SIF Anti-Drug / Alcohol Plan Generator Users' Guide

BEFORE USING THIS TOOL, PLEASE READ THIS DOCUMENT!

DISCLAIMER AND CONDITIONS OF USE

This Anti-Drug Plan (the "Plan") was developed by the APGA Security and Integrity Foundation (SIF) to assist operators in preventing, in accordance with applicable Federal and State Regulations related to natural gas pipeline safety (the "Regulations"), accidents and injuries resulting from the use of prohibited drugs by employees who perform covered functions for operators of certain pipeline facilities. The SIF has endeavored to completely and accurately address Regulations in this Plan; however, following the suggestions or advice set forth in this Plan may not lead to your compliance with applicable Regulations.

It is the responsibility of the Operator to retain the services of qualified legal and technical professionals to confirm (i) the completeness and accuracy of the suggestions and advice set forth in this Plan, and (ii) the applicability of such suggestions and advice to any natural gas system or emergency situation.

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Introduction

The APGA Security and Integrity Foundation (SIF), with financial support from PHMSA developed the SIF Anti Drug Plan generator. The plan generator is an on-line tool to create a written Drug and Alcohol Plan that is customized for your unique system. An advisory group composed of government and industry pipeline safety experts guided the development of the Anti Drug Plan tool, ensuring that all the requirements of DOT Code of Federal Regulations Part 199 and Part 40 are included in the written Anti Drug Plan that is created for your system. We are pleased that you have elected to use the SIF Anti Drug Plan generator to develop your plan. This document is intended to prepare you to use the on-line tool to develop your Anti Drug/Alcohol Plan.

What is SIF Anti Drug Plan Tool?

SIF Anti Drug Plan generator is an on-line tool that creates a written Anti Drug and Alcohol Plan. The Plan generator produces a complete, written Anti Drug plan customized for the user's system. It is much more than a model plan. It asks questions about your system's processes, policies and procedures and creates a written Anti Drug plan ready to implement.

SIF Anti Drug Plan includes:

- A template for a written Anti Drug Plan, which is filled out with text, either provided by the plan generator or text that you enter during the question and answer process.
- A question and answer process including
    - Questions that ask for pertinent contact information for all of those individuals and groups that are involved in your compliance efforts.
    - Questions about your unique training methods and the employees that are subject to the drug and alcohol testing.
    - Questions about your policies, processes and procedures to implement and manage your anti drug and alcohol program.

What records must I have to generate the plan?

The SIF Anti Drug Plan generator was designed to create an Anti Drug Plan using information currently available from your records required by federal and state pipeline safety regulations.

Getting Started

Open your internet browser and log on to the plan generator at:

http://sifda.imp-tools.com

Login

The login screen will appear.

Enter your user name and password that was assigned by the APGA-SIF staff when you enrolled to use the tool. If you change your password, please notify da@apgasif.org or call the SIF at 202-370-6211 with your requested change. This is necessary so that your password is changed at the SIFDA web site as well as at the APGA web site.

Choose Your Business Unit

If you included your business unit name when you signed up for SIFDA, or you are returning to SIFDA after already having set up one or more business units, SIFDA may skip this screen and take you directly to a list of your business units, as shown below:

Please choose your business unit:

Guidance

Here is a list of your business units.
Pick your the business unit you wish to manage by clicking on the name or the "Choose" button.
If your business unit is not listed or you would like to start a different one, click on 'Add New Business Unit' to create a new one.

Here is a list of business units associated with your DOTID.

Choose the business unit you wish to work on by clicking on that business unit name in the list.

Then choose the action you wish to perform on that business unit (chosen business unit name shown above the pushbuttons) by clicking one of the pushbuttons:

- **Manage:** Choose this to review, correct, revise or reevaluate the business unit.
- **Plans:** Choose this to view or download any existing written plans for the business unit.
- **Delete:** Choose this to remove all information and all written plans for the business unit.
  This will DELETE all information for that business unit. You will be asked to CONFIRM this choice.

If you want to begin a new business unit, click the **"Add New Business Unit"** button.

