814-323-7385
	Chad Ellsworth	Manager, Special Projects	cellsworth@eriewaterworks.org	814-870-8000 x202	814-460-2451
<b>FBI</b>					
	John Large	Special Agent - WMD Officer	jdlarge@fbi.gov	412-432-4152	No known number
<b>First Energy</b>					
Arnold	Jay Manga	Substation Manager	jmanga@firstenergycorp.com	724-355-6575	No known number



Kittanning	Jay Manga	Substation Manager	jmanga@firstenergycorp.com	724-355-6575	No known number
Butler/Clarion	Paul Blum	Substation Manager	pblum@firstenergycorp.com	724-290-3913	No known number
St. Mary's	Jack Kifer	Substation Manager	jkifer@firstenergycorp.com	814-594-5327	No known number
State College	Terry Hutchison	Substation Manager	thutchison@firstenergycorp.com	484-513-0459	No known number
Waynesboro	Jay Healy	Substation Manager	jhealy@firstenergycorp.com	301-748-3561	No known number
McConnellsburg	Jay Healy	Substation Manager	jhealy@firstenergycorp.com	301-748-3561	No known number
Jeannette	Ray Yackovich	Substation Manager	ryackov@firstenergycorp.com	724-244-3717	No known number
Latrobe	Ray Yackovich	Substation Manager	ryackov@firstenergycorp.com	724-244-3717	No known number
Pleasant Valley	Leslie Rayle	Substation Manager	lrayle@firstenergycorp.com	724-366-2109	No known number
Uniontown	Leslie Rayle	Substation Manager	lrayle@firstenergycorp.com	724-366-2109	No known number
Jefferson	Kevin Pratt	Substation Manager	kpratt@firstenergycorp.com	724-787-2862	No known number
Chaleroi	Kevin Pratt	Substation Manager	kpratt@firstenergycorp.com	724-787-2862	No known number
Boyce	Aaron Brown	Substation Manager	abrown@firstenergycorp.com	724-255-1329	No known number
Washington	Aaron Brown	Substation Manager	abrown@firstenergycorp.com	724-255-1329	No known number
<b>Fox Chapel Water Authority</b>					
	Ryan Verbanik	Operations Supervisor	No known email	412-963-0212	No known number
<b>Municipal Authority of Westmoreland County</b>					
	Sarah Kocak	Water Quality Supervisor	skocak@mawc.org	412-678-6065 x3	No known number
<b>National Weather Service</b>					
	Fred McMullan	Warning Coordination Meteorologist	fred.mcmullen@noaa.gov	412-262-1591	No known number
<b>NRG</b>					
	Matt Brassard	Plant Manager	No known email	412-231-0409	No known number
	Josh Dunkle	Source Water Protection Lead	joshua.dunkle@amwater.com	412-691-0717	No known number
	Jason Stanton	Production Assets Manager	jasun.stanton@amwater.com	412-884-5109	No known number
	Kent Shrontz	Production Operations Supervisor	No known email	724-986-4116	No known number
<b>PEMA Western Area</b>					
	Mike Hajjar	Emergency Management Specialist	mhajjar@pa.gov	724-599-1341	No known number
<b>Peoples Natural Gas</b>					
	Dan Keuhn	Compliance Manager	Daniel.kuehn@peoples-gas.com	412-244-4351	412-759-1503

	Ron Ferrere	Manager, Gas Operations and Control	ronald.ferrere@peoples-gas.com	412-473-3663	412-510-7894
	Kevin Turkovich	Director, IT Infrastructure & Cybersecurity	Kevin.a.Turkovich@peoples-gas.com	412-208-6538	412-398-6558
<b>PennDOT District 11</b>					
	Michele Acitelli	District Utility and Grade Crossing Manager	miacitelli@pa.gov	412-429-3798	No known number
<b>Pittsburgh Allegheny County Thermal PACT</b>					
	Company Phone			412-642-2796	No known number
<b>Pittsburgh Water &amp; Sewer Authority</b>					
	24/7	Emergency Number		412-255-2423	
<b>PUC</b>					
	Ken Shaffer	Emergency Response	kennshaffe@pa.gov	717-787-3459	No known number
	Clinton McKinley	Fixed Utility Valuation Engineer	cmckinley@pa.gov	717-783-6161	No known number
<b>Verizon Wireless</b>					
	24/7	Customer Service Rep		1-800-837-4966	
<b>West View Water</b>					
	Phil Evankovich	Emergency Management Coordinator	No known email	412-931-3292	No known number
<b>Wilkesburg-Penn Joint Water Authority</b>					
	Customer Service			412-243-6200	No known number
<b>Western PA All Hazards Fusion Center</b>					
	Hailey Snee	CIKR Analyst	c-snee@pa.gov	412-423-9245	No known number
	Abigail Fenske	Intel Officer	c-fenske@pa.gov	412-423-9245	No known number

**Appendix ER-33 – American Gas Association (AGA) Request for Mutual Assistance Form**

In time of need for assistance during a Level IV Emergency Event, refer to the searchable AGA Mutual Assistance Database for Responding Companies that potentially meet your needs and reach out to them with attached Request for Assistance (RFA) form. This form is intended to serve as a binding contract between the requesting and responding companies.

**Mutual Assistance Program**  
**REQUEST FOR ASSISTANCE (RFA)**

***TO BE COMPLETED BY REQUESTING COMPANY***

Today's Date: \_\_\_\_\_ RFA No: \_\_\_\_\_

RFA Type:   \_\_\_New           \_\_\_Renewal           \_\_\_Cancellation           \_\_\_Change / Update

**Requesting Company Name:** \_\_\_\_\_

	Primary Contact	Secondary Contact
Name:		
Company Phone:		
Cell Phone:		
E-Mail:		

**Period Emergency Assistance Needed:**

Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

**Description of Emergency** (include approximate number of customers affected)

System(s) affected:    ≤14" WC \_\_\_\_\_, >14"≤60 psi \_\_\_\_\_, >60 psi \_\_\_\_\_, >20% SMYS \_\_\_\_\_.

Type of PE: HDPE \_\_\_\_\_, MDPE \_\_\_\_\_                      Typical Main Size: \_\_\_\_\_" OD to \_\_\_\_\_" OD

**Type of FIELD Personnel/Work needed: (check all that apply)**

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested – These include the minimum OQ tasks required	Additional types of Work / Equipment Requested (check all that apply)
	<b>Construction / Maintenance Crews</b>	<b>3-person Crews</b>	Steel, PE, Mains and Services, Repairs, Replacements, Locating, Abandonments, Purging, Pressure Testing, Bar holing, Leak	<input type="checkbox"/> Cast Iron <input type="checkbox"/> Heat Fusion <input type="checkbox"/> Electro-Fusion <input type="checkbox"/> Socket Fusion <input type="checkbox"/> Mechanical Couplings

			Pinpointing, Emergency Response Crew Truck with Backhoe or Trencher and traffic channelization equipment FR Clothing and Supplied Air Respirator	<input type="checkbox"/> Dump Truck <input type="checkbox"/> Air Compressor <input type="checkbox"/> Portable Shoring <input type="checkbox"/> Shoring Box <input type="checkbox"/> Small Dia Tapping & Stopping _____ <input type="checkbox"/> OSHA 40 Hr HAZWOPER
	<b>Dewatering Crew</b>	<b>2-person Crews</b>	Tapping Pipelines, Removal of Liquids	<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Vac Truck <input type="checkbox"/> Compressors with Pigging <input type="checkbox"/> Vapor Extraction Units <input type="checkbox"/> Cameras <input type="checkbox"/> Pumps (LP Drips)

