



CNG 800
02/12

Change ID: GO-0003
Date: 04/03/12

MANAGEMENT OF CHANGE FORM

Identification of Change

Type: Physical Technical Procedural Organizational

Statement of Original Condition: (Attach additional pages as needed):

CP500 dated 05/20/08

Statement of Modified Condition (Attach additional pages as needed):

CP500 complete re-write (see attached)

Reason for Change:

CP revised to meet code requirements and to include recommendations from Above & Below Ground Consultant program review.

Prepared By:

Print : Vicki Ganow

Sign: Vicki Ganow

Digitally signed by Vicki Ganow
DN: cn=Vicki Ganow, o=Proton Safety Specialist, ou=Standards and Compliance, email=vicki.ganow@cng.com, c=US
Date: 2012.04.03 09:31:17 -0700

Date 04/03/12

Compliance Reviewer:

Print : Patti Chartrey

Sign: Patti Chartrey

Date 04/03/12

Applicable Codes: 49CFR 192.614(c)(2), 192.615(c), 192.616

Applicable Company Procedures: CP500

Please note: All proposed changes shall be submitted to the Standards & Compliance Department.



CNG 800
02/12

Change ID: GO-0003
Date: 04/03/12

Analysis of Implications

Summary of Implication Analysis:

Summary includes comments provided by Standards and Compliance Department, Regional Managers, District Managers, Department Heads and/or Subject Matter Experts. Attach additional sheets as required.

~~NOTE: This is classified as an urgent MOC that requires only a SME and Standards & Compliance Analysis of Implications review.~~

~~Additional changes were implemented into the final modified condition per analysis of implications review by the SME and Standards & Compliance. These changes included the following:~~

- ~~1) Inclusion of SIC codes and appropriate exhibits~~
- ~~2) Revision of Local public officials list in .034~~
- ~~3) Revision of Program Effectiveness audit section in .062~~
- ~~4) Revision of Documentation section~~



CNG 800
02/12

Change ID: GO-0003
Date: 04/03/12

Final Modified Condition

See attached CP revision for the final modified condition.

Attach additional sheets as required.

Requirements for Implementation:

Training Required	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Change Operator or Staff Qualifications	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Requires JSA	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Change in Company Procedures	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Change in Company Forms	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Create New Procedure or Form	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

Note: Training at a minimum would include the review of the revised CP by Standards & Compliance, Regional and District Managers.

Target Implementation Date: 05/11/12

This section to be completed by those with Authority of Approval only.

This change is Approved Rejected Conditionally Approved

Conditions of Approval

Print : Steve Kessie Operations Manager
Sign: _____ Date 05/08/2012

Print : Tina R. Beach Subject Matter Expert
Sign: _____ Date 05/02/2012

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 1	Dated May 25, 2012	VOIDS/C.P.# 500	Page 1	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

INDEX

GENERAL

COMPLIANCE

OBJECTIVES

EXECUTIVE SUPPORT

- .01 PROGRAM ADMINISTRATION
- .02 PIPELINE ASSETS COVERED
- .03 STAKEHOLDER AUDIENCES
- .04 MESSAGE TYPE, FREQUENCY AND DELIVERY
- .05 DISTRIBUTION METHOD
- .06 PROGRAM EVALUATIONS AND CONTINUOUS IMPROVEMENT
- .07 DOCUMENTATION

EXHIBIT 1: SIC CODES FOR PUBLIC OFFICIALS

EXHIBIT 2: SIC AND NAICS CODES FOR EXCAVATORS AND CONTRACTORS

EXHIBIT 3: SIC CODES FOR EMERGENCY RESPONDERS

EXHIBIT 4: PROGRAM IMPLEMENTATION ANNUAL AUDIT

EXHIBIT 5: PROGRAM EFFECTIVENESS ASSESSMENT

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 2	Dated May 25, 2012	VOIDS/C.P.# 500	Page 2	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

GENERAL

Cascade Natural Gas Corporation owns and/or operates a pipeline system covering 24 counties in Washington and Oregon states. The Pipeline Safety Improvement Act of 2002 requires pipeline operators to evaluate and improve the pipeline safety public awareness programs. The public awareness program is part of the Pipeline and Hazardous Materials Safety Administration's (PHMSA) broad effort to enhance safety by promoting improved public communications among the pipeline industry and government regulators. The requirements for pipeline operator public awareness programs are codified in the Code of Federal Regulations (CFR), Title 49-Transportation, Parts 192 along with reference to the American Petroleum Institute (API) Recommended Practice (RP) 1162 Public Awareness Programs for Pipeline Operators. Along with the current regulations, API RP 1162 requires operators of pipeline systems to implement, evaluate, monitor and enhance (as necessary or appropriate) their public awareness programs.

This document describes Cascade's public awareness program. It describes the objectives of the program and defines the various stakeholder audiences, the message types that will be distributed to each audience, the frequency of distribution of the message, and the method of delivery of the message. This document describes how Cascade's program will be documented and how the program will be evaluated – to determine if the program is implemented as described, and whether the program is effectively increasing public awareness.

COMPLIANCE

49 CFR Part 192.614(c) (2), 192.615(c), 192.616

OBJECTIVES

Cascade's Public Awareness Program has been developed to promote, actively manage, and enhance, as appropriate, the public awareness and understanding of the public (general population) and communicate effectively to Stakeholders concerning pipeline safety, emergency response and damage prevention activities.

The overall goal of Cascade's public awareness program is to enhance public safety through increased public awareness and knowledge. The objectives of the program are as follows:

- Raise awareness of the identified stakeholder audiences of the presence of pipelines in their community and the role that pipelines play in transporting energy
- Educate the stakeholders that pipelines are a proven safe mode of transportation
- Increase the stakeholders knowledge of the measures Cascade takes to prevent pipeline accidents

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 3	Dated May 25, 2012	VOIDS/C.P.# 500	Page 3	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

- Improve stakeholders understanding of the role they can play in helping to prevent pipeline accidents caused by third party damage and right of way encroachment
- Develop a program that can be managed, implemented, and evaluated for continual improvement.


EXECUTIVE SUPPORT

Public awareness and understanding of pipeline operations is vital to the continued safe operations of our pipelines. Our public awareness program is an important factor in establishing communications and providing information necessary to help the public understand that pipelines are the major transportation system for natural gas in the United States, how pipelines function, and the public's responsibilities to help prevent damage to pipelines.

Cascade's Executive Management commits to supporting the program through our policies, participation, and allocation of resources and funding.