Baggett Gas

[Manage]   [Plans]   [Delete]
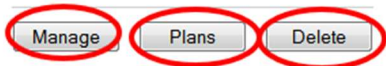
	Business Unit Name	Year	Version	Status
●	Baggett Gas	2009	none	Edit
○	Brady Propane	2009	none	Edit
○	Burdeaux Gas	2009	none	Edit
○	Burk Gas	2009	none	Edit
○	Chaney Gas	2009	none	Edit
○	City of Winfield	2009	none	Edit
○	Dennett Gas	2009	none	Edit
○	Dody Propane	2009	none	Edit
○	Erickson Propane	2009	none	Edit
○	Kastanas Propane	2009	none	Edit
○	Lee Propane	2009	none	Edit
○	Mallu Propane	2009	2.1.1	Finalized
○	New Business Unit	2009	none	Edit
○	New Business Unit	2009	none	Edit

[Add New Business Unit]

SIFDA will list all the business units you have created under this user name, the Plan Year, the Version Number and the Status of the Plan

Year means the information in the plan corresponds to the data for your business unit at the end of the plan year. It is intended as an indicator of when the plan you are using was first put into effect.

Version is the number assigned by SIFDA to your Plan. This is explained later in this guide under Plan Revisions

Status is the mode that you will be in if you select Manage.

Click on the radio button next to the Business Unit you wish to work on. Then:

Click on Manage if you want to begin or continue working on the Plan

Click on Plans if you only want to view the archived written Plans.

Click on Delete if you want to permanently delete this Business Unit. Once you delete a Business Unit it is gone forever – it cannot be recovered.

If you clicked on Plans, this screen will appear:

Written Plans

Choose Written Plan To View Or Download

Guidance

This is a list of all the plans archived for this system.

The data shown reflects settings in effect when the plan was generated.

- Year is the Plan Year.
- Version is the Plan Version.
- Effective is the Plan Effective Date.
- Mode is the Edit Mode being used when the plan was generated.
- Created is the date the written plan was created.

Year	Version	Effective	Type	Mode	Created		Click To Show		
2012	3.1.2	2013-11-01		Revise	2013-11-01	No Web	No PDF	No Word	User
2012	3.1.1	2013-11-01		Reevaluate	2013-11-01	Web	PDF	Word	No User
2009	2.1.1	2013-10-31		Edit	2013-11-01	Web	PDF	Word	No User
2009	Legacy	0000-00-00		Edit	2013-10-31	Web	PDF	Word	No User

User File

Manage User Supplied Plan For Version 3.1.2.

You may upload your own Microsoft Word version of the plan.
This allows you to make your own custom modifications to the plan and be assured that it will be maintained as part of your **SIF DA Plans** membership.
It is your responsibility to ensure that your custom plan corresponds to the current plan version: 3.1.2.

It shows all the versions of Plans for this business unit that have been generated by SIFDA, with the most recent at the top and plans that have been superseded by more recent plans listed below. Previous plans have been archived and can no longer be revised. This is explained in more detail under Plan Revisions. Plans can be stored in a MS WORD compatible format, as an Adobe Acrobat file, and/or as a web page.

You may also store a "User" form of your plan by uploading a Word format of your plan that you might have modified. SIFDA does nothing with this "User" file but store it for you along with the version of your plan when you uploaded.

If you have uploaded a "User" plan, you may view/download it by clicking the "User" push-button. If you have not uploaded a "User" plan, "No User" will appear in the table.

Please review the Guidance and Commentary on this screen for important information.

If you click <u>Manage</u> the following screen may appear:

Please define a version number for this business unit?

- The current version is **none**.
- You may use your own version numbers.
  Enter the version number here:

  [Use My Version]
- You may let **SIF DA Plans** manage version numbers.
  This wil be version 2.1.1
  [Use SIF DA Plans Version]

Version Numbering in SIFDA

You may create your own version numbering system or use SIFDA's version numbering system. SIFDA's numbering system is as follows:

When you first create a Plan, it is assigned Version Number 1.1.1

If you use SIFDA's "Revise" mode, which allows text revisions and changes to threat assessments, risk rankings and all other sections of your plan, the new plan is given Version number of 1.1.2 if keep the plan year the same as the original document. The new plan is given a version number of 1.2.1 if you change the plan year.

