

<b>Check When Complete</b>	<b>Committee / Chapter</b>	<b>Required from</b>	<b>Delivered to</b>	<b>When</b>	<b>What</b>	<b>Attachment / Reference</b>
✓	Communication	County	TING	NOW	Appoint CPOC	
	Communication	County	TING	NOW	Appoint NGC Team	
	Communication	Municipalities	CPOC	NOW	Inform CPOC if fee schedule has been developed or updated	
	Land Use	Municipalities	CPOC	NOW	Inform CPOC if light ordinances adopted	
	Land Use	Municipalities	CPOC	NOW	Inform CPOC if noise ordinances adopted	
	Public Safety	County EMO & Fire	CPOC	NOW	Provide contact lists related to regulations and procedures for spills	
	Mapping	Municipalities	CPOC	NOW	Share road assessments with CPOC for mapping purposes.	
	Water Quality	Municipalities	CPOC	NOW	Inform CPOC if wellhead protection ordinance adopted.	
	Water Quality	Municipalities	CPOC	NOW	Inform CPOC if aquifer protection ordinance adopted	
	Land Use	Municipalities	CPOC	NOW	Inform CPOC if siteplan review ordinance (with or without zoning) adopted/ modified	
	Roads	Municipalities	CPOC	NOW	Inform CPOC if driveway permit system adopted	
	Communication	CPOC	Municipalities	NOW	Review inter and intra municipal communication, and communication channels with appropriate agencies and municipalities.	
✓	Water Quality	CPOC	DOH	on-going	Post information on private well testing recommendations and requirements on certified laboratories and update as necessary. Inquire as to updates for testing requirements.	
	Mapping	Municipalities	CPOC	Pre-Meet and Greet	Inform CPOC of CEA designation for mapping	
	Public Safety	County Public Safety Depts	CPOC	Pre-Meet and Greet	Share ground rules with NGC team	

	Communication	CPOC	NGC Team	Pre-Meet and Greet	Prepare a binder of talking Points, sample Forms, other materials to bring to meeting. Encourage/remind other NGCT members to do same.	
	Communication	CPOC	Drilling Company	Meet & Greet	Deliver Tioga County Contacts (directory of all local contacts and phone numbers which may be needed)	<b>3A</b>
	Communication	Drilling Company	CPOC	Meet & Greet	Provide all gas company/subcontractors contacts or directory	
	Public Safety	CPOC	Municipalities	Meet & Greet	Request a list of sub-contractors and distribute to all gas team members and municipalities.	
	Communication	CPOC	Drilling Company	Meet & Greet	Inform gas company about Tioga County Gas Industry Resource Directory at <a href="http://www.developoptioga.com">www.developoptioga.com</a>	
	Communication	CPOC	Municipalities	Post Meet and Greet	Share information gathered by gas team with municipalities and others who need to know.	
	Public Safety	CPOC	County Public Safety Depts	Post Meet and Greet	Disseminate ground rules and additional information to subcontractors	
	Communication	CPOC	Municipalities/Agencies	Permit Notice	CPOC will notify contacts when new permit applied for	
	Public Safety	County Public Safety Depts	Local Fire/EMS teams	Permit Notice	Notify local EMS offices of permit applications	
	Comm.	CPOC	Municipalities/Agencies	Permit Notice	CPOC will notify contacts when a permit is issued	
	Public Safety	County Public Safety Depts	Local Fire/EMS teams	Permit Notice	Notify locals of permit issuance	
	Comm.	CPOC	Municipalities/Agencies	Permit Notice	CPOC will notify contacts when drilling start (SPUD) date announced	
	Public Safety	County Public Safety Depts	Local Fire/EMS teams	Permit Notice	Notify locals of drilling start date	
	Communication	CPOC	Drilling Company	Permit Application	Provide Tioga County Gas Industry Resource Directory - also at <a href="http://www.developoptioga.com">www.developoptioga.com</a>	