<b>Number Needed</b>	<b>Type</b>	<b>Make-up of Crew</b>	<b>Type of Work / Equipment Requested– These include the minimum OQ tasks required</b>	<b>Additional types of Work/ Equipment Requested (check all that apply)</b>
	<b>Leak Survey</b>	<b>1-person</b>	Leak Detection, Bar Holing, Leak Pinpointing, Emergency Response,	<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Calibration equipment <input type="checkbox"/> Walking Survey <input type="checkbox"/> Mobile Survey <input type="checkbox"/> Above ground meter sets <input type="checkbox"/> ATV vehicle <input type="checkbox"/> Mobile Flame Ionization Detector <input type="checkbox"/> Mobile Infrared / Optical Detector <input type="checkbox"/> Handheld Flame Ionization Detector <input type="checkbox"/> Handheld Infrared / Optical Detector <input type="checkbox"/> Handheld Laser based Detector <input type="checkbox"/> Ability to use Paper Maps <input type="checkbox"/> Ability to use a Mobile Device
	<b>Welding</b>	<b>1-person</b>	Holds a current weld qualification with the responding company Appropriate vehicle and welding equipment	<input type="checkbox"/> Qualified - 49CFR192 App C <input type="checkbox"/> Qualified Sec 6 API 1104 <input type="checkbox"/> Qualified Sec IX ASME BPVC <input type="checkbox"/> Welding Pipe <20% SMYS <input type="checkbox"/> Welding Pipe ≥20% SMYS <input type="checkbox"/> Welding Service Tees <input type="checkbox"/> Welding up to 12” dia. <input type="checkbox"/> Welding > 12” dia. <input type="checkbox"/> Low Hydrogen Welding <input type="checkbox"/> Welder’s assistant/laborer

	<b>Service Restoration - Relights</b>	<b>See Additional</b>	Inspection of meter and regulator sets, Purging fuel lines, Conducting Lock-in test, relighting residential and small commercial appliances, Emergency Response.	<input type="checkbox"/> With own vehicle <input type="checkbox"/> One person to a truck/van <input type="checkbox"/> Two to a truck/van <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Appliance Repair experience
	<b>Meter Sets</b>	<b>1-person</b>	Inspection of meter and regulator sets; Replacing meters, regulators, and meter valves; Purging fuel lines, Conducting pressure test and/or flow and Lock-up test, relighting residential and small commercial appliances.	<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Ability to rebuild larger meter sets
	<b>Locating</b>	<b>1-person</b>	Locating Underground Facilities. With locating equipment.	<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to use paper maps <input type="checkbox"/> Ability to use mobile device <input type="checkbox"/> Ability to use GPS

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested– These include the minimum OQ tasks required	Additional types of Work/ Equipment Requested (check all that apply)
	<b>Other</b>	<b>1-person</b>	Various – See Additional	<input type="checkbox"/> With own vehicle <input type="checkbox"/> Large Diameter Tapping and Stopping _____ <input type="checkbox"/> Operation of Portable Odorizing Equipment <input type="checkbox"/> Vehicle Repair Mechanic <input type="checkbox"/> Equipment Repair Mechanic <input type="checkbox"/> Regulator Station Technicians <input type="checkbox"/> Crane Truck <input type="checkbox"/> Other _____

**Must field personnel provided by responding companies belong to a Labor Union?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**What other Operator Qualification Requirements are needed?**

**Type of ADMIN Personnel needed: (check all that apply)**

Number Needed	Type	Make-up	Type of Work / Equipment Requested	Preferred Span of Control and other requests
	<b>Supervision</b>	<b>1-person</b>	Experienced Supervisor	<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____
	<b>Safety Personnel</b>	<b>1-person</b>	Experienced in Safety	<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____
	<b>Admin Support</b>	<b>1-person</b>	Experienced in back-office processes necessary to prepare work order packages, order materials, and arrange utility mark-outs. Collect and process work documentation	<input type="checkbox"/> Computer Aided Dispatch <input type="checkbox"/> Automated Work Order Systems <input type="checkbox"/> Records Management Systems <input type="checkbox"/> Asset Management Systems <input type="checkbox"/> Designer/Engineer <input type="checkbox"/> Logistics Support <input type="checkbox"/> Other (Specify) _____

## LOGISTICS

When are personnel needed to report? \_\_\_\_\_

Where must personnel report? \_\_\_\_\_

What is the total estimated deployment time for responders (Days or Weeks)? \_\_\_\_\_

**Expected Work Conditions** (detail any unique characteristics of the work locations including flooding, debris, continuing weather issues, etc.) \_\_\_\_\_

### Expected Housing

\_\_\_\_\_ Hotel / Motel, \_\_\_\_\_ Tents, \_\_\_\_\_ Other (Describe) \_\_\_\_\_

**Food and Water:** Requesting Company Will \_\_\_\_\_ or Will Not \_\_\_\_\_ (check one) be providing food and water for responding personnel once they have arrived. Exceptions (if any): \_\_\_\_\_

**Expected Availability of Diesel or Gasoline for Vehicles:** \_\_\_\_\_

**Vehicle CNG Fueling Capability:** Requesting Company Has: \_\_\_\_\_ or Does Not Have: \_\_\_\_\_ (Select one) an operational CNG fueling station. If CNG is available, indicate the type of refueling nozzle: \_\_\_\_\_

**Drug and Alcohol Testing Required?** YES \_\_\_\_\_ NO \_\_\_\_\_

Drug & Alcohol Testing: Please provide a listing of any Drug and Alcohol testing pools in which each individual is currently active. The responding company will continue to include these individuals in random pool selection. The requesting company can provide a listing of qualified Drug and Alcohol sampling facilities in the area. Anyone not currently enrolled in a program will need to have a pre-assignment Drug and Alcohol test before working for the requesting company.

**OQ:** Please bring a copy of each person’s OQ qualifications including the latest effective date.

**PPE:** Each employee provided is expected to bring appropriate Personal Protective Equipment applicable to their job.

**Communications Equipment:** Please provide at least one cell phone for each vehicle.  
 Requesting Company Will \_\_\_\_\_ or Will Not \_\_\_\_\_ (check one) be providing portable radio communications equipment.

**Shipping Address for any support Materials:**

Contact name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_

**Other Materials/Equipment Needed:**

\_\_\_\_\_

**Billing Information for Company Requesting Aid:**

Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Service Address: \_\_\_\_\_  
 Suite/Floor: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## TO BE COMPLETED BY RESPONDING COMPANY

**Responding Company Name:** \_\_\_\_\_

	Primary Contact	Secondary Contact
Name:		
Company Phone:		
Cell Phone:		
E-Mail:		

- Total Number of people being provided:** \_\_\_\_\_
- Number of Personnel being provided by Gender:** Female \_\_\_\_\_, Male \_\_\_\_\_

Number Offered	Type	Make-up of Crew	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Additional types of Work / Equipment Offered (check all that apply)
	<b>Construction / Maintenance Crews</b>	<b>3-person Crews</b>			___ Cast Iron ___ Heat Fusion ___ Electro-Fusion ___ Socket Fusion ___ Mechanical Couplings ___ Dump Truck ___ Air Compressor

					<input type="checkbox"/> Portable Shoring <input type="checkbox"/> Shoring Box <input type="checkbox"/> Small Dia Tapping & Stopping  <input type="checkbox"/> OSHA 40 Hr HAZWOPER
	<b>Dewatering Crew</b>	<b>2-person Crews</b>			<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Vac Truck <input type="checkbox"/> Compressors with Pigging <input type="checkbox"/> Vapor Extraction Units <input type="checkbox"/> Cameras <input type="checkbox"/> Pumps (LP Drips)
	<b>Leaksurvey</b>	<b>1-Person</b>			<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Calibration equipment <input type="checkbox"/> Walking Survey <input type="checkbox"/> Mobile Survey <input type="checkbox"/> Above ground meter sets <input type="checkbox"/> ATV vehicle <input type="checkbox"/> Mobile Flame Ionization Detector <input type="checkbox"/> Mobile Infrared / Optical Detector <input type="checkbox"/> Handheld Flame Ionization Detector <input type="checkbox"/> Handheld Infrared / Optical Detector <input type="checkbox"/> Handheld Laser based Detector <input type="checkbox"/> Ability to use Paper Maps <input type="checkbox"/> Ability to use a Mobile Device

