OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Responses required within **30 days of electronic mail.** Provide the following information for this report:

Response to Inspection Number: DJ24-037

Type of Enforcement Action(s) cited in report:		Informal Conference Requested	
☒ Notice of Probable Violation (NOPV)	☐ New ☒ Continuing	☒Yes	☐ No
☐ Notice of Amendment (NOA)	☐ New ☐Continuing	☐ Yes	☐ No
☐ Warning Letter	☐ New ☐Continuing	☐ Yes	☐ No
☐ Letter of Concern	☐ New ☐Continuing	☐ Yes	☐ No
☐ Observed Issue	☐ New ☐Continuing	☐ Yes	☐ No
☐ Proposed Civil Penalty			

PCP $ Amount (Total for report)

Indicate below (A-E) based on the type of Enforcement Actions in this report: (Check all that apply)
Complete a separate copy of Page 2, Operator Response to Enforcement Action, for each cited item.

A. Response for **Notice of Probable Violation** (with and without proposed civil penalty):
   1. ☒ Written statement indicating that corrective measures have achieved Compliance or
   2. ☐ Written plan of action outlining the corrective measures that will be taken to achieve compliance and when compliance is anticipated.

B. Response for **NOA**:
   1. ☐ Contested: Attach written explanation, information, or other material in answer to the allegations in the Notice of Amendment stating your reasons for objecting to the NOA, in whole or in part; or
   2. ☒ Not Contested: Explanation, information, or other material believed to warrant modification of the NOA in whole or in part; or
   3. ☐ Written request for clarification. (Attached)

C. Response for **Continuing** and/or **Existing** violations:
   Current status, updates, expected completion dates, proposed modifications, etc., of the continuing and/or existing violations, even if this information was previously provided. Referencing a previously filed response letter, as status, updates, etc. alone is not sufficient for this response. Failure to provide this information may result in formal interrogatories from the Director through data requests.

D. Response for ☐ **Letter of Concern** / ☐ **Warning Letter**
   I acknowledge receipt of the Letter of Concern/Warning Letter: _____
   SIGNATURE: Roberta Rice / Mayor

   Additional Comments: (Optional) _____

E. Response for **Observed Issue** and **No Violation**: (Optional Response)
   Staff requests that the Operator acknowledge receipt of the Observed Issue/No Violation in writing, or by submitting an email to the FPU Director.

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.616(c) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☒ Yes ☐ No	$5,000.00 (LB19-001) Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☒ Proposed Civil Penalty	☒ Yes ☐ No	

OPERATORS RESPONSE: On or around Oct. 10, 2019, the City of Bowman participated in an Informal Conference with the Director of the Facilities Protection Section of the GPSC (See response to inspection LB19-001, dated July 5, 2019). During the informal conference, the City of Bowman discussed possible mitigation measures with PSC staff. The City of Bowman prepared a Proposed Mitigation Plan, dated Oct. 31, 2019, that included several mitigation measures. Bowman immediately adhered to the proposed mitigation plan and has completed all of the mitigation measures that were proposed. Bowman requests guidance on the next steps to complete this process.

This Probable Violation was cleared on 11/18/2019 after inspection #DL19-052.

Response Provided by: Loyd Ivester / Gas Field Technician Date: _____

Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.805(b) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☒ Yes ☐ No	$2,500.00 (JS21-024)
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☒ Proposed Civil Penalty	☒ Yes ☐ No	

Proposed Penalty for this violation

OPERATORS RESPONSE: The City of Bowman ("Bowman") reviewed City of Royston's OQ Plan and OQ Procedures and found them to be acceptable (They are the same as Bowmans's versions). Bowman requests and reviews qualifications records of individuals who perform covered tasks on Bowman's pipeline system. Individuals who perform covered tasks will be required to always have photographic identification with them so that records can be related to individual workers. Bowman has requested and reviewed qualification records from contractors prior to them performing covered tasks, including Harrison Gas Systems and Ideal Gas Measurement. Bowman's lead gas technician and other technicians are qualified for nearly every covered task required to operate the Bowman gas system. Documentation of this was emailed to the inspectors.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date: _____

Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a) / §192.747(a) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒Notice of Probable Violation (NOPV)	☒ Yes ☐ No	$2,500.00 (JH21-026) Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☒ Proposed Civil Penalty	☒ Yes ☐ No	