If you use SIFDA's "Re-evaluate" mode to perform a complete, comprehensive review of your DIMP plan, the resulting plan is given a version number 2.1.1.

WARNING – Once you choose to Correct, Revise or Re-evaluate, you may not switch to one of the other change modes until you have completed changes in the mode you selected and generated a new written plan. When you re-enter your plan the only option will be to Resume the mode you were in when you last exited SIFDA.

Choose how to proceed with this system?

[Resume] [Review] [Correct] [Revise] [Reevaluate] [Revert]

Resume
Continues **SHRIMP** revisions using the current mode which is **Edit**.
Allows all data to be entered.

- The version number would not change.
- The Plan Effective Date may be changed (once a complete plan has been generated) but not backdated (e.g the effective date can be no earlier than today, but can be some future date).
- **SHRIMP** will not change the "Replaces Version".
- **SHRIMP** will NOT track or report data changes.

SHRIMP will allow changes to all data including the assessments, risk ranking, choices of AAs, choices of PMs.
New information will replace existing information.
The version will remain the same.

When will SIFDA show the Define Version screen?

SIFDA will ask you to define a version number whenever SIFDA cannot determine what a new version number should be. This will always happen when you start a new business unit. This will also happen when you first start using this version of SIFDA with business units started on the previous version of SIFDA.

If you choose to allow SIFDA to manage version numbers when first asked for a version number, SIFDA will automatically create an appropriate version number

whenever you choose to correct, revise or reevaluate your business unit. You will not be asked to enter a version number.

If you choose use your own version numbers, SIFDA will ask you for the next appropriate version number whenever you choose to correct, revise or reevaluate your business unit.

Plan Revision Modes

SIFDA offers 4 modes for revising and/or viewing your written plan.

Review allows the information for the current plan to be reviewed. SIFDA will NOT allow changes to any data. The version will remain the same.
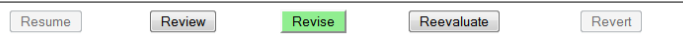
Revise allows any entry to be revised, but does not require a complete plan re-evaluation. SIF DA Plans will allow changes to all data including the plan interview. New answers to SIF DA Plans interview questions will replace previously entered information. SIF DA Plans will archive a copy of the replaced version.. The old plan is archived and the new plan assigned a version number 1.2.1 if you change the plan year or 1.1.2 if you keep the same plan year).

When you choose to revise your business unit, SIFDA will allow you to change the plan year to any year up to, and including, the most recently ended year

SIFDA will track and record changes from the replaced version in Chapter 11 of the revised Plan.

If the plan of the current plan is not the same as the latest complete year, SIFDA will offer you the opportunity to change the plan year when you choose to "Revise" your business unit.

Simply make the appropriate selection.

Choose how to proceed with this business unit?

Resume	Review	Revise	Reevaluate	Revert

Reevaluate begins the process for conducting any required, periodic, complete plan re-evaluation of your Plan.

You must review the plan interview which will be tagged "incomplete" until you confirm or correct your choices. The major version number would change. The new plan will have the version 2.1.1. SIFDA will archive a copy of your existing Plan that you may download but no longer edit, correct or revise.

When you choose to reevaluate your business unit, SIFDA will change the plan year to the most recently ended year. This will allow you to enter business unit and leak data appropriate for that year.

SIFDA creates a new business unit from the current data and marks everything incomplete.

SIFDA will track and record in Chapter 11.4 of the revised Plan changes from the replaced version.

Edit is an additional Revision Mode that is chosen automatically by SIFDA when there is no prior data available for comparison. This mode is chosen when you create a new business unit or when using your existing business unit for the first time with this version (Version 2) of SIFDA. It is the same as Revise mode except that SIFDA will not track and record changes.

If your business unit is in Edit mode because you are using your business unit with the new version of SIFDA, it is recommended that ensure your plan is complete and generate a Final Plan as possible. This will enable SIFDA to begin tracking revisions.