Number Offered	Type	Make-up of Crew	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Additional types of Work/ Equipment Offered (check all that apply)
	<b>Welding</b>	<b>1-person</b>			<input type="checkbox"/> Qualified - 49CFR192 App C <input type="checkbox"/> Qualified Sec 6 API 1104 <input type="checkbox"/> Qualified Sec IX ASME BPVC <input type="checkbox"/> Welding Pipe <20% SMYS <input type="checkbox"/> Welding Pipe ≥20% SMYS <input type="checkbox"/> Welding Service Tees <input type="checkbox"/> Welding up to 12" dia. <input type="checkbox"/> Welding > 12" dia. <input type="checkbox"/> Low Hydrogen Welding <input type="checkbox"/> Welder's assistant/laborer
	<b>Service Restoration - Relights</b>	<b>See Additional</b>			<input type="checkbox"/> With own vehicle <input type="checkbox"/> One person to a truck/van <input type="checkbox"/> Two to a truck/van <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Appliance Repair experience
	<b>Meter Sets</b>	<b>1-person</b>			<input type="checkbox"/> With own vehicle



					<input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Ability to rebuild larger meter sets
	<b>Locating</b>	<b>1-person</b>			<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to use paper maps <input type="checkbox"/> Ability to use mobile device <input type="checkbox"/> Ability to use GPS
	<b>Other</b>	<b>1-person</b>			<input type="checkbox"/> With own vehicle <input type="checkbox"/> Large Diameter Tapping and Stopping <input type="checkbox"/> Operation of Portable Odorizing Equipment <input type="checkbox"/> Vehicle Repair Mechanic <input type="checkbox"/> Equipment Repair Mechanic <input type="checkbox"/> Regulator Station Technicians <input type="checkbox"/> Crane Truck <input type="checkbox"/> Other _____

**Type of ADMIN Personnel needed: (check all that apply)**

Number Offered	Type	Make-up	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Preferred Span of Control and other requests
	<b>Supervision</b>	<b>1-person</b>			<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____

Number Offered	Type	Make-up	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Preferred Span of Control and other requests
	<b>Safety Personnel</b>	<b>1-person</b>			<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____
	<b>Admin Support</b>	<b>1-person</b>			<input type="checkbox"/> Computer Aided Dispatch <input type="checkbox"/> Automated Work Order Systems <input type="checkbox"/> Records Management Systems <input type="checkbox"/> Asset Management Systems <input type="checkbox"/> Designer/Engineer <input type="checkbox"/> Logistics Support <input type="checkbox"/> Other (Specify) _____

**Other Materials/Equipment Offered:**

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—

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**Estimated Responder Deployment From: (Geographic Location)**  
\_\_\_\_\_ **Estimated Deployment: (Date and Time)**  
\_\_\_\_\_

**Preferred geographic area for deployment (if multiple areas are identified)**  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated number of hours travel time (One Way)**  
\_\_\_\_\_

**Estimated Time of Arrival: (Date and Time)**  
\_\_\_\_\_

**Planned Crew Rotation: Every 2 weeks** \_\_\_\_\_, **Every 3 weeks** \_\_\_\_\_,  
**Other (please specify)**  
\_\_\_\_\_

**Required Release Date (If necessary)**  
\_\_\_\_\_

We authorize our respective companies to receive/provide the above services and/or materials described in this RFA pursuant to the AGA Master Operations Assistance Agreement signed and exchanged between Requesting and Responding Companies. This authorization is valid until cancelled or changed in writing.

Authorized signatures:

Requesting Company: \_\_\_\_\_ Date: \_\_\_\_\_

Responding Company: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix ER-34 – Energy Association of Pennsylvania (EAP) Mutual Assistance Agreement Template**

The Energy Association of Pennsylvania (EAP) offers a template of a mutual assistance agreement to be used when it is determined that mutual assistance is required during a Level IV emergency event. This template is not intended to serve as a binding legal agreement, but rather define the expectations between the requesting and responding companies during the emergency response incident.

### **EXAMPLE: TEMPLATE for EAPA MEMBER COMPANY USE**

#### **EMERGENCY ASSISTANCE AGREEMENT**

This Emergency Assistance Agreement ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2005 by and between \_\_\_\_\_ and \_\_\_\_\_ (collectively, "Participating Companies").

#### **BACKGROUND**

WHEREAS the Participating Companies may have occasion to call upon each other for emergency assistance in the form of personnel or equipment to aid in maintaining or restoring gas utility service when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, sabotage or any other occurrences where the parties deem emergency assistance to be necessary or advisable; and

WHEREAS the Participating Companies are willing, pursuant to the terms and conditions of this Agreement, are willing to provide such emergency assistance to each other.

NOW, THEREFORE, intending to be legally bound hereby, \_\_\_\_ and \_\_\_\_ agree as follows:

- (1) A Participating Company requesting emergency assistance ("Requesting Company") shall communicate its request to other Participating Company ("Requested Company") by contacting the appropriate individuals listed below, and by supplying the information set forth in Appendix B hereto:

For \_\_\_\_:

For \_\_\_\_:

Tel.:

Tel:

Fax:

Fax:

- (1)The Responding Company shall confirm its availability and intention to provide emergency assistance by sending to the Requesting Company a form substantially like that set forth in Appendix A hereto.

- (2) The emergency assistance period shall commence when the transportation of the Responding Company's employees or equipment to Requesting Company begins (or, if the Responding Company has been requested to prepare its employees or equipment for transportation and await further instructions, at the time such preparations have been completed) and shall terminate when the transportation of such employees or equipment back to Responding Company has been completed.
- (3) Employees of Responding Company shall at all times during the emergency assistance period continue to be employees of Responding Company and shall not be deemed employees of Requesting Company for any purpose. Responding Company shall be an independent contractor of Requesting Company and wages, hours and other terms and conditions of employment of Responding Company shall remain applicable to its employees during the emergency assistance period.
- (4) Responding company shall make available at least one supervisor in addition to crew foremen if applicable (utilization/customer service personnel may not require foreman). All instructions for work to be done by Responding Company's crews shall be given by Requesting Company to Responding Company's supervisor(s); or, when Responding Company's crews are to work in widely separate areas, to such of Responding Company's foremen as may be designated for the purpose by Responding Company's supervisor(s).
- (5) All time sheets and work records pertaining to Responding Company's employees furnishing emergency assistance shall be kept by Responding Company.
- (6) Requesting Company shall indicate to Responding Company the type and size of trucks and other equipment desired as well as the number and job function of employees requested but the extent to which Responding Company makes available such equipment and employees shall be at Responding Company's sole discretion.
- (7) Requesting Company shall reimburse Responding Company for all costs and expenses incurred by Responding Company as a result of furnishing emergency assistance. Such costs and expenses shall include, but not be limited to, the following:
  - (a) Employee's wages and salaries for paid time spent in Requesting Company's service area and paid time during travel to and from such service area, plus Responding Company's standard payable additives to cover all employee benefits and allowances for vacation, rest periods, sick leave and holiday pay and social security and retirement benefits, all payroll taxes, workmen's compensation, employer's liability insurance and other contingencies and benefits imposed by applicable law or regulation.
  - (b) Employee travel and living expenses (meals, lodging and reasonable incidentals).
  - (c) Replacement cost of materials and supplies expended or furnished.
  - (d) Repair or replacement cost of equipment damaged or lost.
  - (e) Charges, at rates internally used by Responding Company, for the use of transportation equipment and other equipment requested.

- (f) Administrative and general costs which are properly allocable to the emergency assistance to the extent such costs are not chargeable pursuant to the foregoing subsections.
  