- a.) Cascade is committed to operating its pipelines in a safe and reliable manner for all persons living and/or working around our pipelines.
- b.) Cascade is committed and supports the efforts of its employees to conduct their individual work related responsibilities safely and to contribute in complying with the requirements of our Public Awareness Program as described in this written document.
- c.) All Members of Cascade's Executive Management have an understanding of the public awareness program and are committed to achieving the objectives of the programs as outlined in this Company Procedure.

Everyone's ongoing support is crucial for the public awareness program to achieve its objectives.

 Eric Martuscelli Vice President, Operations
--

.01 PROGRAM ADMINISTRATION

The Program Administrator is responsible for the implementation, delivery, and ongoing development of the program. The Executive Management shall allocate resources and funding for the program. Additionally, the Program Administrator will have the responsibility to determine if any supplemental activities or revisions of the program's elements are necessary to communicate a message to any respective member of the

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 4	Dated May 25, 2012	VOIDS/C.P.# 500	Page 4	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

Stakeholder Audience Group. If a supplemental activity is conducted, the Program Administrator will be responsible for maintaining the additional documentation materials. Currently the Program Administrator is the Manager, Standards and Compliance.

District Management is expected to be the primary liaison for Emergency Responders and Public Officials in their community. Field Staff should document all Public Awareness efforts regarding contact with various Stakeholder groups.

.02 PIPELINE ASSETS COVERED

All natural gas pipelines and facilities owned and/or operated by Cascade Natural Gas are included in this program.

.03 STAKEHOLDER AUDIENCES

Cascade has identified the following stakeholder audiences:

- Affected public, Existing customers
- Affected public, Non-customers
- Emergency officials
- Local public officials
- Excavators/contractors
- One-call centers
- Cascade employees

.031 Affected Public – Customers includes all residential, commercial, and industrial customers to whom Cascade currently distributes natural gas.

.032 Affected Public – Non-customers includes all persons who reside, congregate/gather, and/or work near right-of-ways, residents or businesses located along high pressure lines, transmission lines and distribution systems, and places of congregation adjacent to natural gas pipelines or facilities operated by Cascade. For transmission pipelines, or similar distribution lines, outreach shall be made for individuals that live near, but not necessarily adjacent to the rights-of-way. The potential impact buffer for those systems shall be 660 feet, approximately, on each side of the pipe.

.033 Emergency officials include local, state or regional officials, agencies, and organizations with emergency response and/or public safety jurisdiction. The following agencies providing service within Cascade's operations areas will be included:

- Fire departments
- Police/sheriff departments
- County & state emergency management agencies
- Localized jurisdictions with similar functions as above (Puget Sound Naval Shipyard, Tribal authorities, etc.)

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 5	Dated May 25, 2012	VOIDS/C.P.# 500	Page 5	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

- LEPC (Local Emergency Planning Commission)
 - 9-1-1 Emergency Call Centers / County Emergency Dispatch Centers
- .034 **Local public officials** include local, city, county or state officials having land use or road jurisdiction in our operations areas. Third party contractors identify these officials and their contact information by SIC codes as listed in Exhibit 1. The following types of agencies are examples of local public officials:
- Planning boards
 - Zoning boards
 - Land Planning / Community Development
 - Licensing/Permitting depts.
 - Building code enforcement depts.
 - City and county managers
 - Elected officials
 - Public utility boards
 - Local governing councils (Tribal councils, Puget Sound Naval Shipyard, etc.)
- .035 **Excavators/contractors** include companies who are involved with excavation activities or any type of operation impacting above or below the ground (surface / land) within Cascade’s operations territory. Third party contractors identify these companies and their contact information by SIC codes as listed in Exhibit 2.
- .036 **One-call centers** include excavation one-call centers serving Cascade operations areas.
- .037 **Cascade Employees** include all current employees.

.04 **MESSAGE TYPE, FREQUENCY AND DELIVERY**

Stakeholder Audience	Message Type	Frequency	Delivery Method
Affected Public – both customers and non-customers	Baseline Messages: <ul style="list-style-type: none"> • Pipeline purpose and reliability • Awareness of proximity to pipelines • Awareness of hazards and prevention measures undertaken • Damage prevention awareness • Leak recognition and response • Right of Way encroachment / Land Use • Cascade’s emergency and non-emergency phone numbers • Pipeline location information, including pipeline marker awareness, and the availability of the National Pipeline Mapping System. 	Baseline Frequency: Twice Annually Annually	Customers receive a newsletter distributed via bill. Non-customers messaging via optional media such as website, newspapers, radio and/or TV ads. Non-customers that live within a potential impact buffer - A direct mailing to non-customers living near

**Cascade Natural Gas Corporation
COMPANY PROCEDURE**

C.P. # 500	Page 6	Dated May 25, 2012	<i>VOIDS/C.P.# 500</i>	<i>Page 6</i>	Dated May 20, 2008
-------------------	---------------	---------------------------	------------------------	---------------	---------------------------

TITLE: PUBLIC AWARENESS PROGRAM

	<ul style="list-style-type: none"> • How to get additional information 		<p>high pressure and transmission line right of ways.</p> <p>Pipeline markers are also utilized to notify the affected public.</p>
Emergency Officials	<p>Baseline message:</p> <ul style="list-style-type: none"> • Pipeline purpose and reliability • Awareness of hazards and prevention measures undertaken • Damage prevention awareness • Leak recognition and response • Cascade's emergency and non-emergency phone numbers • Emergency Response as a 'first responder'/Preparedness • High Consequence Areas (HCA's) • Facility purpose and reliability • Pipeline location information, including pipeline marker awareness, and the availability of the National Pipeline Mapping System • How to get additional information (such as Cascade's Emergency Response Plan or Integrity Management Plan) 	Baseline Frequency = Annually	Information covering all message topics shall be distributed by direct mail, group meetings, telephone calls, and/or optional media such as website and/or email. See Step .041 for additional information.
Local Public Officials	<p>Baseline message:</p> <ul style="list-style-type: none"> • Pipeline history • Pipeline purpose and reliability • Awareness of hazards and prevention measures undertaken • Cascade's emergency and non-emergency phone numbers • Land Planning / Right of Way encroachment / Land Use • 8-1-1 and One-Call Requirements • Emergency Response/Preparedness • High Consequence Areas (HCA's) • Pipeline location information, including pipeline marker awareness, and the availability of the National Pipeline Mapping System • How to get additional information 	Baseline Frequency = Once Every Three Years	Information is sent out via direct mail and/or optional media such as website, email or advertising.
Excavators/Contractors	<ul style="list-style-type: none"> • Pipeline purpose and reliability • Awareness of hazards and prevention measures undertaken • Damage prevention awareness 	Baseline Frequency = Annually	Excavators/contractors within Cascade operations territory via direct mail and/or meetings, optional media

**Cascade Natural Gas Corporation
COMPANY PROCEDURE**

C.P. # 500	Page 7	Dated May 25, 2012	VOIDS/C.P.# 500	Page 7	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

	<ul style="list-style-type: none"> • Cascade’s emergency and non-emergency phone numbers • 8-1-1 and One-Call Requirements • Leak recognition and response • How to get additional information • Pipeline location information, including pipeline marker awareness, and the availability of the National Pipeline Mapping System 		<p>such as website, email or advertising.</p> <p>One call center outreach programs, website, meetings, personal contact, videos/CDs and/or open houses may also be utilized.</p>
Cascade Employees	The information distributed to the other stakeholder audiences shall also be distributed to CNG employees.	New materials shall be provided at the frequencies designated for the other stakeholders.	Printed materials provided to the other stakeholders shall be provided to Cascade employees. The materials shall be distributed in operations offices.

