



November 7, 2016

Ms. Karen Lynch (AOR)  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
Office of Pipeline Safety  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Mr. Saurabh Vasudeva (AO)  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
Office of Acquisition Services, PHA-30  
1200 New Jersey Avenue, SE, E22-317  
Washington, DC 20590

Dear Ms. Lynch and Mr. Vasudeva,

Nashua Regional Planning Commission (NRPC) is pleased to submit this Final Report for PHMSA TAG Grant #DTPH5615GPPT11. As outlined in our grant agreement the following report will demonstrate completion of the work as outlined in the grant agreement.

Additionally, we have included the following supporting documents:

1. SF-425 Federal Financial Report;
2. Breakdown of costs for each object class category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges);
3. NRPC Project Profit and Loss report for the reporting period.

Please let me know if you have any questions. Again on behalf of NRPC I wish to thank PHMSA for the grant opportunity to promote pipeline safety in our region.

Sincerely,

Sara Siskavich  
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## **1. Advance Public and Inter-Organizational Data Exchange (Months 1-3)**

*Objectives: To enhance a common operating picture, NRPC will provide enhanced pipeline safety mapping and work to increase the reach of its regional digital GIS landbase through the establishment of an Open Data portal, consistent with the philosophy of data.gov, where pipeline operators, first responders, and the public can access curated, authoritative, and up-to-date mapping information originated at the agency. NRPC will also augment its existing gas pipeline information page with additional objective content related to gas pipeline safety such as materials developed under this grant and information related to Dig Safe.*

NRPC has accomplished all planned tasks under this project strategy. NRPC has imported National Pipeline Mapping System (NPMS) GIS data into the NRPC GIS per PIPA guidance and has created regional pipeline mapping for development planning. NRPC has established a GIS Open Data Portal where the maps and identified sites GIS data (mapped as structures and large gathering areas) can be downloaded at no charge. NRPC has notified operations and compliance staff at Tennessee Gas and also Liberty Utilities, as well as our newsletter subscribers about this resource.

- A. Work Products (also available at <http://www.nashuarpc.org/project-pipeline/#safety>):
  - [Regional Gas and Electric Transmission Overview Map](#)
  - [NH Statewide Gas Pipelines Overview Map](#)
  - [NRPC's GIS Open Data Portal](#)
  
- B. Additional Documentation:
  - [Outreach Correspondence](#)

## **2. Engage Fire/First Responders (Months 5-6)**

*Objectives: NRPC will partner with the Nashua Local Emergency Response Committee (LEPC) to arrange 1-2 incident trainings for local fire and other first responders. NRPC will review local emergency response plans as they relate to gas pipeline incident preparedness and publish regionally-specific recommendations based on best practices to strengthen these plans.*

The City of Nashua's Office of Emergency Management (Nashua OEM) operates the Nashua Local Emergency Response Committee (LEPC) and also provides fire mutual aid assistance to NRPC communities and the greater Souhegan Mutual Aid Association. The Director of Nashua OEM is trained in the PHMSA-approved Pipeline Emergencies curriculum. Under the oversight of NRPC, Nashua OEM conducted three separate but identical 3-hour classroom-style Pipeline Awareness trainings in the region. Covered topics included Pipeline Basics, Products & Facilities, Emergency Preparedness, Incident Response Steps, Damage Prevention, & Emergency Response Capabilities. Approximately 50 first responders (many of whom are volunteers), government officials and staff, and some pipeline personnel participated in these trainings.

Nashua OEM created a uniform Pipeline and Hazardous Materials Emergency Annex template for a community Emergency Operations Plan (EOP). This template, and associated instructions for completion, is available online for the benefit of all interested communities. Furthermore, Nashua OEM developed draft annex documents (considered confidential unless community specifies otherwise) to 12 communities within the NRPC and/or LEPC jurisdiction (with one community declining to participate). Nashua OEM also created a standard operating procedure (SOP) decision guide to help communities evaluate whether to evacuate or shelter-in-place when faced with a pipeline or hazardous materials incident. These resources are available online for use by all interested communities.

- A. Work Products (also available at <http://www.nashuarpc.org/project-pipeline/#safety>):
  - [Nashua OEM Training Slide Presentation](#) May 2016
  - [All Training Handouts](#) May 2016
  - [Template](#): Annex to Community Emergency Operations Plan for Hazardous Materials: Developed by Nashua OEM
  - [Checklist Items](#) to Complete the Hazardous Materials Annex: Developed by Nashua OEM
  - [Decision Guide](#): Evacuation or Shelter-in-Place: Developed by Nashua OEM
  
- B. Additional Documentation:
  - [Training Event Correspondence](#)
  - [Training Event Sign-in Sheets and Feedback Surveys](#)

### 3. Promote Best Practices for Land Use Planning (Months 6-12)

*Objectives: NRPC will actively promote understanding of pipeline risk at the local level and promote responsible development near pipelines. NRPC will review existing case studies and published guidance and contrast this with relevant local ordinances and guidelines. NRPC will develop and market regionally-specific guidance for municipalities with recommendations on how to strengthen their existing regulations, policies and procedures to promote public safety.*

NRPC completed a comprehensive review of existing PIPA web-based resources for citizens and municipalities on pipeline planning best practices. NRPC created two guidance documents based on the PIPA source materials, one geared for elected officials and the other for town staff and planning boards. NRPC adapted the national model ordinance language for pipeline planning areas to fit the New Hampshire legal context. The materials were presented at a Sept 12 workshop with PHMSA representative Ian Woods, where 11 out of 13 NRPC communities were represented. NRPC also coordinated with the regional Dig Safe office and obtained complimentary brochures, displays, keychains, and informational cards to which were distributed in the month of April and again in August at all town halls and libraries in the region (26 total sites). NRPC used information from Dig Safe and the Common Ground Alliance toolkit to queue up messaging for use throughout the month of April and again during National Dig Safe Day in August in our social media channels, i.e. Facebook, Twitter, and Constant Contact.

- A. Work Products (also available at <http://www.nashuarpc.org/project-pipeline/#safety>):
  - [WHEN A PIPELINE COMES TO TOWN](#), A Readiness Checklist for Community Governing Bodies: Developed by NRPC
  - [Managing Land Use Near a Pipeline with Best Management Practices](#), a Guide for Planning Boards and Municipal Staff: Developed by NRPC
  - [A Model Ordinance for a Pipeline Safety Planning Area Overlay District](#): Developed by NRPC
  - [All Handouts](#) Land Use Planning Best Practices Workshop (September 12, 2016)
  - [NRPC Factsheet on Safe Digging](#)
  
- B. Additional Documentation
  - [Workshop Correspondence](#)
  - [Workshop Sign-in Sheet](#)
  - [Dig Safe Outreach Campaign Correspondence](#)
  
- C. NRPC presented a [slide overview](#) of this PHMSA TAG grant at the 2016 Pipeline Safety Trust Conference.