- (8) All costs and expenses of Responding Company shall be paid by Requesting Company within thirty days after receiving an invoice therefore.
- (9) Requesting Company shall indemnify and hold Responding Company harmless from and against any and all liability for loss, damage, cost or expense which Responding Company may incur by reason of bodily injury, including death, to any person or persons (including Requesting Company's employees) or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of Responding Company. Where payments are made to Responding Company's employees under a workmen's compensation or disability benefits law or any similar law for bodily injury or death resulting from furnishing emergency assistance, Requesting Company shall make reimbursement to Responding Company to the extent such payment increases; the Responding Company's workmen's compensation or disability benefits costs, whether such increase in costs occurs in the form of an increase in premiums or contributions or in the form of reduction in dividends or premium refunds, or otherwise.
  
- (10) In the event any claim or demand is made or suit or action is filed against Responding Company alleging liability for which Requesting Company shall indemnify and hold harmless Responding Company under paragraph (8) above, Responding Company shall promptly notify Requesting Company thereof, and Requesting Company, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.
  
- (11) Telephone requests for emergency assistance shall promptly be confirmed in writing, by a letter or fax in the form attached signed by a corporate officer of the Requesting Company.
  
- (12) This Agreement constitutes the entire agreement between the parties related to the subject matter addressed herein, and supercedes any prior or contemporaneous agreements related to the subject matter hereof.

NOW THEREFORE, the parties hereto have caused their duly authorized representatives to execute this Agreement as of the day and year first above written.

**Company A**

By:

Title:

**Company B**

By:

Title:

## **APPENDIX ER-34A**

**EMERGENCY ASSISTANCE AGREEMENT**

**SAMPLE LETTER/FAX**

Date:

(Name and Address of Responding Company):

This will confirm that personnel, equipment or other emergency assistance will be provided to us by your Company in accordance with a telephone request between your Mr./Ms. \_\_\_\_\_ and our Mr./Ms. \_\_\_\_\_ on \_\_\_\_\_. The provision of this emergency assistance shall be governed by the terms and conditions of the Emergency Assistance Agreement dated \_\_\_\_\_ .

Requesting Company Name:

Requesting Company Address:

Corporate Officer Signature:

## **APPENDIX ER-34B**



**EMERGENCY ASSISTANCE AGREEMENT**

**INFORMATION SUPPLIED BY COMPANY SEEKING ASSISTANCE**

1. Name of company making the request.
2. Name and title of person calling.
3. Telephone number where requestor can be reached.
4. When the crews are needed.
5. Where the help is wanted.
6. Where the help should report.
7. The name and title of person to report to.
8. Number of crews requested.
9. Classification of crew personnel.
10. Type of emergency, rain, snow, wind, lightning, flood, other.
11. Estimated duration of the emergency.
12. Equipment needed:
  - a. Distributions Crew Trucks
  - b. Passenger cars
  - c. Other trucks (Utilization trucks)
  - d. Special equipment (backhoes, compressors, welders)
13. Material needed.
14. Expense money to cover trip from headquarters to destination.
15. Weather - present and forecast.

**INFORMATION SUPPLIED BY COMPANY SEEKING ASSISTANCE**

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(page 2 of 2)

16. Tools required, including paving breakers.
17. Travel conditions for transportation facilities - airport, highways, railways.
18. Suggested mode of transportation for distances greater than 300 miles. Trucks should be dispatched separately from the work forces. Mechanic to accompany if considered necessary.
19. Suggested highway routes to travel
20. The name and title of person meeting importee at point of arrival.
21. If available, then estimate time of arrival at destination.
22. Coordinate differences in time zones, standard time and daylight saving time.

**Appendix ER-35 – Natural Gas Vehicle Filling Station Locations****NGV FILLING STATION LOCATIONS**

Updated November 2023

**ALTOONA**

None

**BUTLER**

Snyder Brothers  
90 Glade Drive  
Kittanning, PA 16201  
724-548-8101

**FAIRMONT (WV)**

IGS CNG Services – Bridgeport Exxon  
I-79, Exit 124  
51 Genesis Blvd.  
Bridgeport, WV 26330

**GIBSONIA**

American Natural Wexford Energy Centre  
2619 Wexford Bayne Rd  
Sewickley, PA 15143  
724-940-9133

American Natural Harmar Energy Centre  
2 Rich Hill Road  
Cheswick, PA 15024  
412-505-7985

**GINGER HILL**

Ginger Hill Shop  
65 Ginger Hill Road  
Finleyville, PA 15332

Sunoco Gas Station  
1344 PA-51  
Clairton, PA 15025  
412-384-3388

American Natural  
333 Baldwin Road  
Pittsburgh, PA 15219  
412-489-9981

## **GREENSBURG**

Public Access NGV Station  
1564 Roseytown Road  
Greensburg, PA 15601

Peoples Greensburg Shop  
195 Donohoe Road  
Greensburg, PA 15601

GAIN Clean Fuel  
1564 Roseytown Road  
Greensburg, PA 15601  
800-438-7912

7-Eleven  
One Fosterville Road  
Greensburg, PA 15601  
724-853-6803

## **GROVE CITY**

Heath Oil CNG  
5609 State Route 8,  
Barkeyville, PA 16038

Trillium CNG  
311 Mahoning Avenue  
New Castle, PA 16102  
800-920-1166

## **HOPEWELL**

Bee Green CNG  
3099 Duss Avenue  
Ambridge, PA 15003

724-595-7107

Sunoco  
6700 University Blvd  
Coraopolis, PA 15108  
412-262-8856

### **INDIANA**

Trillium – Indiana County Transit Authority  
1640 Saltsburg Avenue  
Indiana, PA 15701  
800-920-1166

GAIN Clean Fuel – “O” Ring CNG Fuels Systems – Innovative Entrepreneurs Inc.  
601 S Main Street Ext  
Punxsutawney, PA 15767  
814-590-4498

“O” Ring CNG Fuels Systems – Innovative Entrepreneurs Inc.  
5363 Route 36  
Coolspring, PA 15730  
814-590-4498

### **JOHNSTOWN**

Gain Clean Fuel – Johnstown (at McQuaide Trucking)  
157 Vo Tech Drive  
Johnstown, PA 15904  
814-438-7912

Trillium – Cambria County Transit Authority (CAMTRAN)  
502 Maple Avenue  
Johnstown, PA 15901  
800-920-1166

### **KISKI**

American Natural, Cheswick  
2 Rich Hill Road  
Cheswick, PA 15024  
412-505-7985

Snyder Brothers  
90 Glade Drive

Kittanning, PA 16201  
724-548-8101

**MCKEESPORT**

American Natural - Cheswick  
2 Rich Hill Road  
Cheswick, PA 15024  
412-505-7985

Gas Station – American Natural-Energy Centre  
73 E Carson Street  
Pittsburgh, PA 15219  
412-471-1529

Peoples Wilkinsburg Shop  
1201 Pitt Street  
Pittsburgh, PA 15221  
800-764-0111

Giant Eagle - OK Grocery  
755 Beechnut Drive  
Crafton, PA 15205  
412-963-6200

**WILKINSBURG**

American Natural - Cheswick  
2 Rich Hill Road  
Cheswick, PA 15024  
412-505-7985

Gas Station – American Natural-Energy Centre  
73 E Carson Street  
Pittsburgh, PA 15219  
412-471-1529

Peoples Wilkinsburg Shop  
1201 Pitt Street  
Pittsburgh, PA 15221  
800-764-0111

Giant Eagle - OK Grocery  
755 Beechnut Drive

Crafton, PA 15205  
412-963-6200

**WILKINSBURG B (ETNA)**

American Natural, Cheswick  
2 Rich Hill Road  
Cheswick, PA 15024  
412-505-7985

American Natural, Pittsburgh  
73 E Carson Street  
Pittsburgh, PA 15219  
412-471-1529

**VALLEY**

Snyder Brothers  
90 Glade Drive  
Kittanning, PA 16201  
724-548-8101

Palo CNG  
12600 State Route 66  
Clarion, PA 16214  
814-226-9410

CNG Fuel LLC  
20511 Paint Blvd  
Shippenville, PA 16254  
814-470-4264

Trillium CNG Indiana County Transit Authority  
1640 Saltsburg Avenue  
Indiana, PA 15701  
800-920-1166

## **APPENDIX ER-36**

### **Protocol for Requesting Interruption of Electric Service**



## **Communications Protocol for FirstEnergy Corp. (FE) Requests for Emergency Interruption of Electric Service**

In the case that a request for an emergency interruption<sup>1</sup> of electric service request is required please follow the procedure listed below. A gas company representative should contact FirstEnergy (FE) System Operations at the appropriate Distribution Control Center, using page two as a guide.