.041 Emergency official liaison: Cascade’s local district shall make contact with the local fire departments in their area. Meeting in person with the agency leaders is preferred, but telephone discussions with the agency leaders are also acceptable. During these meetings, the following information covering Awareness of Hazards and Emergency Preparedness will be discussed:

- Properties of natural gas
- Natural Gas Delivery system
- Keeping the system safe
- When gas escapes the system
- Detection of natural gas
- Carbon Monoxide risks and response
- Emergency Response.

Cascade also has a training class covering these topics that may be delivered at an agency meeting. This class shall be offered to the agency, and scheduled as appropriate. Third party contractors identify Emergency Officials and their contact information by SIC codes as listed in Exhibit 3.

.042 One-call centers: Cascade is a member of three notification centers: the Oregon Utility Notification Center (OUNC), the Northwest Utility Notification Center (NUNC), and the Utilities Underground Location Center (UULC). Each of the notification centers uses the same one-call telephone contractor: One Call Concepts out of Portland, Oregon. Cascade provides the One Call Concepts with accurate line location and mapping information. Mapping services and the districts maintain maps outlining a prism polygon one quarter mile around all gas mains. Maps are reviewed annually for revisions to the polygons and submitted if necessary to One Call Concepts via Cascade Engineering Department Mapping Division. Additionally, information on system performance is supplied as required.

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 8	Dated May 25, 2012	VOIDS/C.P.# 500	Page 8	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

.043 **Messaging:** Shall be conducted in English and in other languages commonly understood by a significant number and/or concentration of the non-English speaking population in the operations area. Cascade utilizes U.S. Census Bureau records to determine the languages that should be included in this program. Spanish language areas exist in some of our operational areas, and communication methods shall be designed for the Affected Public – customers and non-customers both English and Spanish for those areas.

.044 **Supplemental:** Messages may be necessary for special circumstances such as large excavation projects, farming activities, or non-resident business owners. The Manager, Standards and Compliance will determine when supplemental messages are required.

.05 **DISTRIBUTION METHODS**

The following are types of materials and delivery methods that may be utilized by Cascade in communicating with the respective Stakeholder Audience Groups:

- Brochures – mail or handout
- Pamphlets – mail or handout
- Flyers – mail or handout
- Newsletters – mail or handout
- Post Cards – mail or handout
- Letters of Notification & Information – mail or handout
- Public Service Announcements – television or radio
- Newspaper Advertisements (or other publications)
- Company Maps – mail or handout
- Website Pages – company sponsored
- Promotional Items - mail or handout
- Young Students or Children’s coloring books or workbooks – mail or handout
- Local community Events – in person
- Personal Contact – face to face
- Emergency Response Training – hands on interaction
- Pipeline Marker Signs
- E-mail – content and approach is similar to letters or brochures but is delivered electronically rather than by postal mail or personal contact
- Videos and/or CDs – e-mail, mail, in person, company sponsored
- One call center outreach program

.06 **PROGRAM EVALUATIONS AND CONTINUOUS IMPROVEMENT**

.061 **Program Implementation Annual Audit:**

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 9	Dated May 25, 2012	VOIDS/C.P.# 500	Page 9	Dated May 20, 2008
------------	--------	--------------------	-----------------	--------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

- The Manager, Standards and Compliance will ensure that an annual audit or review of the program implementation is completed. The audit should be completed prior the budget determination for the next fiscal year but this is not a requirement. This audit will be reported to the Manager, Operations. This evaluation shall be used to evaluate resources and funding for the program which is fully supported by Cascade's Executive Management.
- The program implementation audit can be performed using an internal assessment, a 3rd party vendor review or regulatory inspections (i.e. WUTC). This evaluation will assess if the current program has been developed and written to address the objectives, elements and baseline schedule as stated in API RP 1162. It will also assess if the program has been implemented and documented according to the written procedure.
- Complete Exhibit 4 to document the program implementation audit.

.062 Program Effectiveness Measurements:

- The Manager, Standards and Compliance will ensure that an effectiveness evaluation of the program is performed at least once every four years to assess if the program is meeting the intended API RP 1162 goals and objectives:
 - Outreach - Whether the information is reaching the intended stakeholders.
 - Understandability - If the recipient audiences are understanding the messages delivered.
 - Desired Behaviors - Whether the recipients are motivated to respond appropriately in alignment with the information provided.
 - If the implementation of the Program is impacting bottom-line results (such as reducing third party damage incidents).
- This assessment will be reported to the Manager, Operations. This evaluation shall be used to evaluate resources and funding for the program which is fully supported by Cascade's Executive Management.
- The program effectiveness will include the following:
 - Surveys will be used to assess outreach efforts, audience knowledge and changes in behavior.
 - Surveys can be implemented as follows:
 - Cascade can develop and conduct the survey using internal or external expertise including the guidelines stated in API RP 1162.
 - Cascade can select a survey format designed by external parties or an industry association

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 10	Dated May 25, 2012	VOIDS/C.P.# 500	Page 10	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

- Cascade can adapt surveys designed by others and conduct on its system
- Cascade can join others in a regional survey
- Survey sample sizes with statistical confidence will be determined based on the guidelines stated in API RP 1162. These include:
 - Select a random number of the targeted stakeholder audience.
 - A cluster sample in which an area is chosen at random and then a cluster of buildings in that area surveyed.
 - Third-party experts can also be utilized at least for the first time a survey is attempted.
 - As only the approximate percentage of the target group is required, the statistical error associated with a random survey is approximated by $1/\sqrt{n}$, where n is the size of the sample. Very modest-size surveys can be used for evaluating effectiveness and still have statistic validity to support broad conclusions to drive changes or support continuation.
- Survey content can focus on only one program element or several elements and can measure outreach, knowledge or behavior with one or more of the selected stakeholder audiences.
- The survey should include questions to determine whether appropriate prevention behaviors have been learned. (Example: ask respondents to report on actual behaviors following incidents).
- Bottom Line Results – This can be measured by the damage prevention effectiveness of the Public Awareness program. Damage Prevention data is collected according to CP 835 Damage Prevention and is obtainable from Operations Program Administrator. Third party damage to be tracked should include near misses, excavation damages resulting in pipeline failures and excavation damages not resulting in pipeline failures. The tracking of leaks caused by third-party excavation damage could also be reviewed. The Administrator should consider if other appropriate measures are available during the review. If there is insufficient incidents to perform this review, other types of bottom-line measures may be utilized. For example, the affected public's perception of the safety of pipelines.
- Complete Exhibit 5 to document the program implementation audit.

