

Additional Information for Pipeline Members

In addition to reviewing your member reports for accuracy, new members should also:

1. Sign up to receive email messages from the organization. These emails are a good way to stay engaged with the organization and receive program updates. Be sure to check “member communications” in your selection of topics. You will also receive reminders about the *monthly member conference call* with a link to the minutes of the previous month’s call. The link to the signup form is located at the top of each web page, and also here:
<http://pipelineawareness.us1.list-manage2.com/subscribe?u=50f90699e3869a0430b9ee4cb&id=dfd0ec084d>
2. Enter a reoccurring meeting in your personal calendar for the *monthly member conference call*. This call is always on the first Tuesday of each month at 9 am MT. The call-in numbers are always the same: 415-594-5500; 962034872. The call is open to the public.
3. Join our open discussion group on LinkedIn:
<http://www.linkedin.com/groups/Pipelineawareness-4081316>
4. Enter your company’s emergency response capabilities in the online reporting system for emergency response capabilities. This system is freely available to all pipeline companies and emergency response agencies. The landing page with instructions and background info is at this link: <http://www.pipelineawareness.org/welcome-government-and-emergency-officials/response-capability-survey-reporting-tool/>
5. Provide a document containing your company information to be posted in the [public OneDrive folder](#) accessible from the **Pipeline Member Information** link at the bottom of each web page.
6. Provide your company’s pipeline information for Pipelines Nearby. Participation in this program is covered by the base membership dues. Pipelines Nearby is a mobile friendly web application that provides leak, hazard and emergency response information for the five member pipelines closest to a specific location. If you want to check it out, you can access the application from your computer at this link: <http://www.pipelinesnearby.org/>, or from your smart phone by using the web browser and searching on pipelinesnearby.org. The phone application will ask for permission to access your current location. The pipeline data you submit for inclusion in the application should identify the product transported. All the other information is taken from the member database.
7. Familiarize yourself with the online file sharing system for program documentation. The folder structure and files are organized by YEAR – PROGRAM – DESCRIPTION. Anyone can login to the system using the email address: guest@pipelineawareness.info and the password **2Documents** (case sensitive). The direct link to the file sharing site is: <https://pipelineawareness.sharefile.com/>. You’ll be able to download complete folders as well as individual files in PDF format. If you have trouble getting in, your company network may block file sharing sites. Try sending a request to your IT department and ask for

specific permission to access this url. Sharefile is a very reputable company with excellent security and virus protection.

8. Additional information about each of the programs is shown on the Program Information page, at this link: <http://www.pipelineawareness.org/about/program-information/>. Downloading the complete PDF file will give you a summary of recent program improvements and the program schedule for the current year. The links in the footer on the web pages are another great way members can quickly access lots of useful information.

The sign up deadline for all the programs is February 1. The final program dues for the year will be established early in February based on the participation levels at that time. Members will be invoiced one time in mid-February for the current year's member dues. If members add programs after February 1, the dues amount established in February will apply and no further adjustments for additional cost sharing will be made until the following year.

9. Download a signed W9 form for your accounting department at this link:
<http://www.pipelineawareness.org/wp-content/uploads/2016/03/fw9-PAPA-01-2016-Signed.pdf>
10. Order a sample packet of all the printed materials in the online order form at:
<https://pipelineawarenessorg.wufoo.com/forms/request-additional-materials/>

If you have any additional questions, please don't hesitate to ask.

Thanks for participating!

Jeff Farrells
Executive Director
Pipeline Association for Public Awareness
16361 Table Mountain Parkway
Golden, CO 80403
719-375-3873
719-494-5219 (cell)
720-446-2960 (fax)
Jeff.farrells@pipelineawareness.info