### **Please provide the following information when you call FE System Operations:**

1. Provide the type of emergency.
  - a. Example: Gas leak
2. Provide the exact location of the emergency.
  - a. FE pole/site number in vicinity if available
  - b. Street address (if SR route, provide alternate road name) and municipality
  - c. If applicable, location of nearest intersection
3. If applicable, the number and type of emergency personnel at the event location.
  - a. Example: Fire, Police
4. Provide a contact phone number for local gas distribution company (LDC) incident commander at the scene.
  - a. Confirm the ability to reach incident commander, i.e., does cell phone work at event location, or will communications need to be relayed through another individual and/or method?
5. Communicate the level of response required by FE.
  - a. Immediate interruption of electric service to a home or neighborhood

An FE pole or facility location may be required for the system operator to correctly locate the FE electrical feed source. After the system operator has located the FE facilities, clarifying questions may be asked based on electric facility construction in the area (for example, are there multiple electric circuits in the area, etc). FE Distribution Control Centers may not have the ability to remotely open any or all devices on the FE electrical system. Devices installed along FE's distribution circuits often need a qualified crew to open the device and interrupt electric service.

**Important Safety Note:** If an FE system operator can open a device remotely and interrupt electric service, the facility should not be considered de-energized until a qualified FE representative is on site to verify. Additionally, the 10' encroachment distance to FE facilities is in effect until the FE representative is on scene and verifies that the facility is de-energized.

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<sup>1</sup> Considerations for immediate interruption of electric service: Potential loss of life and/ or but not limited to, imminent explosion due to electric hazard.

The system operator will obtain the name, company, and phone number of the requesting party and information pertaining to the discussion and actions taken will be documented.

## CONTACT INFORMATION

### FE Distribution Control Centers

*\*\*\*These numbers ring directly into the regional dispatch offices and should not be used for general outage notification. \*\*\**


**Penn Power:** 330-294-6300  
Customer Operations Centers: Clark, New Castle and Zelenople  
Counties Served by DCC: Allegheny, Beaver, Butler, Crawford, Lawrence, Mercer, Venango

**Penelec:** 814-860-5410  
Customer Operations Centers: Altoona, Clearfield, Dubois, Erie, Johnstown, Lewistown, Oil City, Towanda and Warren  
Counties Served by DCC: Armstrong, Bedford, Blair, Bradford, Cambria, Centre, Clarion, Clearfield, Crawford, Cumberland, Erie, Forest, Franklin, Huntingdon, Indiana, Jefferson, Juniata, Lycoming, McKean, Mifflin, Perry, Potter, Somerset, Sullivan, Susquehanna, Tioga, Venango, Warren, Wayne, Westmoreland, Wyoming

**West Penn Power:** 724-219-2800  
Customer Operations Centers: Arnold, Boyce, Butler, Charleroi, Jeannette, State College, Uniontown and Waynesboro  
Counties Served by DCC: Adams, Allegheny, Armstrong, Bedford, Blair, Butler, Cameron, Centre, Clarion, Clinton, Elk, Fayette, Franklin, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lycoming, McKean, Potter, Somerset, Washington, Westmoreland

**Important Notes:** More than one company may provide service in the same county. This communication protocol is for FE Pennsylvania companies only.

<b>Natural Gas Local Distribution Companies in the FirstEnergy Companies Service Territories</b>					
<b>Providers</b>	<b>Penn Power</b>	<b>Penelec</b>	<b>Met-Ed</b>	<b>West Penn</b>	<b>Contact Number</b>
Columbia Gas of Pennsylvania, Inc.	X	X	X	X	1-XXX-XXX-XXXX
National Fuel Gas Distribution Corporation	X	X		X	1-XXX-XXX-XXXX
Peoples Natural Gas Company LLC and Peoples TWP LLC	X	X		X	1-800-764-0111 and 1-800-764-0686
PECO Gas			X		1-XXX-XXX-XXXX
UGI Utilities, Inc. and UGI Central Penn Gas, Inc.	X	X	X	X	1-XXX-XXX-XXXX
UGI Penn Natural Gas, Inc.		X	X	X	1-XXX-XXX-XXXX
Valley Energy		X			1-XXX-XXX-XXXX

 <small>DUQUESNE LIGHT CO.</small>	<b>SYSTEM OPERATIONS</b>		
Title:	<b>Emergency Gas Company Service Interruption Procedure</b>	Procedure Number:	SOM-5 SOP 10
		Revision Number:	2.4
<b>DLC CONFIDENTIAL</b>		Effective Date:	06/19/2020

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**Attachments:**

- Communications Protocol for DLC and Peoples Natural Gas / Peoples TWP..... Attachment 01
- Communications Protocol for DLC and Columbia Gas of Pennsylvania..... Attachment 02

Note: All uncontrolled documents must match the revision and effective date of the controlled copy located on the Operations SharePoint site before executing the procedure.



SOM-5 SOP 10 Emergency Gas Company Service Interruption Procedure  
Revision: 2.4, Effective Date: 06/19/2020

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## 1. Purpose:

The purpose of the document is to ensure that Duquesne Light Company (DLC) Operating Personnel have a communication protocol to follow with the gas companies within DLC's area, Columbia Gas of Pennsylvania and Peoples Natural Gas / Peoples TWP, during an emergency situation.

## 2. Overview:

During an emergency, such as a gas leak, it may be necessary for DLC to assist the gas companies responding to the emergency to de-energize electric service. This procedure explains the communication protocol to follow for providing immediate assistance during an emergency.

## 3. Procedure:

### 3.1. General Requests:

General requests are requests for electric service interruption that impact one or two customers. These general situations do not require special handling or approvals.

**3.1.1.** The First Responder or on-site Supervisor of the affected gas company will determine if the electric service needs to be de-energized at the location for safety reasons. The First Responder will make the request to his/her appropriate Operations Center.

**3.1.2.** The gas company's Operations Center will contact DLC Call Center by calling the emergency number, 888-393-7000, and providing the following information when making the request for service interruption impacting one or two locations:

- Level of response requested. (e.g., immediate interruption of service to building(s))
- Political Subdivision
- House number and street address
- Nearest intersection
- Business name, if available
- Plan name, if available
- Pole number
- Type of emergency (e.g., gas leak in building)

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- Contact number and name of First Responder or on-site Supervisor
  - Call back number to gas company's Operation Center and name of requestor
- 3.1.3. Using this information the DLC Call Center will enter a trouble order and forward it to the DLC Operations Center on duty DOC Supervisor.
- 3.1.4. Based on the level of response requested, the DOC Supervisor will dispatch field personnel to the location of the incident.
- 3.1.5. Field personnel at the scene will contact the on-site supervisor, coordinate location and extent of required service interruption, verify extent and confirm that all feeds have been de-energized.
- 3.1.6. Field personnel will communicate with the DOC Supervisor as required.

### 3.2. Critical Requests:

Critical requests are requests for electric service interruptions that impact a street or larger area. These critical requests require additional contact and approvals.