.063 Continuous Improvement (Program Enhancement)

The Manager, Standards and Compliance shall evaluate the need for program enhancement. Supplemental enhancements should be implemented when relevant factors

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 11	Dated May 25, 2012	VOIDS/C.P.# 500	Page 11	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

indicate program supplements are warranted. This consideration must be included during the annual program implementation evaluation.

Examples of enhancements: determine if communications need to occur on an increased frequency, if additional or different content or delivery is required, or if the coverage area should be increased.

Process – Each relevant factor shall be evaluated with the following questions. The questions will be answered using relevant data, particularly the .062 measurement of program effectiveness when it is performed. The Manager, Standards and Compliance will implement appropriate changes based on the evaluation results.

- Would communications on an increased frequency significantly improve the audience Outreach, Understanding, Behaviors, or Bottom-Line Results?
- Would different content or delivery methods significantly improve the audience Outreach, Understanding, Behaviors, or Bottom-Line Results?
- Would a coverage area increase significantly affect Outreach, Understanding, Behaviors, or Bottom-Line Results?

Relevant Factors for program enhancement –

- Potential hazards
- High Consequence Areas
- Population density
- Transient Residents – Multi-Family / Apartment Complexes / Trailer Parks
- Land development activities
- Land farming activities
- Land planning activities
- Right of Way encroachment activities
- Third-party damage incidents
- Environmental considerations
- Pipeline history in an area
- Pipeline relocates or additions
- Specific local situations, including recent events that might affect public confidence
- Regulatory requirements
- Results for Public Awareness Program evaluation results
- Other relevant needs.

.067 The Manager, Standards and Compliance shall implement program changes or modifications based on the results of the evaluations to improve effectiveness of the program and the procedure shall be updated accordingly. This procedure may also require updating due to Cascade organizational changes.

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 12	Dated May 25, 2012	VOIDS/C.P.# 500	Page 12	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

.07 DOCUMENTATION

- .071** On behalf of the Manager, Standards and Compliance, the Compliance Department will maintain records of the public awareness communications that have taken place. A Public Awareness file(s) will be kept for every year with all records being retained for a minimum of five (5) years. Within the file the following records will be kept:
- Copies of the mailing list used for each targeted direct mailing and copies of the materials that were distributed. Records of the dates public awareness bill stuffers were sent out and copies of the materials sent.
 - Records of the date, type of event, invitees (if available), and material made available for cases in which public awareness materials were distributed or available
 - Records or copies of the date, agenda and attendee list for public awareness events held by Cascade Natural Gas Corporation
 - Records of the date of distribution and message content for all paid advertising on public awareness topics
 - Annual program evaluation results
 - All applicable U.S. Postal Service 3602 Forms or equivalent (provided by the USPS) which verify and provide evidence that the respective mailings occurred.
- .072** On behalf of the Manager, Standards and Compliance, the Compliance Department will maintain records of the Program Implementation and Effectiveness audits.
- .073** On behalf of the Manager, Standards and Compliance, each district will maintain records of any public awareness programs or contact with stakeholders in which they have participated.

**Cascade Natural Gas Corporation
COMPANY PROCEDURE**

C.P. # 500	Page 13	Dated May 25, 2012	VOIDS/C.P.# 500	Page 13	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

**EXHIBIT 1
SIC CODES FOR PUBLIC OFFICIALS**

SIC CODE	DESCRIPTION
839913	INDIAN RESERVATIONS & TRIBES
871123	ENGINEERS-MUNICIPAL
871124	ENGINEERS-LAND PLANNING
911102	STATE GOVERNMENT-EXECUTIVE OFFICES
911103	COUNTY GOVERNMENT-EXECUTIVE OFFICES
911104	CITY GOVERNMENT-EXECUTIVE OFFICES
912102	GOVERNMENT OFFICES-STATE
912103	GOVERNMENT OFFICES-COUNTY
912104	GOVERNMENT OFFICES-CITY, VILLAGE & TWP
912112	CITY HALL
912113	PUBLIC ADMINISTRATORS
919902	STATE GOVERNMENT-GENERAL OFFICES
919903	COUNTY GOVERNMENT-GENERAL OFFICES
919904	CITY GOVERNMENT-GENERAL OFFICES
919905	GOVERNMENT-REGIONAL AGENCIES
919906	GOVERNMENT OFFICES-INDIAN
922902	STATE GOVERNMENT-PUBLIC ORDER & SAFETY
922903	COUNTY GOVERNMENT-PUBLIC ORDER & SAFETY
922906	EMERGENCY DISASTER PLANNING
953202	STATE GOVT-URBAN PLANNING & DEVELOPMENT
953203	COUNTY GOVERNMENT-URBAN PLANNING & DEV
953204	CITY GOVERNMENT-URBAN PLANNING & DEV
962102	STATE GOVERNMENT-TRANSPORTATION PROGRAMS
962103	COUNTY GOVT-TRANSPORTATION PROGRAMS
962104	CITY GOVERNMENT-TRANSPORTATION PROGRAMS
962107	TRANSPORTATION AUTHORITIES
963102	STATE GOVT-REG & ADM-COMMS & UTILITIES
963103	COUNTY GOVT-REG & ADM-COMMS/UTILITIES
963104	CITY GOVT-REGULATION/ADM-COMMS/UTILITIES
965102	STATE GOVERNMENT-LICENSING & INSPECTION
965103	COUNTY GOVERNMENT-LICENSING & INSPECTION
965104	CITY GOVERNMENT-LICENSING & INSPECTION

**Cascade Natural Gas Corporation
COMPANY PROCEDURE**

C.P. # 500	Page 14	Dated May 25, 2012	VOIDS/C.P.# 500	Page 14	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