There may be two additional choices available.

Choose how to proceed with this business unit?

Resume	Review	Revise	Reevaluate	Revert

Resume will beginning management using the last chosen mode, Edit, Revise or Reevaluate.

Choose how to proceed with this business unit?

Resume	Review	Revise	Reevaluate	Revert

Revert will end the current mode and restore your system to the last finalized version. Be aware that choosing Revert will cause any changes you may have made to be discarded.

New Announcements

If there have been any software changes since your last login or if there are any important announcements from APGA regarding the SIFDA system, the following screen will appear.

This screen will only appear if a **new** announcement has been created since your last login or until an **important** announcement expires (typically a week).

If this announcement screen does appear, review the message(s) and then click the [Next] button to proceed.

Business Units – First Time

The SIFDA system allows you to create multiple plans (perhaps you operate more than one system). Each plan is maintained under a separate **Business Unit**. The first time any user in your organization (sharing your DOTID) enters the SIFDA system, there will be no business units and the following screen will appear.

Notice that no business units are listed. To create a plan, you must create a new business unit so, click Add New Business Unit to proceed.

Business Unit - Setup

Whenever you add a new business unit, you will be **required** to enter some basic information describing this business unit. The SIFDA system **will not allow** you to do anything else with this business unit until this information is completely entered. You are allowed to leave the setup before completion, perhaps by logging off, but the next time you choose this incomplete business unit, you will be forced to complete entering the description.

This setup information is entered using the **Interview Process**. This is the same process that is used to enter the information necessary to complete your plan. Because of this, we will go through the steps for the business unit setup to familiarize you with the **Interview Process**.

Here is the first screen presented for gathering the basic business unit information. The various sections are marked like this. ⇨TASK

Here is a description of each of the areas.

Table 1: Interview Screen Areas

HEADING
Describes the Business Unit under consideration.
TASK
Describes the type of interview in process.
STEP
The name of the interview in process along with its internal code (in parentheses). The code is useful for correcting problems in the SIF DA system.
CONTEXT
A summary of the particular item for which this interview applies. In this case we see that we are gathering **Business Unit Information** for the business unit named **New Business Unit** which is described as **Enter System Description**. This information will change as appropriate to the current data or interview.
QUESTION
The particular question being asked along with its internal code (in parentheses). This is the information you must provide.
GUIDANCE
Details concerning the question being asked. This section is optional; it only appears when guidance has been created for a particular question. In most cases, guidance will be provided. Guidance is intended to provide information that helps you understand how to answer the question.
RESPONSE
Here is where you provide your answer(s) to the question being asked. In this case, the question is merely informative and, therefore, there is only one choice - Continue. This section will offer the only choices appropriate for the question being asked. These might be 1. Choose **only one** of options - ⊙ Continue Each choice is indicated with a ⊙.Click on the one choice you think is most appropriate. 2. Choose **only one** of options - Unknown ▾ Click on the arrow ▾ to see the list of choices and then click the choice you think is most appropriate. 3. Choose **one or more** of options - ☑ None ☐ Appendix C ☐ Appendix D Each choice is indicated with a ☐. Click each choice you think is appropriate; a check will appear in the box. Clicking "None" will remove all your choices.

4. Enter text - `New Business Unit` .
    A default entry is often provided.
    If entry to a text field is not allowed, it will appear shaded
    `00002` .

YOUR NOTES

There is a text entry box, labeled Data Sources, on every question screen. It is a place where you may enter notes (for your information) about how or why you answered the question. It is often used as a place to indicate where you got the information to answer the question, hence, Data Sources. This information does not appear in your plan.

CONTROLS

These buttons allow you to move through the interview questions.

The **Previous** button `Previous` will take you back to the previous question in the interview. Any responses you may have entered for this question will be **discarded** before moving back.

On this example screen, the **Previous** button is disabled (indicated by shading) because this is the first question in the interview. There is no previous question.

The **Stop** button `Stop` will end your interview at the current question and take you to another, appropriate, screen. If you were to "continue" this interview after using the stop button, you would return to the question active when you pressed Stop. Any responses you may have entered for this question will be **discarded** before stopping.