- 3.2.1. The on-site Supervisor of the affected gas company will determine if the gas leak is across a wide-spread area impacting more than individual locations and then will gather the following information to define the impacted area:
- Street names
  - Intersections defining the area
  - Pole numbers at intersections or specific addresses
- 3.2.2. The on-site Supervisor of the affected gas company will determine if the electric service needs to be de-energized at the location for safety reasons. The on-site supervisor will make the request to his/her appropriate Operations Center.
- 3.2.3. The gas company's Operations Center will contact DLC's Shift Supervisor by calling 412-798-7408 and providing the following information when making the request for service interruption across a wide spread area:
- Level of response requested. (e.g., immediate interruption of service to specific area)
  - **Recommended or requested service interruption up to and including grid impact (e.g., number of neighborhood blocks, neighborhood outage impact etc.)**

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- Type of emergency (e.g., main rupture)
- Political Subdivision
- Street name(s)
- Intersections or street names providing boundaries to the impacted area
- Plan name, if available
- Pole numbers at the perimeter of the impacted area
- Contact number and name of on-site Supervisor
- Call back number to gas company's Operations Center and name of requestor

**3.2.4.** If the request is for IMMEDIATE interruption, the Shift Supervisor and the DOC Supervisor will investigate the area to determine if the circuit(s) or portions of the circuit(s) can be de-energized through SCADA.

- If the critical request is for immediate interruption, all efforts shall be made to de-energize the electrical facilities prior to field personnel arrival.

**3.2.5.** The DOC Supervisor will concurrently dispatch field personnel to the site.

**3.2.6.** Field personnel at the scene will contact the on-site supervisor, determine location and extent of required service interruption, verify extent and confirm that all feeds have been de-energized.

**3.2.7.** Field personnel will communicate with the Shift Supervisor and/or the DOC Supervisor as required.

### **3.3. Communications:**

**3.3.1.** If required, the Shift Supervisor will confirm the outage with the gas company operations center.

**3.3.2.** The gas company operations center will notify the Shift Supervisor when the situation is under control and request the area to be re-energized.

**3.3.3.** The DOC Supervisor will ensure and verify with the on-site field personnel of the re-energize request. Field personnel will confirm and approve the request prior to re-energizing the area.

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Note: All uncontrolled documents must match the revision and effective date of the controlled copy located on the Operations SharePoint site before executing the procedure.



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**Note: Specific information and contact information for each gas company: Peoples Natural Gas / Peoples TWP and Columbia Gas can be found in the respective attachments.**

- Refer to Attachment 01 Communications Protocol for DLC and Peoples Natural Gas / Peoples TWP
- Refer to Attachment 02 Communications Protocol for DLC and Columbia Gas of Pennsylvania

#### 4. Applicability:

This Plan is applicable to the following personnel:

- Operations Center Staff
  - Operating Personnel
    - Shift Supervisor
    - Switching Dispatcher
  - DOC Supervisors

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Note: All uncontrolled documents must match the revision and effective date of the controlled copy located on the Operations SharePoint site before executing the procedure.






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### 5. Document Control:

<b>Issued By:</b>	James Stack
<b>Distribution:</b>	3 controlled copies in System Operations Manuals
<b>Procedure Review:</b>	This procedure shall be reviewed annually and, if necessary, updated. A record shall be kept in the Revision History table (below) for all reviews and updates. Annually: Once per calendar year, January 1 through December 31, with not more than 15 months between events or activities.

### 6. Document Approval:

Approved By		Approval Signature	Date
Director, Operations Center	Jason T. Keller		06/19/20

### 7. Revision History:

Version	Prepared By	Summary of Changes	Date
2.4	R. Felix	2020 annual review of entire document; updated names and phone numbers in Attachment 01 and 02; changed controlled copies from 10 to 3; added note to footer concerning uncontrolled copies; moved Attachments section to Table of Contents	06/19/20
2.3	R. Felix	Updated phone numbers effective 08/25/19; did not change revision cycle	08/23/19
2.2	R. Felix	2019 annual review of entire document; changed controlled copies to 10; updated new signing table; added annual definition to Section 6; verified phone numbers in both attachments.	05/24/19
2.1	R. Felix	2018 annual review of entire document; updated formatting change to heading 4; updated contact information for DLC in both attachments and for Peoples Gas in Attachment 01	04/27/18
2.0	R. Felix	2017 annual review of entire document; updated with new DLC logo and new procedure formatting; updated contact information for DLC in both attachments	04/28/17
1.0	R. Felix	2016 annual review of entire document; verified and updated correct contact information for each gas company. Merged the old Attach 1 and 2 into Attach 01 – Peoples merged their control centers; old Attach 3 now Attach 02 – no changes to Columbia gas contact information. Updated procedure to reflect the changes.	04/15/16
0.4	R. Felix	2015 annual review of entire document; verified and updated correct contact information for each gas company, as needed.	04/01/15
0.3	D. Mahler	2014 annual review of entire document; updated contact information for each gas company as needed; changed Equitable Gas to Peoples Natural Gas	03/28/14

For prior revisions, refer to SharePoint

Note: All uncontrolled documents must match the revision and effective date of the controlled copy located on the Operations SharePoint site before executing the procedure.



SOM-5 SOP 10 Attach 01 Communications Protocol for DLC and Peoples Natural Gas / Peoples TWP  
Revision: 2.4, Effective Date: 06/19/2020

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Communication Protocol for  
Duquesne Light Company and  
Peoples Natural Gas/  
Peoples TWP



Request to Interrupt  
Electric Service

## 1.0 SCOPE:

This document discusses the communication protocol during emergency situations when electric service is requested to be "de-energized" for safety reasons.

## 2.0 ABBREVIATIONS:

- 2.1 Peoples Natural Gas/Peoples TWP = PNG/PTWP
- 2.2 Duquesne Light Company = DLC

## 3.0 PROTOCOL:

### 3.1 Definitions - **General** and **Critical** Requests

- 3.1.1 **General** requests are for electric service interruption that impacts one or two customers
- 3.1.2 **Critical** requests are for electric service interruption that impacts a street or larger area.

### 3.2 **General Requests**

- 3.2.1 **General** situations impacting one or two locations do not require special handling or approvals.
- 3.2.2 Peoples Natural Gas/Peoples TWP (PNG/PTWP) First Responder or on-site Supervisor will determine that electricity needs to be "de-energized" at location(s) for safety reasons.
- 3.2.3 PNG/PWTP First Responder or on-site Supervisor contacts appropriate PNG/PTWP Operations Center to make request.
- 3.2.4 PNG/PTWP Operations Centers contact Duquesne Light Company (DLC) at their general contact number, 1-888-393-7000.
- 3.2.5 PNG/PTWP Operations Center will provide the following information when making a request for service interruption impacting one or two locations:
  - 3.2.5.1 **Level of response requested by DLC.** E.g. Immediate interruption of service to building(s).
  - 3.2.5.2 Political Subdivision
  - 3.2.5.3 House number and street address
  - 3.2.5.4 Nearest intersection
  - 3.2.5.5 Business name, if available
  - 3.2.5.6 Plan name, if available
  - 3.2.5.7 Pole number (Older number tags are round. Newer tags are aluminum strips. Newest tags are plastic strip. Both Verizon and DLC pole numbers are on poles, so if unsure which number is correct, both should be provided)



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- 3.2.5.8 Type of emergency. E.G. Gas leak in building.
- 3.2.5.9 Contact number and name of First Responder or on-site Supervisor
- 3.2.5.10 Call back number to Operations Center and name of requestor

- 3.2.6 DLC Troubleshooter will respond on site for all requests for service interruption
- 3.2.7 DLC Troubleshooter will contact PNG/PTWP on site Supervisor or Crew Leader
- 3.2.8 DLC Troubleshooter will coordinate location and extent of required DLC service interruption
- 3.2.9 DLC Troubleshooter will verify and confirm that all necessary lines and feeds have been "de-energized"