**EXHIBIT 2
SIC AND NAICS CODES FOR EXCAVATORS AND CONTRACTORS**

SIC	NAICS	NAICS Description
0782	56173	Landscaping Services
0783	56173	Landscaping Services (Ornamental Trees and Shrubs)
0811	11311	Timber Tract Operations
0831	11321	Forest Nurseries and Gathering of Forest Products
0851	11531	Support Activities for Forestry
1011	21221	Iron Ore Mining
1021	21223	Copper, Nickel, Lead, and Zinc Mining
1031	21223	Copper, Nickel, Lead, and Zinc Mining
1041	21222	Gold Ore and Silver Ore Mining
1044	21222	Gold Ore and Silver Ore Mining
1061	21229	Other Metal Ore Mining
1081	21311	Metal Mining Services
1094	21229	Uranium-Radium-Vanadium Ore Mining
1099	21229	Other Metal Ore Mining
1221	21211	Coal Mining – Surface
1222	21211	Coal Mining - Underground
1231	21211	Coal Mining – Anthracite
1241	21311	Coal Mining Services
1311	21111	Oil and Gas Extraction
1321	21111	Natural Gas Liquids Producers
1381	21311	Drilling Oil and Gas Wells
1382	54136	Oil and Gas Field Exploration Services
1389	21311	Support Activities for Oil and Gas Operations
1411	21231	Dimension Stone Mining and Quarrying
1422	21231	Crushed and Broken Limestone Mining and Quarrying
1423	21231	Crushed and Broken Granite Mining and Quarrying
1429	21231	Other Crushed and Broken Stone Mining and Quarrying
1442	21232	Sand, Gravel, Clay, and Ceramic Minerals Mining and Quarrying
1446	21232	Construction Sand and Gravel Mining
1455	21232	Kaolin and Ball Clay Mining
1459	21232	Clay and Ceramic and Refractory Minerals Mining
1474	21239	Potash, Soda, and Borate Mineral Mining
1475	21239	Phosphate Rock Mining
1479	21239	Chemical and Fertilizer Mineral Mining
1481	21311	Nonmetallic Minerals Services
1499	21239	All Other Nonmetallic Mineral Mining
1521	23611	Single Family Housing Construction
1522	23621	Commercial Building Construction
1531	23611	Operative Builders
1541	23621	Commercial Industrial Building Construction
1541	23622	Commercial and Institutional Building Construction

**Cascade Natural Gas Corporation
COMPANY PROCEDURE**

C.P. # 500	Page 15	Dated May 25, 2012	VOIDS/C.P.# 500	Page 15	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

EXHIBIT 2 (Cont.)

SIC AND NAICS CODES FOR EXCAVATORS AND CONTRACTORS

SIC	NAICS	NAICS Description
1542	23622	Commercial and Institutional Building Construction
1542	23712	Oil and Gas Pipeline and Related Structures Construction
1611	23731	Highway, Street, and Bridge Construction
1622	23731	Highway, Street, and Bridge Construction
1623	23711	Water and Sewer Line and Related Structures Construction
1629	23799	Other Heavy and Civil Engineering Construction
1711	23822	Plumbing, Heating, and Air-Conditioning Contractors
1731	23821	Electrical Contractors
1741	23814	Masonry Contractors
1751	23813	Carpentry Contractors
1771	23811	Poured Concrete Foundation and Structure Contractors
1771	23819	Other Foundation, Structure, and Building Exterior Contractors
1781	23711	Water Well Drilling Contractors
1791	23812	Structural Steel and Pre-cast Concrete Contractors
1794	23891	Excavation and Site Preparation Contractors
1795	23891	Wrecking and Demolition Work
1796	23829	Other Building Equipment Contractors
1799	23721	Land Subdivision
1799	23899	All Other Specialty Trade Contractors
2411	11331	Logging
4011	48211	Rail Transportation

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 16	Dated May 25, 2012	VOIDS/C.P.# 500	Page 16	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

**EXHIBIT 3
SIC CODES FOR EMERGENCY RESPONDERS**

SIC Code	NPSIB Department Description	SIC Description
411902	Emergency Departments	Ambulance Services
411906	Emergency Departments	Rescue Squads
922102	State Police Regional Division Heads	State Govt. Police
922102	State Police Troop Locations	State Govt. Police
922103	Independent City Sheriffs	Sheriff
922103	Sheriff's Departments	Sheriff
922104	Police Departments	Police Departments
922104	County Police Departments	Police Departments
922104	Campus Law Enforcement	Police Departments
922104	Bureau of Indian Affairs	Police Departments
922104	Airport Police Departments	Police Departments
922104	Harbor Police Departments	Police Departments
922104	Railroad Law Enforcement	Police Departments
922402	State Fire Marshals	State Govt. Fire Protection
922404	Fire Departments	Fire Departments
922404	Airport Departments	Fire Departments
922404	Harbor Departments	Fire Departments
922902	State EMS Directors	State Govt. Public Order Safety
922903	Emergency Management Agencies	County Govt. Public Order Safety
922903	Public Safety Answering Points (911)	County Govt. Public Order Safety

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 17	Dated May 25, 2012	VOIDS/C.P.# 500	Page 17	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

EXHIBIT 4
PROGRAM IMPLEMENTATION ANNUAL AUDIT

Date of Audit: _____

Select method of audit conducted:

Internal assessment 3rd party vendor review Regulatory inspections

For 3rd party vendor review or regulatory inspections, record the vendor or agency performing the inspection. N/A the Assessment section of Exhibit 1 and complete the Continuous Improvement section.

Vendor/Agency: _____

For internal assessment audits, record the person performing the inspection and complete Exhibit 1 in its entirety. Print Name/Signature: _____

Internal Assessment Questionnaire:

Does Cascade have a written Public Awareness Program? YES NO

Have the elements described in API RP 1162 Section 2 been incorporated into the written program?

Description of the programs objectives	YES	NO
Overview for meeting the programs objectives by communicating relevant information to the key stakeholders	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Compliant with the federal regulatory requirements found in 49 CFR 192.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Use of other resources to meet the Public Awareness requirements (i.e. One-Call Centers)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Ongoing management support of the program	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Identify key stakeholders, message type, frequency and delivery methods	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Does the written program address all of the objectives as defined in API RP 1162 Section 2.1?

Increase Public Awareness of Pipelines	YES	NO
Reduce the occurrences of pipeline emergencies caused by third party damage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Communicate to the public the appropriate steps to take into account in the event of a pipeline release or emergency	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Cascade Natural Gas Corporation
COMPANY PROCEDURE**

C.P. # 500	Page 18	Dated May 25, 2012	VOIDS/C.P.# 500	Page 18	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

**EXHIBIT4 (Cont.)
PROGRAM IMPLEMENTATION ANNUAL AUDIT**

Date of Audit: _____

Does the documented program address regulatory requirements identified in Section 2.2 of API RP 1162 and other regulatory requirements that the operator must comply with?