OPERATORS RESPONSE: Since the hiring of two natural gas technicians in summer of 2020, the City of Bowman ("Bowman") checked and serviced its critical valves in accordance with its O&M Manual and Part 192.747(a). Documentation is available for Staff's review. Bowman has a plan in-place for checking and servicing its critical valves annually and will ensure that this requirement is met in the future. Critical valves were checked and serviced on December 14, 2021, August 11, 2022, May 1, 2023 and July 10, 2024.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date:

Name / Title

Internal use only:

Lead Inspector: Date Response Reviewed:

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: Date Reviewed:

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments:

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a)/ §192.625(f) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☒ Yes ☐ No	$2,500.00 (JH21-026)
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	Proposed Penalty for this violation
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☒ Proposed Civil Penalty	☒ Yes ☐ No	

OPERATORS RESPONSE: Since the hiring of two natural gas technicians in summer of 2020, Bowman has conducted odorant sampling at least quarterly in accordance with its Operations and Maintenance Plan and Part 192.625(f). Documentation is available for Staff's review. Bowman has a plan for conducting odorant sampling four times annually and will ensure that this requirement is met in the future.

Odorant levels were sampled and checked for compliance four times in 2021 (3/15/21, 6/4/21, 9/9/21 and 12/14/21) four times in 2022 (3/7/22, 6/10/22, 9/6/22 and 12/13/22), four times in 2023 (3/8/23, 6/2/23, 9/11/23 and 12/8/23) and four times in 2024 (3/7/24, 6/6/24, 9/6/24 and 12/9/24). Odorant levels will be checked four times per calendar year in future years.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date: _____

Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a)/ §192.743(a) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☐ Yes ☒ No	$ _____ Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☐ Proposed Civil Penalty	☐ Yes ☐ No	

OPERATORS RESPONSE: Since the hiring of a new natural gas technician in December 2017, Bowman has documented sufficient capacity of its relief valves in accordance with its O&M Manual and Part 192.743(a). Documentation is available for Staff's review. Bowman will ensure that relief capacity is confirmed and documented annually. Relief valves were inspected and checked for sufficient relief capacity on 11/8/21, 11/21/22, 11/20/23 and 11/6/24 and will be inspected and checked annually in future years.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date: _____
Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a)/ §192.739(a) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☐ Yes ☒ No	$ _____ Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☐ Proposed Civil Penalty	☐ Yes ☐ No	

OPERATORS RESPONSE: Since the hiring of a new gas technician in December 2017, Bowman has had its regulator station inspected in accordance with the requirements of its O & M Manual and Part 192.739(a). Documentation is available for Staff's review. Bowman will ensure that regulator stations are inspected and documented annually and will ensure that this requirement is met in the future.

Regulator station inspections were performed and documented on 11/8/21, 11/21/22, 11/20/23 and 11/6/24 and will be inspected and checked annually in future years.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date: _____

Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a)/ §192.721(b) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☐ Yes ☒ No	$ Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☐ Proposed Civil Penalty	☐ Yes ☐ No	

OPERATORS RESPONSE: Since the hiring of a new natural gas technician in December 2017, Bowman performed patrolling quarterly in accordance with its O&M Manual and Part 192.721(b). Documentation is available for Staff's review. Bowman will ensure that patrolling is performed and documented appropriately four times annually and ensure that this requirement is met in the future.

Patrolling was performed and documented four times in 2021 (3/18/21, 6/1/21, 9/9/21 and 12/7/21), four times in 2022 (3/7/22, 6/10/22, 9/6/22 and 12/9/22), four times in 2023 (3/8/23, 6/2/23, 9/11/23 and 12/8/23) and four times in 2024 (3/7/24, 6/6/24, 9/6/24 and 12/9/24). Patrolling will be performed and documented four times per calendar year in future years.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date:

Name / Title

Internal use only:

Lead Inspector: Date Response Reviewed:

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: Date Reviewed:

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments:

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a)/ §192.465(a) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☒ Yes ☐ No	$2,500.00 (JH21-026)
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☒ Proposed Civil Penalty	☒ Yes ☐ No	

Proposed Penalty for this violation

OPERATORS RESPONSE: Since 2019, Bowman performed cathodic protection monitoring in accordance with its O&M Manual and Part 192.465, including taking on/off readings. Bowman's current CP monitoring contractor uses both -850 mV and 100 mV shift criteria. Documentation is available for Staff's review. Bowman will ensure that cathodic protection monitoring is performed annually and will ensure that this requirement is met in the future. Cathodic protection monitoring was performed and documented on 6/23/21, 4/18/22, 4/26/23 and 4/16/24 and annually in April of future years.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician Date: _____

Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.605(a)/ §192.465(b)(1) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☒ Notice of Probable Violation (NOPV)	☒ Yes ☐ No	$2,500.00 (JH21-026) Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☒ Proposed Civil Penalty	☒ Yes ☐ No	

OPERATORS RESPONSE: Bowman inspected its previously installed Rehoboth rectifier monthly in 2021. Bowman installed a new rectifier (Monday Street) in March 2021 and inspected this rectifier monthly from March through December. Documentation of these inspections is available for Staff's review. Bowman will ensure that its rectifiers are inspected at or beyond the minimum frequency in the future.