### 3.3 Critical Requests

- 3.3.1 **Critical** requests for electric service interruption require additional contact and approvals.
- 3.3.2 PNG/PTWP on-site Supervisor determines gas leak is across a wide spread area impacting more than individual locations.
- 3.3.3 PNG/PTWP on-site Supervisor gathers information to define the impacted area:
  - 3.3.3.1 Street names
  - 3.3.3.2 Intersections defining the area
  - 3.3.3.3 DLC pole numbers at intersections or specific addresses
- 3.3.4 PNG/PTWP on-site Supervisor contacts appropriate PNG/PTWP Operations Center to make request.
- 3.3.5 PNG/PTWP Operations Center contacts DLC Operations Center Shift Supervisor at 412-798-7408.
- 3.3.6 PNG/PTWP Operations Center will provide the following information when making the request for electric service interruption across a wide spread area:
  - 3.3.6.1 **Level of response requested by DLC.** E.g. Immediate interruption of service to specific area
  - 3.3.6.2 **Recommended or requested service interruption up to and including grid impact.**
  - 3.3.6.3 Type of emergency. E.g. Main rupture
  - 3.3.6.4 Political Subdivision
  - 3.3.6.5 Street name(s)
  - 3.3.6.6 Intersections or street names providing boundaries to the impacted area
  - 3.3.6.7 Plan name, if available
  - 3.3.6.8 Pole numbers at the perimeter of the impacted area (Older number tags are round. Newer tags are aluminum strips. Newest tags are plastic strip. Both Verizon and DLC pole numbers are on poles, so if unsure which number is correct, both should be provided)
  - 3.3.6.9 Contact number and name of on-site Supervisor
  - 3.3.6.10 Call back number to Operations Center and name of requestor
- 3.3.7 DLC Operations Center Shift Supervisor shall document the information provided by PNG/PTWP Operations Center and any actions taken in the System Operators Daily Log.
- 3.3.8 If the Critical request is Immediate Interruption, DLC shall make every effort to "de-energize" electrical facilities based on the information provided by the PNG/PTWP Operations Center while concurrently dispatching DLC Troubleshooters to respond on site.



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- 3.3.8.1 DLC may be able to "de-energize" whole circuits or portions of circuits prior to a DLC Troubleshooter on site arrival although **VERIFICATION MUST BE MADE BY ON SITE DLC TROUBLESHOOTER.**
- 3.3.8.2 **10FT ENCROACHMENT DISTANCE** MUST BE MAINTAINED UNTIL DLC REPRESENTATIVES PROVIDE ON SITE VERIFICATION THAT ALL REQUESTED EQUIPMENT IS DE-ENERGIZED.
- 3.3.8.3 **FIELD SAFETY INFORMATION:** DLC Operations Center does not have the ability to remotely open all devices on the DLC electrical system and may not be able to "de-energize" all electrical equipment in the requested area without DLC qualified personnel assistance on site.
  
- 3.3.9 DLC Troubleshooter will respond on site for all requests for service interruption.
  - 3.3.9.1 DLC Troubleshooter will contact PNG/PTWP on site Supervisor or Crew Leader
  - 3.3.9.2 DLC Troubleshooter will coordinate location and extent of required DLC service interruption
  - 3.3.9.3 DLC Troubleshooter will verify and confirm that all necessary lines and feeds have been interrupted
  - 3.3.9.4 DLC Troubleshooter will communicate with DLC Shift Supervisor as required to verify grid interruption requirements
  
- 3.4 Communication between Companies after request for electric termination
  - 3.4.1 If required, DLC Operations Center Shift Supervisor will confirm grid outage with PNG/PTWP Operations Center
  - 3.4.2 PNG/PTWP on site Supervisor or Crew Leader will contact the PNG/PTWP Operations Center when emergency situation is under control and power may be restored.
  - 3.4.3 PNG/PTWP Operations Center will contact DLC Operations Center Shift Supervisor and request that DLC electrical equipment and facilities can be "re-energized"
  - 3.4.4 DLC Operations Center will contact DLC Troubleshooter or representative on site and advise of the "re-energize" request from PNG/PTWP. DLC Troubleshooter or representative shall verify and confirm it is okay to "re-energize" DLC equipment and facilities

NOTE: Communication from PNG/PTWP Operations Center may not be required if DLC Troubleshooter remains on site and PNG/PTWP on site personnel determine emergency situation is under control and electric service may be restored.
  
- 3.5 Document Review
  - 3.5.1 PNG/PTWP and DLC agree to meet periodically and review this document and situations governed by it.



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#### 4.0 CONTACT INFORMATION FOR DLC AND PNG/PTWP

General Company Contact Information		
Company	Number	Comment
Duquesne Light Co.	1-888-393-7000	General requests impacting 1-2 customers
Duquesne Light Co. Operations Center Supervisor	412-798-7408	Critical requests Streets Larger areas
Peoples Natural Gas Co. & Peoples TWP Operations Center	1-800-764-0111 1-800-764-0686	

Individual Contact Information		
Name / Company	Number	E-mail / Comment
Johnetta Ryan Peoples Natural Gas Manager, Operations Center	412-258-4528 office 412-335-3210 cell phone	<a href="mailto:Johnetta.Ryan@peoples-gas.com">Johnetta.Ryan@peoples-gas.com</a>
Andrew Wright Peoples Natural Gas Supervisor, Operations Center	412-258-4533 office 412-216-8482 cell phone	<a href="mailto:Andrew.J.Wright@peoples-gas.com">Andrew.J.Wright@peoples-gas.com</a>
Deb Gardner Peoples Natural Gas Supervisor, Operations Center	412-258-4432 office 412-334-5122 cell phone	<a href="mailto:Deborah.L.Gardner@peoples-gas.com">Deborah.L.Gardner@peoples-gas.com</a>
Linsey Vargo Peoples Natural Gas Supervisor, Operations Center	412-258-4470 office 412-495-9886 cell phone	<a href="mailto:Linsey.A.Vargo@peoples-gas.com">Linsey.A.Vargo@peoples-gas.com</a>
Ronald D. Ferrere Peoples Natural Gas Manager, Gas Control	412-473-3663 office 412-510-7894 cell phone	<a href="mailto:Ronald.Ferrere@peoples-gas.com">Ronald.Ferrere@peoples-gas.com</a>

Name / Company	Number	E-mail / Comment
Jason Keller Duquesne Light Company Director, Operations Center	412-393-2897 (office) 412-605-8663 (cell phone)	<a href="mailto:jkeller@duqlight.com">jkeller@duqlight.com</a>
Donald Kunc Duquesne Light Company Sr. Manager, Distribution Operations, Operations Center	412-393-8006 (office) 412-699-4332 (cell phone)	<a href="mailto:dkunc@duqlight.com">dkunc@duqlight.com</a>
James Stack Duquesne Light Company Sr. Manager, Operations Center	412-393-8692 (office) 412-527-6764 (cell phone)	<a href="mailto:jstack@duqlight.com">jstack@duqlight.com</a>



SOM-5 SOP 10 Attach 02 Communications Protocol for DLC and Columbia Gas of Pennsylvania  
Revision: 2.4, Effective Date: 06/19/2020

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## Communication Protocol for Duquesne Light Company and Columbia Gas of Pennsylvania

### Request to Interrupt Electric Service

#### 1.0 SCOPE:

This document discusses the communication protocol during emergency situations when electric service is requested to be "de-energized" for safety reasons.

#### 2.0 ABBREVIATIONS:

- 2.1 Columbia Gas Company = CPA
- 2.2 Duquesne Light Company = DLC

#### 3.0 PROTOCOL:

##### 3.1 Definitions - **General** and **Critical** Requests

- 3.1.1 **General** requests are for electric service interruption that impacts one or two customers
- 3.1.2 **Critical** requests are for electric service interruption that impacts a street or larger area.