Identify affected public and relevant information to communicate	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Identify local public officials and relevant information to communicate	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Identify emergency officials and relevant information to communicate	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Identify excavators and relevant information to communicate	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Does the operator have a plan that includes a schedule for implementing the program? YES NO

Does the program include requirements for updating responsibilities as organizational changes are made? YES NO

Is the program updated and current with any significant organizational or major new pipeline system changes that may have been made? YES NO

Are personnel assigned responsibilities in the written program aware of their responsibilities and have management support (budget and resources) for carrying out their responsibilities on the program? YES NO

Has the program implementation been properly and adequately documented? YES NO

Have all required elements of the program been implemented in accordance with the written plan schedule? YES NO

Does the operator have documentation of the results of evaluating the program for effectiveness? YES NO

Are the results of the evaluation of program effectiveness being used in a structured manner to improve the program or determine if supplemental actions (e.g. revised messages, additional delivery methods, increased frequency) in some locations? YES NO

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 19	Dated May 25, 2012	VOIDS/C.P.# 500	Page 19	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

**EXHIBIT 4 (Cont.)
PROGRAM IMPLEMENTATION ANNUAL AUDIT**

Date of Audit: _____

Continuous Improvement

Based on this audit, are any changes required to improve the program and/or the implementation process

YES NO

If yes, provide details:

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 20	Dated May 25, 2012	VOIDS/C.P.# 500	Page 20	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

**EXHIBIT 5
PROGRAM EFFECTIVENESS ASSESSMENT**

Date of Assessment: _____

Date of Last Effectiveness Assessment: _____

Select method of survey conducted:

Internal assessment 3rd party vendor Participation in industry group or trade association

For 3rd party vendor or participation inspections, record the vendor or group performing the survey. N/A the Assessment section of Exhibit 2 and complete the Continuous Improvement section. Vendor/Agency: _____

For internal assessment surveys, record the person managing the survey and complete Exhibit 2 in its entirety.

Print Name/Signature: _____

Internal Assessment Questionnaire (attach additional pages if needed):

How was the sample size determined: _____

Outreach Evaluation:

What process was utilized to track the number of individuals/entities reached within head stakeholder audience: _____

What outreach method was utilized (questionnaires, telephone surveys, etc): _____

How was the outreach statistical sample size and margin-of-error determined for each stakeholder audience: _____

How was the percentage of individuals or entities determined for each stakeholder audience: _____

Cascade Natural Gas Corporation
COMPANY PROCEDURE

C.P. # 500	Page 21	Dated May 25, 2012	VOIDS/C.P.# 500	Page 21	Dated May 20, 2008
------------	---------	--------------------	-----------------	---------	--------------------

TITLE: PUBLIC AWARENESS PROGRAM

EXHIBIT 5 (Cont.)
PROGRAM EFFECTIVENESS ASSESSMENT

Date of Assessment: _____

Understandability Evaluation:

Based on the evaluation results and data, did the intended stakeholder audience understand and retain the key information? _____

Was the material pre-tested? _____

Behavior Evaluation:

Based on the evaluation results and data, have the appropriate preventative behaviors been understood and taking place when needed? _____

Bottom Line Evaluation:

Were third-party incidents and consequences tracked? _____

Were other bottom-line measures tracked? _____

If yes, what were they? _____

If no, why were they not considered? _____

Continuous Improvement:

Based on this assessment, are any changes required to improve the program:

Yes

No

If yes, provide details: _____

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Bremerton

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-23-12, 5-24-12

Print Name	Sign Name
Barbara Burritt	B Burritt
Isidoro Gonzalez	[Signature]
Kent McCabe	K McCabe
ANDREW STONE	[Signature]
Mike Dunn	Mike Dunn
SHERRI GITHENS	Sherr Githens
Clint Hoffman	Clint Hoffman
LLOYD KLINEBURGER	L Klineburger

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Bend District

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-22-12

Print Name	Sign Name
JESS HELL	Jess Hell
BRAD A. HOFMAN	Brad A. Hofman
JESSE KLEWER	Jesse Klewer
Todd Hinderlider	Todd Hinderlider
Doug Ross	Doug Ross
Seth Boyl	Seth Boyl
DAVE NIPPER	Dave Nipper
Miles Cowles	Miles Cowles
Wayne Simpson	Wayne Simpson
SCOTT FLEMING	Scott Fleming
MARC PHILLIPS	Marc Phillips
David Soucier	David Soucier
GARY MOREY	Gary Morey
Tom Pitcher	Tom Pitcher
JAMES HEGWOOD	James Hegwood
Jenni Mishler	Jenni Mishler
Chad Burchart	Chad Burchart
Brad Weastler	Brad Weastler
Jill VanLanduyt	Jill VanLanduyt
Sue Patje	Sue Patje
Kathy Simpson	Kathy Simpson

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: _____ Bend District _____

Company Procedure: _____ CP500 effective date 05-25-12 _____

Date of review: 5-22-12

Print Name	Sign Name
Kate Mannix	<i>K Mannix</i>
Mike Hoffstetter	<i>Mike Hoffstetter</i>
Mark Carlisle	
Paul (Bo) Plath	

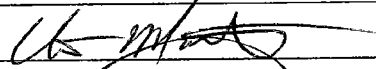
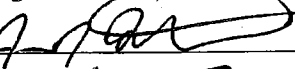

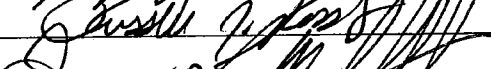
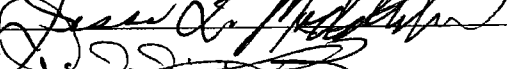

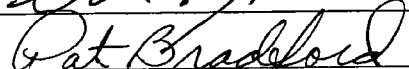
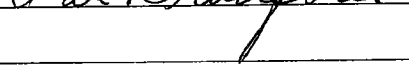
Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Aberdeen

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-23-12

Print Name	Sign Name
Clint Mathews	
James Rosenton	
Hobby Campbell	
Russell Korst	
Jesse L. Middleton	
DEBBIE L. BAIDBESTON	
Charles Jenkins	
Pat Bradford	



