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November 28, 2016

Karen Lynch
National Community and Technical Services Coordinator
Office of Pipeline Safety
Pipeline and Hazardous Materials Safety Administration

Dear Ms. Karen Lynch:

Please accept this letter as the final project report for the Pipeline Emergency Response Planning Project associated with your 2015 Technical Assistance Grant Agreement #DTPH5615GPPT12 from the U.S. Department of Transportation, National Highway Traffic Safety Administration.

This project work began shortly after we received the executed contractual agreements between Lorain County and RS Associates, LLC on March 31, 2015. We proceeded to work step-by-step in the manner we outlined when we met to plan the work prior to contractual completion.

We have completed the following work associated with research regarding pipeline emergencies in Lorain County:

- Identification of and contract information for pipeline operators with lines or facilities in Lorain County
- Identification of the products that flow through the pipelines in Lorain County
- Location of the pipelines as identified in Lorain County through GIS mapping
- Verification of extremely hazardous substance facilities in Lorain County
- Development of lists of emergency responders, public officials, pipeline operators, fixed facilities and others involved in pipeline and hazardous materials response in Lorain County

We have attended the following meetings to communicate with attendees and to communicate information about the project:

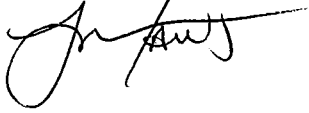
- Multiple meetings with Lorain County EMA staff to outline, check progress, confirm details, and verify information for the updated plan
- Paradigm Liaison Services regional pipeline emergency training and exercise held in Sandusky Ohio to discuss and develop procedures to recognize, respond to and mitigate pipeline and hazardous materials incidents in Lorain County;
- Lorain County LEPC Meeting in Elyria Ohio to discuss risk assessment and response procedures to pipeline emergencies and hazardous materials incidents.

We have completed the following research and plan development work in relationship to pipeline emergency risk and vulnerability in Lorain County:

- Assessment of current hazardous materials and other rescue plan documents that pertain to pipeline and hazardous materials emergencies in the county;
- Identification of gaps and areas for improvement in pipeline and hazardous materials emergency planning and preparedness;
- Development of a hazard identification and risk assessment for Lorain County as it pertains to pipeline emergencies and hazardous materials incidents;
- Identification and use of existing pipeline emergency and hazardous materials experts and responder procedures in Lorain County;
- Recommendations for changes to hazardous materials and pipeline emergency planning regarding emergency procedures and/or responder training;
- Development of revised and updated procedures for response to pipeline emergencies and hazardous materials incidents by the Lorain County Special Rescue Response Team
- Presentation to and acceptance of the revised plan by the Lorain County LEPC
- Completion of an educational presentation for all Lorain County responders, facility owners, pipeline operators, and others with pipeline procedures

I believe that this work constitutes completion of our work on this project. Please review this report and if something is not properly completed, please advise. This project has been an enjoyable one, and once again it was a pleasure working with you.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tom Kelley', with a long horizontal flourish extending to the right.

Mr. Tom Kelley
EMA Director