##### 3.2 **General Requests**

- 3.2.1 **General** situations impacting one or two locations do not require special handling or approvals.
- 3.2.2 Columbia Gas Company (CPA) First Responder or on-site Supervisor will determine that electricity needs to be "de-energized" at location(s) for safety reasons.
- 3.2.3 CPA First Responder or on-site Supervisor contacts CPA Integration Center to make request.
- 3.2.4 CPA Integration Center contacts Duquesne Light Company (DLC) at their general contact number, 1-888-393-7000.
- 3.2.5 CPA Integration Center will provide the following information when making a request for service interruption impacting one or two locations:
  - 3.2.5.1 **Level of response requested by DLC.** E.g. Immediate interruption of service to building(s).
  - 3.2.5.2 Political Subdivision
  - 3.2.5.3 House number and street address
  - 3.2.5.4 Nearest intersection
  - 3.2.5.5 Business name, if available
  - 3.2.5.6 Plan name, if available
  - 3.2.5.7 Pole number (Older number tags are round. Newer tags are aluminum strips. Newest tags are plastic strip. Both Verizon and DLC pole numbers are on poles, so if unsure which number is correct, both should be provided)
  - 3.2.5.8 Type of emergency. E.g. Gas leak in building.
  - 3.2.5.9 Contact number and name of First Responder or on-site Supervisor



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3.2.5.10 Call back number to Operations Center and name of requestor

3.2.6 DLC Troubleshooter will respond on site for all requests for service interruption

3.2.7 DLC Troubleshooter will contact CPA on site Supervisor or Crew Leader

3.2.8 DLC Troubleshooter will coordinate location and extent of required DLC service interruption

3.2.9 DLC Troubleshooter will verify and confirm that all necessary lines and feeds have been "de-energized"

### 3.3 Critical Requests

3.3.1 **Critical** requests for electric service interruption require additional contact and approvals.

3.3.2 CPA on-site Supervisor determines gas leak is across a wide spread area impacting more than individual locations.

3.3.3 CPA on-site Supervisor gathers information to define the impacted area:

3.3.3.1 Street names

3.3.3.2 Intersections defining the area

3.3.3.3 DLC pole numbers at intersections or specific addresses

3.3.4 CPA on-site Supervisor contacts CPA Integration Center to make request.

3.3.5 CPA Integration Center contacts DLC Operations Center Shift Supervisor at 412-798-7408.

3.3.6 CPA Integration Center will provide the following information when making the request for electric service interruption across a wide spread area:

3.3.6.1 **Level of response requested by DLC.** E.g. Immediate interruption of service to specific area

3.3.6.2 **Recommended or requested service interruption up to and including grid impact.**

3.3.6.3 Type of emergency. E.g. Main rupture

3.3.6.4 Political Subdivision

3.3.6.5 Street name(s)

3.3.6.6 Intersections or street names providing boundaries to the impacted area

3.3.6.7 Plan name, if available

3.3.6.8 Pole numbers at the perimeter of the impacted area (Older number tags are round. Newer tags are aluminum strips. Newest tags are plastic strip. Both Verizon and DLC pole numbers are on poles, so if unsure which number is correct, both should be provided)

3.3.6.9 Contact number and name of on-site Supervisor

3.3.6.10 Call back number to Operations Center and name of requestor

3.3.7 DLC Operations Center Shift Supervisor shall document the information provided by CPA Integration Center and any actions taken in the System Operators Daily Log.

3.3.8 If the Critical request is Immediate Interruption, DLC shall make every effort to "de-energize" electrical facilities based on the information provided by the CPA Integration Center while concurrently dispatching DLC Troubleshooters to respond on site.



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- 3.3.8.1 DLC may be able to "de-energize" whole circuits or portions of circuits prior to a DLC Troubleshooter on site arrival although **VERIFICATION MUST BE MADE BY ON SITE DLC TROUBLESHOOTER.**
- 3.3.8.2 **10FT ENCROACHMENT DISTANCE** MUST BE MAINTAINED UNTIL DLC REPRESENTATIVES PROVIDE ON SITE VERIFICATION THAT ALL REQUESTED EQUIPMENT IS DE-ENERGIZED.
- 3.3.8.3 **FIELD SAFETY INFORMATION:** DLC Operations Center does not have the ability to remotely open all devices on the DLC electrical system and may not be able to "de-energize" all electrical equipment in the requested area without DLC qualified personnel assistance on site.

3.3.9 DLC Troubleshooter will respond on site for all requests for service interruption.

- 3.3.9.1 DLC Troubleshooter will contact CPA on site Supervisor or Crew Leader
- 3.3.9.2 DLC Troubleshooter will coordinate location and extent of required DLC service interruption
- 3.3.9.3 DLC Troubleshooter will verify and confirm that all necessary lines and feeds have been interrupted
- 3.3.9.4 DLC Troubleshooter will communicate with DLC Shift Supervisor as required to verify grid interruption requirements

3.4 Communication between Companies after request for electric termination

- 3.4.1 If required, DLC Operations Center Shift Supervisor will confirm grid outage with CPA Integration Center.
- 3.4.2 CPA on site Supervisor or Crew Leader will contact the CPA Integration Center when emergency situation is under control and power may be restored.
- 3.4.3 CPA Integration Center will contact DLC Operations Center Shift Supervisor and request that DLC electrical equipment and facilities can be "re-energized"
- 3.4.4 DLC Operations Center will contact DLC Troubleshooter or representative on site and advise of the "re-energize" request from CPA. DLC Troubleshooter or representative shall verify and confirm it is okay to "re-energize" DLC equipment and facilities

NOTE: Communication from CPA Integration Center may not be required if DLC Troubleshooter remains on site and CPA on site personnel determine emergency situation is under control and electric service may be restored.

3.5 Document Review

- 3.5.1 CPA and DLC agree to meet periodically and review this document and situations governed by it.





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Revision: 2.4, Effective Date: 06/19/2020

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#### 4.0 CONTACT INFORMATION FOR DLC AND CPA

General Company Contact Information		
Company	Number	Comment
Duquesne Light Co.	1-888-393-7000	General requests impacting 1-2 customers
Duquesne Light Co. Operations Center Supervisor	412-798-7408	Critical requests Streets Larger areas
Columbia Gas of PA Integration Center	1-888-800-0694	

Individual Contact Information		
Name / Company	Number	E-mail / Comment
Kevin Steele Columbia Gas Of PA Manager, Operations Center Uniontown, PA	724-825-8085 Cell Phone	<a href="mailto:ksteele@nisource.com">ksteele@nisource.com</a>
Darryl Wargo Columbia Gas of PA Manager, Operations Center Bridgeville, PA	724-350-9477 Cell Phone	<a href="mailto:dwargo@nisource.com">dwargo@nisource.com</a>
Mike Tice Columbia Gas Of PA Manager, Operations Center Rochester, PA	330-608-6378 Cell Phone	<a href="mailto:mtice@nisource.com">mtice@nisource.com</a>
James Daugherty Columbia Gas of PA Sr. Operations Specialist Uniontown, PA	724-321-7468 Cell Phone	<a href="mailto:jdaugherty@nisource.com">jdaugherty@nisource.com</a>
Bob Vaughn Columbia Gas of PA Sr. Operations Specialist Bridgeville, PA	724-747-1227 Cell Phone	<a href="mailto:rvaughn@nisource.com">rvaughn@nisource.com</a>
Ken Brewer Columbia Gas of PA Sr. Operations Specialist Rochester, PA	724-321-7156 Cell Phone	<a href="mailto:kbrewer@nisource.com">kbrewer@nisource.com</a>

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Donald Kunc Duquesne Light Company Sr. Manager, Distribution Operations, Operations Center	412-393-8006 (office) 412-699-4332 (cell phone)	<a href="mailto:dkunc@duqlight.com">dkunc@duqlight.com</a>



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