Rectifier inspections were performed and documented in 2021, 2022, 2023 and 2024 and will continue to be inspected once per month.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician (Name / Title) Date: _____

Internal use only:

Lead Inspector: _____ Date Response Reviewed: _____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: _____ Date Reviewed: _____

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments: _____

OPERATOR RESPONSE FORM

Informal Conference Requested: Yes X No ☐

Operator Name: City of Bowman

Docket Number: 37028

Enforcement Action for: §192.181(a) ☐ New Violation ☒ Continuing Violation

Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☐ Notice of Probable Violation (NOPV)	☐ Yes ☐ No	$ Proposed Penalty for this violation
☒ Notice of Amendment (NOA)	☐ Yes ☒ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☐ Proposed Civil Penalty	☐ Yes ☐ No	

OPERATORS RESPONSE: On October 1, 2022, Bowman adopted and implemented the SRCS Construction Manual, which includes criteria for determining the placement of valves in newly constructed distribution lines.

This Probable Violation was cleared on 9/17/2024 after inspection #DJ24-037.

Response Provided by: Loyd Ivester / Gas Field Technician (Name / Title) Date:

Internal use only:

Lead Inspector: Date Response Reviewed:

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

Supervisor Review by: Date Reviewed:

Additional Enforcement Recommended: ☐ Yes ☐ No

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments:

Filings:

For all written responses or any other official correspondence, the Operator shall file the response at the following address:

Ms. Sallie Tanner, Executive Secretary
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, Georgia 30334

The Operator must file **five (5)** copies of any response and/or official correspondence, as well as a CD with an electronic version of the response in Microsoft Word and/or a PDF, if applicable.

Informal Conference:

Any Operator who chooses to request an informal conference shall request such a conference through emailing the Director (michellet@psc.state.ga.us), calling the Director (404-463-2765), or selecting the "Request Conference" choice.

Civil Penalty Payments:

Certified check for the full amount of the recommended civil penalty or consent agreement amount made payable to the Georgia Public Service Commission. The Operator's name, applicable Docket No., and Inspection Report No. must be included on the certified check. Mail payment to:

Ms. Michelle Thebert, Director, Facilities Protection Unit
Georgia Public Service Commission
244 Washington Street
Atlanta, Georgia 30334

Hearing Requests:

The Operator has the right to request a hearing before the full Commission to contest the alleged probable violations, recommended civil penalties, and all other proposed actions of enforcement. A request for a hearing must be submitted in writing and in accordance with Commission Rule 515-2-1-.04. The Operator must include a statement of the issues that you intend to raise at the hearing. The issues may relate to the allegations, new information, proposed compliance order, proposed civil penalty, or any other recommendation for enforcement action. Please refer to Commission Rule 515-9-3-.11 and O.C.G.A. § 46-2-91 for assessment considerations upon which civil penalties are based. An operator's failure to specify an issue may result in a waiver of the right to raise that issue at hearing. The request must also indicate whether or not the Operator will be represented by counsel at the hearing.

Open Records and Trade Secret Filings:

The Operator is advised that any material provided to the Commission, and all materials prepared by the Commission, including the Notice of Probable Violations and any Orders issued in this case, may be considered public information and subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.). If you believe that any portion of your response material is security sensitive, privileged, confidential or may cause your company competitive disadvantages and would qualify for protection under the Commission's "Trade Secret Rule" (Commission Rule 515-3-1-.11), you must, along with the complete original document clearly marked "TRADE SECRET" on each page, provide a second copy of the document with the portions you believe qualify for trade secret treatment redacted, and an explanation of why you believe the redacted information qualifies for such trade secret treatment. Should the Commission receive a request for disclosure of any "TRADE SECRET" material, you will be notified, if after review, the materials and your provided justification are deemed not to meet any exemptions provided in the Georgia Open Records Act. You may appeal the Commission's decision to release material at that time. Your appeal will stay the release of those materials until a final decision is made.