On this example screen, the **Stop** button is disabled because you are supposed to complete the interview before doing anything else.

Changing to a different screen or logging off during an interview has the same effect as clicking the **Stop** button.

The **Next** button `Next` is most important. Clicking the Next button causes whatever responses you have entered for the current question to be saved and the interview will proceed to the next question.

Remember This:
> You may **Stop** your interview or move back to the **Previous** question at any time but you **MUST** press **Next** in order to **SAVE ANY CHANGES** made to the current question.

INSTRUCTIONS	
	Here you may find special instructions related to operating the controls as well as any appropriate messages. The example shows that this interview is not yet complete; you haven't answered all of the questions.
COMMENTARY	
	More details concerning the question being asked. This section is optional; it only appears when commentary has been created for a particular question. Commentary provides background information about the question, perhaps presenting reasons for the question, related regulations, etc.
Note about Guidance and Commentary	
	Links to more detailed information located at different web sites will often appear in the Guidance or Commentary areas. You should feel free to click these links without concern about saving responses for the current question. The sites referenced by these links will open in a new window without affecting the interview in process.

Remember:
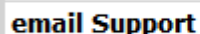
The NEXT button is extremely important!

The information you enter for any question in an interview is not saved until you hit this button. On a question with one or two choices this is not big deal, but on pages that ask for a lot of information, such as contact information or job classifications, losing data you have entered may be frustrating. If you have to stop in the middle of entering data on a screen, if you are inactive for long you may be timed out and lose connection with the tool. To be on the safe side, if you have to stop to do something else, hit the NEXT button, even if you haven't finished data entry. You can always come back and continue entering data where you left off.

With this information in hand, you should be able to complete any interview you encounter. Now, proceed with the **Business Unit Information** interview by clicking **Next** from the first question to setup your new business unit.

Obtaining Support

However, what happens if you reach a question you do not understand or the SIF DA system seems to operating in a way you do not expect? In this case, please use "email Support" on the side menu.

email Support

If your browser is properly configured, clicking this will cause an email message window to appear. Please describe what you were doing and what happened that you didn't understand or expect. Then send the email.

Using this method (email Support from the menu) is preferred because the system automatically inserts information into the email subject that will help support understand what you were doing. Try to click this when you are still on the screen giving you trouble.

We will make every attempt to respond to your email by the next business day although responses are typically sent much sooner.

A complete description of the side menu will be presented later.

Business Units

After someone has created your first **Business Unit**, you will always be presented with a list of the business units defined for your organization.

To proceed, simply choose the business unit you want by either clicking the name of the business unit or clicking the [Choose] button next to the name.

You can also create a new business unit if you wish by clicking [Add New Business Unit]. This will take you through the same steps as described in **Business Unit – Setup** above.

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If for some reason, you would like to delete a business unit, click the [Delete] next to its name and follow the instructions that will be presented.

Business Unit Overview

This is the main screen that you will come back many times during the course of developing your plan. It lists summary data about your system and the status of your written plan preparation. It also provides a complete menu for reaching everything available.

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Business Unit Summary

At the top of the screen is a summary of the information you provided when creating this business unit. If you would like to update this information, click the "Review/Update" link.

Business Unit Summary (Review/Update)

An Interview Report which includes a summary of every question and your responses for the business unit setup interview will be displayed.

Interview Report

- **Business Unit Information (PLANSYSTEM) (New Business Unit)**
  - Interview Start (PLANSYSTEM)
    This interview will be used to maintain your business unit information. Names and addresses comprise most of the information to be gathered.
    Your Choice (weight: 0) --Continue
  - Operator General Information (SYSD101)
    The business unit name, description and operator info will be shown here
    Your Choice (weight: 0) --
    Operator Name: SIF DA Advisors
    DOT ID: 00002
    Business Unit Name: New Business Unit
    Business Unit Description: Entire Business Unit
    State of Operation: Unknown
  - Main Office Address (SYSD102)
    Specify your office address.
    Your Choice (weight: 0) --
    Street Address: 123 MAIN ST
    City: ANYTOWN
    County: ANYCOUNTY
    State: Unknown
    Zip Code: 00001
  - Headquarters Address (SYSD103)
    Specify your headquarters address.
    Your Choice (weight: 0) --
    Street Address: 123 MAIN ST
    City: ANYTOWN
    County: ANYCOUNTY
    State: Unknown
    Zip Code: 00001

If you see something you would like to change, click the link shown in the code (i.e. SYSD101) for the question of interest. This will take you directly to that step in the interview.