RESOURCE BINDER CHECKLIST  
**CHAPTER 3 COMMUNICATIONS**

	Communication	Operator	Municipality	Pre-Drilling	Prior to start of a drilling operation, the operator is required to give notice by certified mail to any local government affected by the drilling operation ( County, Town , Village officials)	
	Communication	CPOC	Municipalities/ Agencies	Post Permit Application Mtg	Share information gathered by gas team with municipalities and others who need to know, including GIS.	
	Mapping	CPOC	GIS	Post Permit Applicatin Meeting	Deliver designated haul routes and other info to GIS for mapping	
	Mapping	CPOC	Municipalities	Post Permit Application Meeting	Deliver completed maps of designated haul routes, chemical storage areas, water impoundments to municipalities	
	Mapping	CPOC	GIS	Post Permit Application Meeting	Review SRBC permit withdrawls application data.	
	Mapping	GIS	CPOC	Post Permit Application Mtg	Add SRBC permitted withdrawl sites to well locator map	
	Communication	CPOC	Landowners	Post Permit Application Mtg	Notify landowners in drilling unit and within water testing limits and along designated truck/haul routes	
	Public Safety	Drilling Company	County EMO & Fire	Post Permit Application Mtg	Send copy of MSDS to municipalities.	

**Attachments:**

**3A=** Tioga County Contacts

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	Land Use	Municipalities	Municipalities	NOW	Consider adopting light ordinances	
	Land Use	Municipalities	Municipalities	NOW	Consider adopting noise ordinances	
	Land Use	Municipalities	Municipalities	NOW	Consider adopting Site Plan Review Ordinance with or without an existing zoning ordinance	
	Land Use	Municipalities	Drilling Company	NOW	Invoke Site Plan Review regulations when notified of gas company SRBC water withdrawal permit	
	Land Use	CPOC	Drilling Company	Meet & Greet	Provide Municipal Land Use Matrix	<b>4A</b>
	Land Use	Municipalities	Drilling Company	Meet & Greet	Notify company of local floodplain ordinances in effect for drilling sites and water withdrawals sites.	
	Land Use	Municipalities	Drilling Company	Meet & Greet	Notify gas company that site plan review applies to SRBC water withdrawal sites and compressor stations	
	Land Use	Municipalities	Drilling Company	Pre-Permit Application Meeting	Prepare packet of applicable local laws/ordinances and associated applications	
	Land Use	Municipalities	Drilling Company	Permit Application Meeting	Provide light ordinance	
	Land Use	Municipalities	Drilling Company	Permit Application Meeting	Provide noise ordinance	
	Land Use	Municipalities	Drilling Company	Permit Application Meeting	Provide floodplain permit application and notify it applies to both drilling and water withdrawal sites	
	Land Use	Municipalities	Drilling Company	Permit Application Meeting	Provide gas company with site plan review application for SRBC water withdrawal sites and compressor stations	

	Land Use	Municipalities	Drilling Company	Permit Application Meeting	Provide building permit application for compressor stations and incidental buildings	
	Land Use	Municipalities	Municipalities	Post-Permit Application Meeting	Notify Municipal Floodplain Administrator of well pad location to see if it is floodplain	
	Land Use	Municipalities	Municipalities	Post-Permit Application Meeting	Provide building permit application for compressor stations and incidental buildings	