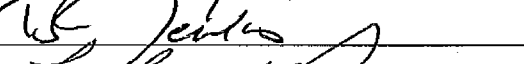
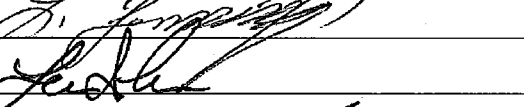
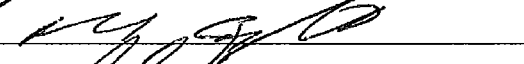
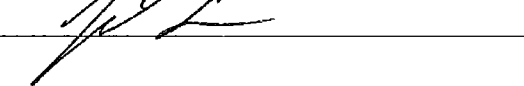
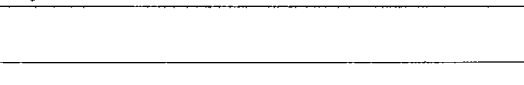
Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: BREMERTON

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-24-12

Print Name	Sign Name
DEAN JACKSON	
Barbara Corcoran	
BERNIE JENKINS	
LARRY JENNINGS	
Les Iles	
Paul Coghlin	
JOEL LEA	

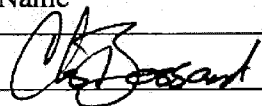
Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Eastern Oregon

Company Procedure: CP500 effective date 05-25-12

Date of review: 5/11/2012

Print Name	Sign Name
Chris Bossard	

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Kennewick

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-24-12

Print Name	Sign Name
William J. Monk	<i>William J Monk</i>
Roger Johnson	<i>Roger Johnson</i>
Zachary Smith	<i>Zachary Smith</i>
Sam W Hamilton	<i>S Hamilton</i>
David Cantai	<i>David Cantai</i>
Keith Towne	<i>Keith Towne</i>
Heath Webb Heath Webb	<i>Heath Webb</i>
Mary Valdez	<i>Mary Valdez</i>
LALO PAEZ	<i>Lalo Paez</i>
Bruce Yamauchi	<i>B.Y.</i>
Mark Wolfe	<i>Mark Wolfe</i>
TERESA ESPARZA	<i>Teresa Esparza</i>
Hendall Youngblood	<i>Hendall Youngblood</i>

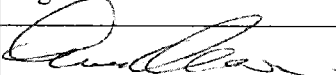

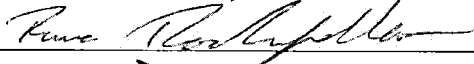

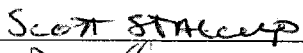
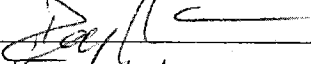


Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Mount Vernon

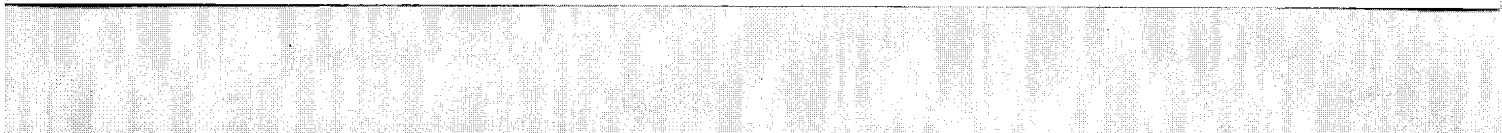
Company Procedure: CP500 effective date 05-25-12

Date of review: 5-15-12

Print Name	Sign Name
OMAR VALDEZ	
ERIC S. REX	
RUSS ROCKAFELLOW	
LEVI DAVIES	
SCOTT STALCUP	
ROY KLEIN	
JUSTIN M. HOE	
Ted McClammant	

Original – District

Copy – SharePoint



Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Pendleton

Company Procedure: CP500 effective date 05-25-12

Date of review: 05/21/2012

Print Name	Sign Name
David Harris	David Harris
ERIC SNIVELY	Eric Snively
Kim Beckard	Kim Beckard
KURT COOPER	Kurt Cooper
CATHERINE CHRISTENSEN	Catherine Christensen
Row Rangan	Row Rangan
Dennis Doherty	Dennis Doherty
Thomas Ellis	Thomas Ellis
DAN Pearson	Dan Pearson
Joel Peterson	Joel Peterson
Pauline Melusien	Pauline Melusien
Jason Chabot	Jason Chabot
Michael Peterson	Michael Peterson

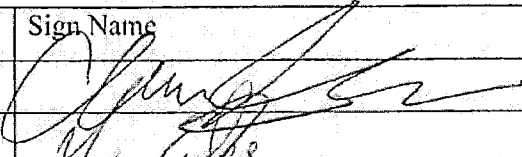
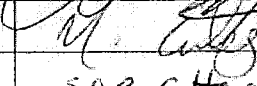
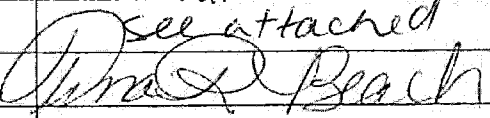
Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Standards and Compliance Department

Company Procedure: CP500 effective 05/25/12

Date of review: 05/23/2012

Print Name	Sign Name
Chris Grissom	
Mike Eutsey	
Patti Chartrey	see attached
Vicki Ganow	see attached
TINA R BEACH	

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Standards & Compliance

Company Procedure: CP500 effective date 05-25-12

Date of review: 05-23-12

Print Name	Sign Name
PATTI CHARTREY	Patti Chartrey
VICKI GANOW	Vicki Ganow

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: WALLA WALLA

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-23-2012

Print Name	Sign Name
WILLIAM SANBUINE	<i>William Sanbuine</i>
RICK CARDENAS	<i>Rick Cardenas</i>
MIKE FILAN	<i>Mike Filan</i>
Bill Bloom	<i>Bill Bloom</i>
Dick Kelly	<i>Dick Kelly</i>
Lance Russell	<i>Lance Russell</i>
Jasme Ramirez	<i>Jasme Ramirez</i>
John Brand	<i>John Brand</i>

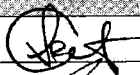
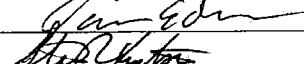
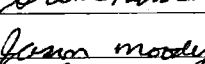
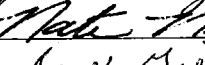
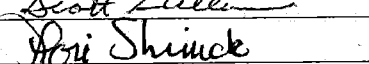
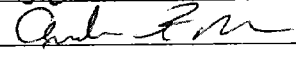

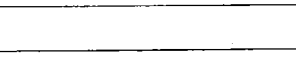
Cascade Natural Gas Corporation

Location: Wenatchee district Chairperson: _____

Date: 5-15-12 M.L. 5-24-12 WEN Start Time: _____ Stop Time: _____

Meeting Title: _____

Topics Covered: CP 500, CP 710, CP 695, CP 685, CP 635
CP 500-12 effective 05-25-2012