When you are done making your changes (be sure to click Next to the end), you will return to the Overview.

The plan will be flagged as unstarted, incomplete or completed to give the user a status of the plan development.   Clicking REVIEW will display a summary interview report, including the answers provided by the user to each question.

Interview Status

You may access and review the status of the interview(s) required to create your plan in the center of the Overview.

Plans

⬝ **Anti-Drug and Alcohol Plan (New Business Unit - Enter Section Description)**
This interview will be used to prepare the DOT Required Anti-Drug and Alcohol Plan for your system.

Unstarted
Begin

As of this writing, there is only one interview necessary to gather the information for the DA plan. If other interviews become necessary, they would also be listed here.

Note that the overview indicates that this plan has not been started. To begin entering the plan information, simply click "Begin". You will be taken to the first question of the interview.

If you do not complete this interview (perhaps you clicked Stop), the status will show as incomplete when you return to the overview.

Incomplete
Continue
Review
Refs

If you click "Continue", you will be returned to the same question shown when you last stopped or otherwise exited the interview.

If you click "Review", an Interview Report (as with the Business Unit Information Interview Report above) will be displayed. You can go directly to any particular question by clicking the appropriate link.

Once you have completed the interview, the status will be shown as complete.

Completed
Review
Refs

Clicking "Refs" will display a summary of any and all entries you may have made in the "Data Sources" field of each question. The question is also displayed.

New Business Unit (DOT ID: 00002)

Interview Data Sources

- **Anti-Drug and Alcohol Plan (DRUG) (New Business Unit)**
  - Please enter the names of all supervisors with training in the detection of possible symptoms of drug use and the training method each received. (DRUG04b)
    Data Source:
      Retrieved from HR as of 12/31/2010
  - Which random employee selection process will you use? (DRUG06a)
    Data Source:
      Recommended after internal study in 2009.

Complete Your Interviews

The interview is not the plan but it does provide the information necessary to complete your plan. You should always ensure that the interview status is shown as "Completed" before generating or reviewing your plan.

Once you have completed the interview, feel free to review your responses by stepping through the completed interview. This will not affect change the "Completed" status. In fact, changing answers to questions requesting address information and most other things will not change the "Completed" status.

However, there are some questions in the interview that, when changed, will cause the interview to go from "Completed" to "Incomplete". This will occur if your new response causes the interview to go Next to a different question than it did with your prior response. If this happens, you will see the

- This interview is **Incomplete** .

message in the Instructions area after you click Next. At this point, you must step through the rest of the questions in the Interview in order to have a "Completed" status.

Now that the plan interview has been completed, we can explore the other information and options available. All of this is accessed through the menu which we will examine by parts.

Control Menu

On the left of the screens is the Control Menu. The contents of the menu may change from screen to screen depending on what options are available but each option in the menu always functions the same way.

The Control Menu is used to navigate around the different areas of the SIF DA system. It is the only way to generate and review your plan.

The Control Menu is divided into five (5) main areas.

Menu – User Area

User: webinar
Logout
Choose Business Unit
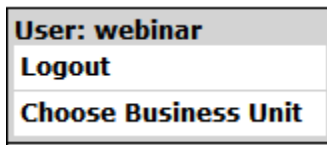
This is known as the User Area because the top of the area displays the username used to login.

If you click "Logout", your session in SIF DA will end and the login screen will be displayed.

If you click "Choose Business Unit", you will be returned to the list of your Business Units where you may choose a different unit to work on.

Menu – System Area

System
Overview

There is only one function in this area of the menu.