**Attachments:**

**4A:** Municipal Land Use Matrix

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	Environmental	Municipalities	DEC	NOW	Consider adopting priority Critical Environmental Areas within your municipality.	
	Environmental	CPOC	Municipalities	NOW	The NYSDEC Environmental Notice Bulletin should be monitored on a weekly basis for SEQRA notifications and permit applications. ( <a href="http://www.dec.ny.gov/enb/enb.html">http://www.dec.ny.gov/enb/enb.html</a> )	
	Environmental	Drilling Company	CPOC	Meet & Greet	Inquire about obtaining a copy of the permit application and supplemental documentation and plans (such as Hazardous Waste Plan, SWPPP, Solid Waste Mgmt Plan) from Drilling Company upon submittal to NYSDEC for each drill site application.	
	Environmental	SWCD	Drilling Company	Meet & Greet	For Well Drilling Sites request and encourage that companies follow NYS Dept. of Agriculture & Markets technical guidance titled, " <i>Guidelines for Construction Activities at Natural Gas Well Drilling Sites in Agricultural Areas</i> "	<b>5B</b>
	Environmental	SWCD	Drilling Company	Meet & Greet	For pipeline activities request and encourage companies to follow NYS Dept of Agriculture and Markets Technical Guidance titled, " <i>Pipeline Right-of-Way Construction Projects – Agricultural Mitigation through Stages of Project Planning, Construction/Restor</i> "	<b>5B</b>
	Environmental	SWCD	Drilling Company	Meet & Greet	Encourage company to work with SWCD to locate access roads, and well pads in order to mitigate environmental impacts.	
	Environmental	SWCD	Drilling Company	Meet & Greet	Encourage company to work with SWCD to optimize pipeline routing in order to mitigate environmental impacts (Forestry, streams, wetlands, ag, etc)	

	Environmental	SWCD	Drilling Company	Meet & Greet	Provide list of recommended local foresters and loggers for use	
	Environmental	SWCD	Drilling Company	Meet & Greet	Discuss use of freshwater impoundments and recommend working with SWCD for locating.	
	Environmental	SWCD	CPOC	Meet & Greet	Remind companies of SRBC permitting.	
	Environmental	Drilling Company	CPOC	Meet & Greet	Identify local water withdrawal and/or impoundment sites for each well.	
	Environmental	SWCD	Drilling Company	Meet & Greet	Discuss community benefits package which would include environmental benefits project related work (stream restoration, wetland & flood mitigation work, etc)	
	Environmental	Municipalities	DEC	Meet & Greet	Request interested agency status with DEC for permit applications	
	Environmental	SWCD	Drilling Company	Permit Application Mtg	Discuss use of NYS Dept of Ag & Mkts Technical Guidance Documents including " <i>Pipeline Right of Way Construction Projects</i> " and " <i>Guidelines for Construction Activities at Natural Gas Well Drilling Sites in Ag Areas</i> "	<b>5B</b>
	Environmental	Drilling Company	CPOC	Permit Application Mtg	Obtain copy of permit application and supplemental documentation and plans (such as Hazardous Waste Mgmt, Stormwater Plan, Solid Waste Disposal Plan) and provide to municipality and all other stakeholders at County Level.	
	Environmental	Municipalities	Drilling Company	Permit Application Mtg	Discuss use of wastewater treatment effluent for fracking activities	
	Environmental	Municipalities	Drilling Company	Permit Application Mtg	Municipalities with public water supplies may want to investigate selling of water to gas companies	

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**Attachments:**

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- 5A** NYS DEC Regulatory Jurisdictions for High-Volume Hydrofracturing Operations
- 5B** NYSDAM Technical Guidances

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	Water Quality	DOH	Municipalities	NOW	Consider adopting wellhead protection ordinance	
	Water Quality	DOH	County	NOW	Consider adopting aquifer protection ordinance	
	Water Quality	DOH	Municipalities	NOW	Post information on private well testing recommendations and requirements on certified laboratories and update as necessary	
	Water Quality	DOH	Municipalities	NOW	Municipalities with public waters supply systems should perform baseline water tests as described in this section.	
	Water Quality	SWCD	Municipalities	NOW	Once remote surface water quality monitoring stations are functioning in the County; SWCD will monitor SRBC website of water quality data and notify municipalities of any issues.	
	Water Quality	DOH	Drilling Company	Meet & Greet	Discuss Wellhead and Aquifer Protection Ordinances and request that they follow them.	
	Water Quality	DOH	Drilling Company	Meet & Greet	Inform company about countywide sole source aquifer designation and its meaning.	
	Water Quality	DOH	Drilling Company	Meet & Greet	Provide list of certified laboratories that companies can contract with for private well testing	
	Water Quality	Drilling Company	DOH & Municipalities	Meet & Greet	Discuss company remediation plan for contaminated municipal and private wells	
	Water Quality	Drilling Company	SWCD	Meet & Greet	Inquire as to whether the gas company will fund local water quality surface water monitoring.	
	Water Quality	CPOC	Drilling Company	Meet & Greet	Provide copy of regulatory agency list and roles	
	Water Quality	Drilling Company	Municipalities	Permit Application Meeting	Request remediation plan for contaminated wells	



