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March 31, 2016

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

Dear Ms. Lynch:

Please accept this as our interim report for the pipeline project.

We received the signed contract from the Lorain County Commissioners today. That finishes the paperwork necessary for the contractual process.

We have at this point familiarized ourselves with the various Lorain County plans – the Hazardous Materials Plan which is Annex O of the Emergency Operations Plan; and the Lorain County Technical Rescue Response Plan.

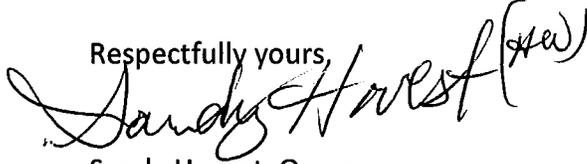
I have collected current NFPA standards and other reference materials to develop the pipeline emergency plan. I will use the hazardous materials technician level materials, for the most part, as reference for creation of the pipeline emergency section of the plan.

Lauren and I are both enrolled in a pipeline emergency training and exercise session put on by Ohio pipeline operators on April 28 in Sandusky. This session will be attended by all of the pipeline operators, local fire and police departments, and EMA officials.

We have sent you a suggested plan outline and have your approval on that. In the coming months we will complete research, revise the plan you have, create and insert the pipeline emergency portion of the plan, and meet with your LEPC and others according to the plan.

Thank you very much for the opportunity to work on this plan.  
It's an exciting project!

Respectfully yours,

A handwritten signature in black ink that reads "Sandy Hovest" with a stylized flourish at the end that includes the letters "HW".

Sandy Hovest, Owner  
Resource Solutions Associates, LLC

A handwritten signature in black ink that reads "Tom Kelley" with a stylized flourish at the end that includes the letters "TK".

Tom Kelley, Director  
Lorain County Office of Emergency Management Agency and  
Homeland Security