If you click "Overview", you will be returned to the Business Unit Overview screen.

Menu – Report Area

Reports
Required Settings
Written Plans
Preview Plan
Finalize Plan
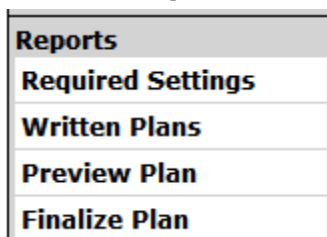
This is the reason you are using the SIF DA system. It is from here that you actually generate and review your report.

If you click "Required Settings", you will go to an Interview called "Manage Plan Settings." Here you will be able to specify certain information about what is generated in your Plan.

If you click "Written Plans", you will go to the screen that lists all the written plans and versions that you have generated. You may access these reports from there. This screen is described at the beginning of the User's Guide.

If you click "Preview Plan", you will go to the screen that will allow you to generate your plan using the current data. You would use this to "Preview" you plan before finalizing it.

If you click "Finalize Plan", you will go to the screen that actually generates your final plan for the current version of your business unit.

We will look at each of these other screens in the next section.

Menu – Forms Area

Forms
Anti-Drug Plan Acknowledgement Form
Anti-Drug Plan Review Sheet
Documentation for refusal to submit to DOT Test
DOT Alcohol Testing Form (ATF)
Drug Alcohol Testing MIS Form
Management of Change Communication Log
Post Accident Testing Determination Checklist
Reasonable Cause Observation Checklist
Release of Information Form

Forms are provided for the operator to use in the implementation and operation of the Anti Drug Plan. The forms can only be reviewed and printed. Future enhancements to SIF DA will allow online completion of each form.

There are 9 forms currently available on the menu although this could change in future updates. Simply click on the form name and it will open in a new window for you to save or print as you require.

Menu – DA Help Area

D & A Help
Users' Guide
Background
Announcements
email Support

You may use the functions in this area to access helpful information about the SIF DA system.

If you click "Users' Guide", this document will be displayed.

If you click "Background", a document describing some of the background behind the Drugs and Alcohol regulations will be displayed. This document has not yet been developed.

If you click "Announcements", all of the Announcements (already discussed in the login section) will be displayed. This is useful if you happen to forget the login announcement when it was first displayed or you simply want to review the progress of the SIF DA system.

If you click "email Support", an email message will be started as described in the Obtaining Support section.

Creating the Written Plan

Once you have completed the Business Unit Description and the Anti-Drug and Alcohol Plan interviews, your Anti-Drug and Alcohol Plan is complete.

Required Settings

First, specify or review the settings you have over parts of the written plan. Click on "Required Settings" in the menu. The following screen will appear.

On this screen, which is actually an interview, you can specify the name and description of your Business Unit exactly as you would like to see it in the written plan.

You also have the option of selecting certain forms for inclusion (or exclusion) in the written plan. If the Appendix is checked, it will be included in the plan.

When you are finished with these settings, click "Next" to save them and you will be returned to the Overview screen.

Now you are ready to generate your written plan.

Preview Plan

You may wish to review your written plan before you are finished with your changes. To do this, click on "Preview Plan" in the menu. The following screen will appear.

Mallu Propane (DOT ID: 00002)

Version: 3.1.2, Mode: Revise, Plan Year: 2012

Generate Written Plan

Generate Review Plan(s)

You may access archived **Written Plans** here.

Be sure you have reviewed and updated the following information before you generate any written plan(s):

Review the **Required Settings**.

Update the Plan Effective date and Version Notes:

Plan Effective: 2013-11-01

This is the date on which you will begin using this version of the Plan.
Enter as YYYY-MM-DD

Version: 3.1.2

Version Notes:

Summarize how this plan is different from the prior plan and/or what you have changed.

Replaces Plan of: 2013-11-01
This is the date of the previous version of the Plan.

Replaces Version: 3.1.1

Choose Formats To Generate:

☐ **Microsoft Word**
☐ **Web Page**
☐ **Adobe PDF**

[Generate Chosen Format(s) For Review]

From this screen, you may choose (by checking the boxes) to generate your plan in any of the following formats:

    A. Web page version.

    B. Adobe Acrobat (pdf) version.

C. Microsoft Word (docx) version.

Each of these versions of your plan is created when you select the version of interest. This takes some time so please be patient.