	Water Quality	Drilling Company	DOH	Permit Application Meeting	Obtain certified laboratory name contracted for private well testing (if not known provide list again)	
	Water Quality	Municipality	Drilling Company	Permit Application Meeting	Provide copy of wellhead protection ordinance.	
	Water Quality	Drilling Company	DOH	Post Permit	Request private well testing locations.	

RESOURCE BINDER CHECKLIST  
**CHAPTER 6 WATER QUALITY**

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	Roads	Municipalities	Municipalities	NOW	Determine Road Preservation Strategy as defined at the end of Chapter 7	
	Roads	Municipalities	Municipalities	NOW	Develop and adopt components of Road Preservation Strategy and prepare Road Use Requirements materials	
	Roads	CPOC	Drilling Company	Meet & Greet	Present Roads Use Requirements for gas company review and understanding	
	Roads	Municipalities	Drilling Company	Permit Application Meeting	Designate truck/haul routes	
	Roads	Municipalities	Drilling Company	Permit Application Meeting	Provide roads inventory/assessment and determine methodology to document road conditions as required in Roads Use Requirements	
	Roads	Municipalities	Drilling Company	Permit Application Meeting	Provide applicable applications per Road Use Requirements	
	Roads	Municipalities	Drilling Company	Post Permit Application Meeting	Execute Road Use requirements	
	Roads	Drilling Company	Municipalities	Post Permit Application Meeting	Document road conditions on designated truck/haul routes	
	Roads	CPOC / GIS	Municipalities	Post Permit Application Meeting	Create and provide map of designated truck/haul routes	
	Roads	Municipalities	Municipalities	Production	Inventory access roads in case any of these roads are ultimately turned over to the municipality	
	Roads	Municipalities	Municipalities	Reclamation	Ensure that any access / private road that has residences built along it be turned over to the municipality before the gas company plugs well and exits the area	

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	Workforce	TEC	Job Seekers	On going	Listing of natural gas industry companies	<b>8A</b>
	Workforce	TEC	Job Seekers	On going	Hold job fairs with natural gas industry companies and ancillary businesses that are hiring	
	Workforce	TEC and CCE	Job Seekers / General Public	On going	Hold workshops for education on latest information on job opportunities	
	Workforce	TEC and CCE	High School Guidance Staff	On going	Conduct information session on careers in the Natural Gas Industry	
	Workforce	TEC	Job Seekers / General Public	On going	Write and distribute press releases with updates on industry job opportunities	
	Workforce	Municipalities	Job Seekers / General Public	On going	Direct job inquiries to resources listed in Chapter 8 Workforce	