	Print Name	Sign Name	Employee ID #	Position
1	SAM GRANT		509617	DM
2	JASON EDSON		509649	SM
3	STEVE KNUTSON		509491	CW
4	JASON MOODY		509356	CP
5	Nate Newman		509680	CW
6	SCOTT GILLIN		509645	SM
7	Lori Shimpek		509402	DC
8	Andy Kunkel		509361	SM
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Notes:

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Yakima

Company Procedure: CP500 effective date 05-25-12

Date of review: 5-17-12

Print Name	Sign Name
Randy Skyles	Randy Skyles
Debra Vogler	Debra F. Vogler
ALAN EYMS	Alan Eym
GREG OLNEY	Greg Olney
WINNIE CLEMENSON	Winnie Clemenson
CHESTER BUTLER	Chester Butler
Richard Nave	Richard Nave
CHEYENNE ALBA	Cheyenne Alba
Justin Dahl	Justin Dahl
Conrad Castro JR	Conrad Castro JR
Conrad R Castro SR	Conrad Castro SR
Colleen Ross	Colleen Ross
Greg Miller	Greg Miller
Lee Brian	Lee Brian



CNG 800
02/12

Change ID: GO-0003
Date: 04/03/12

MANAGEMENT OF CHANGE FORM

Identification of Change

Type: Physical Technical Procedural Organizational

Statement of Original Condition: (Attach additional pages as needed):

CP500 dated 05/20/08

Statement of Modified Condition (Attach additional pages as needed):

CP500 complete re-write (see attached)

Reason for Change:

CP revised to meet code requirements and to include recommendations from Above & Below Ground Consultant program review.

Prepared By:

Print : Vicki Ganow
Sign: Vicki Ganow

Digitally signed by Vicki Ganow
DN: cn=Vicki Ganow, o=Spokane Safety Association, ou=Standards and Compliance, email=vicki.ganow@spaga.com, c=US
Date: 2012.04.03 09:37:07 -0700

Date 04/03/12

Compliance Reviewer:

Print : Patti Chartrey
Sign: Patti Chartrey

Date 04/03/12

Applicable Codes: 49CFR 192.614(c)(2), 192.615(c), 192.616

Applicable Company Procedures: CP500

Please note: All proposed changes shall be submitted to the Standards & Compliance Department.



CNG 800
02/12

Change ID: GO-0003
Date: 04/03/12

Analysis of Implications

Summary of Implication Analysis:

Summary includes comments provided by Standards and Compliance Department, Regional Managers, District Managers, Department Heads and/or Subject Matter Experts. Attach additional sheets as required.

NOTE: This is classified as an urgent MOC that requires only a SME and Standards & Compliance Analysis of Implications review.

Additional changes were implemented into the final modified condition per analysis of implications review by the SME and Standards & Compliance. These changes included the following:

- 1) Inclusion of SIC codes and appropriate exhibits
- 2) Revision of Local public officials list in .034
- 3) Revision of Program Effectiveness audit section in .062
- 4) Revision of Documentation section



CNG 800
02/12

Change ID: GO-0003
Date: 04/03/12

Final Modified Condition

See attached CP revision for the final modified condition.

Attach additional sheets as required.

Requirements for Implementation:

Training Required	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Change Operator or Staff Qualifications	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Requires JSA	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Change in Company Procedures	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Change in Company Forms	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Create New Procedure or Form	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

Note: Training at a minimum would include the review of the revised CP by Standards & Compliance, Regional and District Managers.

Target Implementation Date: 05/11/12

This section to be completed by those with Authority of Approval only.

This change is Approved Rejected Conditionally Approved

Conditions of Approval

Print : Steve Kessie Operations Manager
Sign: Steven Kessie Date 05/08/2012
Digitally signed by Steven Kessie
DN: cn=Steven Kessie, o=Operations, ou, email=steve.kessie@cngc.com, c=US
Date: 2012.05.08 09:05:38 -0700

Print : Tina R. Beach Subject Matter Expert
Sign: Tina R. Beach Date 05/02/2012
Digitally signed by Tina R. Beach
DN: cn=Tina R. Beach, o=Cascade Natural Gas Corporation, ou=Manager of Standards and Compliance, email=tina.beach@cngc.com, c=US
Date: 2012.05.02 09:20:54 -0700

Company Procedures Review Sign-off

District Managers will notify all employees of a weekly review of existing CP's or when new or amended CP's changes are implemented. Copies will be given to all individuals that have a CP binder; a copy should be posted for all employees regardless of classification. All employees will sign below to confirm they have read; and reviewed or have acknowledged the new or amended CP's, as well as placing a copy in their CP binders when appropriate.

District: Longwood

Company Procedure: CP500 effective date 05-25-12

Date of review: May 24, 2012

Print Name	Sign Name
Tom Wilson	<i>Tom Wilson</i>
David Swarts	<i>David Swarts</i>
FRANK KENNEWAY	<i>Frank Kenneway</i>
Dennis Kilgore	<i>Dennis Kilgore</i>
TERRY WELCH	<i>Terry Welch</i>
JOE BENSON	<i>Joe Benson</i>
DAN MARGARIS	<i>Dan R Margaris</i>
Wendy McDonough	<i>Wendy McDonough</i>

From: Ganow, Vicki
To: "THOMPSON, Michael"
Cc: Beach, Tina
Subject: CNGC updated company procedure CP500
Date: Friday, May 25, 2012 9:01:00 AM
Attachments: [image001.png](#)
[CP500-12 Public Awareness Policy.docx](#)

Hi Michael,

CNGC has updated CP500. See attached electronic copy. Please let me know if you have any questions.

Have a nice weekend!

Vicki Ganow | Pipeline Safety Specialist

Cascade Natural Gas Corporation

A Subsidiary of MDU Resources Group, Inc.
1910 Racine Street Bellingham WA 98229
direct: 360.788.2381 cell: 360.389.7313



Know what's below.
Call before you dig.

Thank you for your ongoing efforts as we work toward uniformity.

From: Ganow, Vicki
To: "[Woodard, Marina \(UTC\)](#)"
Cc: [Beach, Tina](#)
Subject: CNGC updated company procedure CP500
Date: Friday, May 25, 2012 8:59:00 AM
Attachments: [image001.png](#)
[CP500-12 Public Awareness Policy.docx](#)

Hi Marina,

CNGC has updated CP500. See attached electronic copy. Please let me know if you have any questions.

Thank you!

Vicki Ganow | Pipeline Safety Specialist

Cascade Natural Gas Corporation
A Subsidiary of MDU Resources Group, Inc.
1910 Racine Street Bellingham WA 98229
direct: 360.788.2381 cell: 360.389.7313



Thank you for your ongoing efforts as we work toward uniformity.