Please review the commentary on this screen as it contains information about additional software you may need to access the pdf and docx versions of your plan.

Finalize Plan

With the plan interview complete and the required settings interview complete, you are ready to generate and finalize your written plan. Click on "Finalize Plan" in the menu. The following screen will appear.

Mallu Propane (DOT ID: 00002)

Version: 3.1.2, Mode: Revise, Plan Year: 2012

Generate Written Plan

Finalize Plan

Guidance

- You are about to finalize this version of your plan.
- This will end your edits or revisions and generate written plans for this version in all of the formats.
- Be sure to set the "Plan Effective" date.
- You MUST provide Version Notes.
- You MUST indicate that you have verfied all reviews by checking the "Done" boxes.

Review the **Required Settings**.

☐ Done

Update the Plan Effective date and Version Notes:

☐ Done

Plan Effective: 2013-11-01

This is the date on which you will begin using this version of the Plan.
Enter as YYYY-MM-DD

Version: 3.1.2

Version Notes:

Summarize how this plan is different from the prior plan and/or what you have changed.

Replaces Plan of: 2013-11-01
This is the date of the previous version of the Plan.

Replaces Version: 3.1.1

All formats Will Be Generated

[Generate Final Plan]

From this screen, you will generate your final plan (for the current version) in all of the possible formats. This takes some time so please be patient.

Please review the commentary on this screen as it contains information about additional software you may need to access the pdf and docx versions of your plan.

Once these plans are generated, the current version will be marked as "Finalized" and no changes will be allowed until you chose another editing mode at a later time.

A copy of the title page and table of contents from the docx version of the plan follows for your reference.

Anti-Drug and Alcohol Plan

For Mallu Propane - DA Version 2

SIF DA Advisors
123 MAIN ST OFFICE

Topeka, County... County, Kansas 11111

Generated Date: 2013-11-01 Version: 3.1.1
Effective Date: 2013-11-01 Replaces Version:
2.1.1 Effective: 2013-10-31

Anti-Drug and Alcohol Plan: For Mallu Propane - DA Version 2

SIF DA Advisors
123 MAIN ST OFFICE

Topeka, County... County, Kansas 11111

Generated Date: 2013-11-01 Version: 3.1.1 Effective Date: 2013-11-01 Replaces Version: 2.1.1 Effective: 2013-10-31

DISCLAIMER AND CONDITIONS OF USE

This Anti-Drug and Alcohol Plan (the "Plan") was developed by the APGA Security and Integrity Foundation (SIF) to assist operators in preventing, in accordance with applicable Federal and State Regulations related to natural gas pipeline safety (the "Regulations"), accidents and injuries resulting from the use of prohibited drugs by employees who perform covered functions for operators of certain pipeline facilities. The SIF has endeavored to completely and accurately address Regulations in this Plan; however, following the suggestions or advice set forth in this Plan may not lead to compliance with applicable Regulations.

It is the responsibility of the Operator to retain the services of qualified legal and technical professionals to confirm (i) the completeness and accuracy of the suggestions and advice set forth in this Plan, and (ii) the applicability of such suggestions and advice to any natural gas system or emergency situation.

Table of Contents

List of Tables

Revisions

Table 1. Plan Version History

Plan Version	Program Version	Date	By User	Notes
3.1.1	2.1.1	2013-11-01	Erickson	Test of Reevaluate
2.1.1	2.1.1	2013-11-01	Erickson	Test of DA 2
Legacy	1.1.12	2013-10-31	Erickson	Plan Generated Prior To Version Tracking. Cannot determine Year, Mode, Effective Date.

Table 2. SIF DA Plans Version History

Program Version	Date	Notes
2.1.1	2013-02-01	Initial release of SIF DA with full Plan version tracking and revisions.
1.1.12	2012-04-24	All versions of SIF Drug and Alcohol prior to the incorporation of version tracking.