**Attachments:**

Natural Gas Industry Company

**8A:** Listing

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	Public Safety	County Public Safety Depts	County Public Safety Depts	NOW	<b>Become familiar with the drilling process</b>	
	Public Safety	County Public Safety Depts	County Public Safety Depts	NOW	<b>Become familiar with industry-related fluids and chemicals, and their potential health impacts</b>	
	Public Safety	County Public Safety Depts	County Public Safety Depts	NOW	<b>Ensure emergency personnel have adequate hazardous materials training</b>	
	Public Safety	County Public Safety Depts	County Public Safety Depts	NOW	<b>Become familiar with industry-related incidents, assess ability/capacity to handle. (Review surveys, monitor PA activity)</b>	9A
	Public Safety	Sheriff	Municipalities	NOW	<b>Should local ordinances give Sheriff enforcement authority?</b>	
	Public Safety	County Public Safety Depts	County Public Safety Depts	NOW	<b>Ensure school evacuation plans are up to date (and evac plans for other buildings with large populations)</b>	
	Public Safety	Drilling Company	County Public Safety Depts	Meet and Greet	<b>Obtain company Safety/Emergency contact information</b>	9B Section 1
	Public Safety	Drilling Company	County Public Safety Depts	Meet and Greet	<b>Obtain company's development plans</b>	9B Section 3
	Public Safety	Drilling Company	County Public Safety Depts	Meet and Greet	<b>Obtain a list of sub-contractors. Discuss rules governing subcontractors.</b>	
	Public Safety	County EMO & Fire	Drilling Company	Meet and Greet	<b>Chemical transportation routes and bulk storage locations</b>	
	Public Safety	County Public Safety Depts	Drilling Company	Meet and Greet	<b>Provide County Emergency Contact information &amp; Fire District and EMS District maps</b>	3A, 9D, 9E
	Public Safety	Sheriff	Drilling Company	Meet and Greet	<b>Explain law enforcement agencies, discuss ground rules</b>	3A & 9C

	Public Safety	County Public Safety Depts	Drilling Company	Meet and Greet	<b>Discuss Emergency Plans, Forms, and procedures</b>	9B Section 4, 5, 6
	Public Safety	Drilling Company	County EMO & Fire	Meet and Greet	<b>EMS equipment needs, inquire about a Community Benefit package</b>	
	Public Safety	Drilling Company	County EMO & Fire	Meet and Greet	<b>EMS training needs. Will the company provide?</b>	
	Public Safety	County Public Safety Depts	Drilling Company	Meet and Greet	<b>Discuss hunting seasons and provide calendar</b>	9F
	Public Safety	County Public Safety Depts	County Public Safety Depts	Post meet and greet	<b>Update and/or create documentation as needed</b>	
	Public Safety	County Public Safety Depts	Locals	Post meet and greet	<b>Share information learned with local teams/depts</b>	
	Public Safety	County EMO & Fire	County EMO & Fire	Post meet and greet	<b>Pursue funding for and purchase of EMS equipment</b>	
	Public Safety	County EMO & Fire	County EMO & Fire	Post meet and greet	<b>Schedule and conduct EMS training</b>	
	Public Safety	SPOC	County Public Safety Depts	Permit Notice	<b>SPOC will notify County Public Safety Depts of permit applications, permits granted, drill start dates</b>	
	Public Safety	County Public Safety Depts	Local Fire/EMS teams	Permit Notice	<b>Notify appropriate local teams/depts of permit applications, permits granted, drill start dates</b>	
	Public Safety	Drilling Company	County Public Safety Depts	Permit App. Mtg.	<b>Provide site location information</b>	9B Section 6
	Public Safety	Drilling Company	County Public Safety Depts	Permit App. Mtg.	<b>Provide names and contact information of site personnel</b>	9B Section 6
	Public Safety	Drilling Company	County Public Safety Depts	Permit App. Mtg.	<b>Provide subcontractor list, contact names and phone numbers . Discuss rules regarding contractors</b>	9B Section 6
	Public Safety	Drilling Company	County Public Safety Depts	Permit App. Mtg.	<b>Provide completed Emergency Plans &amp; Forms</b>	9B Section 6

RESOURCE BINDER  
**CHAPTER 9 PUBLIC SAFETY**

	Public Safety	County Public Safety Depts	Drilling Company	Permit App. Mtg.	<b>Provide County emergency contact info</b>	9D & 9E
	Public Safety	Drilling Company	County Public Safety Depts	Permit App. Mtg.	<b>Identify chemical transportation routes and bulk storage locations</b>	
	Public Safety	Drilling Company	County EMO & Fire	Permit App. Mtg.	<b>What EMS equipment will be on-site</b>	
	Public Safety	County Public Safety Depts	Drilling Company	Permit App. Mtg.	<b>Discuss hunting seasons and provide calendar</b>	9F
	Public Safety	Sheriff	Drilling Company	Permit App. Mtg.	<b>Law enforcement: provide contact info, discuss ground rules</b>	3A & 9C
	Public Safety	Drilling Company	County Public Safety Depts	Permit App. Mtg.	<b>Obtain a list of sub-contractors. Discuss rules governing subcontractors.</b>	
	Public Safety	County Public Safety Depts	Drilling Company	Permit App. Mtg.	<b>Discuss emergency procedures and provide Fire District and EMS Districts maps</b>	9B, 9D, 9E
	Public Safety	County Public Safety Depts	County Public Safety Depts	Post-Permit App. Mtg.	<b>Update and/or create documentation as needed</b>	
	Public Safety	County Public Safety Depts	Locals	Post-Permit App. Mtg.	<b>Share information learned with local teams/depts</b>	
	Public Safety	County Public Safety Depts	Locals	Post-Permit App. Mtg.	<b>Provide copies of required Plans and Forms (IAP, MSDS, etc) to the appropriate depts/teams</b>	
	Public Safety	County Public Safety Depts	County Public Health	Construction & Drilling	<b>In the event of a spill (especially frac chemicals) notify Public Health</b>	

**Attachments:**

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|-----------|-------------------------------------|-----------|------------------------------------|
| <b>3A</b> | Tioga County Contacts               | <b>9D</b> | Map of Tioga County Fire Districts |
| <b>9A</b> | Public Safety Capabilities Baseline | <b>9E</b> | Map of Tioga County EMS Districts  |
| <b>9B</b> | Emergency Response Plan             | <b>9F</b> | Hunting Seasons                    |
| <b>9C</b> | Law Enforcement Ground Rules        |           |                                    |

Landowners Last Updated  
1/24/11

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	Environmental	Drilling Company	Landowner	5 days prior to drilling	Inform landowners they should be getting drilling company notification if they are within a spacing unit	
	Public Safety	CPOC / Municipalities	Landowner	Construction and Drilling	Provide landowner spill hotline numbers.	
	Public Safety	CPOC / Municipalities	Landowner	Construction and Drilling	EPA established tipline for reporting non-emergency problems	
	Environmental	Drilling Company	Landowner	Meet & Greet	Request plan for disposal of water impoundment liners	
	Communication	CPOC	Landowner	NOW	Create Landowners' Guide to Gas Well Construction	
	Environmental	NGC Team	Landowner	NOW	Investigate development of local volunteer watershed organizations	
	Environmental	CPOC	Landowner	NOW	Educate landowners about benefits of enrollment in NYS Agricultural Districts program	
	Water Quality	NGC Team	Landowner	NOW	Inform landowners about water testing parameters contained in the final SGEIS	
	Workforce	NGC Team	Landowner	NOW	Press release on jobs and natural gas industry company listing	
	Environmental	Drilling Company	Landowner	Permit Application Mtg	Provide tree cutting and stumpage plans	
	Environmental	Municipalities	Landowner	Permit Application Mtg	Educate landowners that SRBC water withdrawal permits apply to ponds, etc.	
	Communication	Operator	Landowner	Pre-drilling	Prior to the start of a drilling operation, Operator is required to give notice by certified mail to ANY surface owner affected by the drilling operation.	

	Communcation	Operator	Landowner	Pre-drilling	If DEC issues a well permit that includes an unleased tract of land, the well operator will send a notice to the property owner regarding Compulsory Integration. See <a href="http://www.dec.ny.gov/energy/1590.html">http://www.dec.ny.gov/energy/1590.html</a> for more information.	
	Roads	Landowner	Municipalities	Reclamation	Landowners who build on ROWs should work with town to discuss emergency access and future transitioning of ROW to public road	
	Roads	CPOC	Municipalities	Reclamation	Monitor for residential development along access roads	