



Pipeline Safety Division Investigation Report

Investigation regarding: Beer and Flabaugh Excavating

UPPAC Database Record ID: 4804

Report Date: 8/20/2013

Investigator: Howard Friend

Damage Date: 5/8/2013 2:15:31 PM

Damage Address: S Saint Andrews Rd E, Wayne, Kosciusko

The Parties

Excavator: **Beer and Flabaugh Excavating**

Address: 23965 Us Rt 6 East, Nappanee, In 46550

Facility Owner: **NIPSCO**

Pipeline Facility

Facility Type: Natural Gas

Facility Function: Distribution

Type of Equipment: Backhoe/Trackhoe

Type of Work Performed: Sewer

Damage Impact

Product Release: Yes

Ignition: No

Service Interruption: True

Number of Customers Affected: 1

Injuries: 0

Fatalities: 0

Repair Cost (if known): \$2145

Excavator Activities/Cause of Damage Information:

Excavator Request Locates: Yes
4/30/2013

Indiana 811 Ticket Number: 1304260114

Original Start Date:

Locate Instructions: FROM THE INTERSECTION LOCATE SOUTH ON THE WEST SIDE OF THE ROAD FOR 900 FEET ENDING AT PRESTWICK ROAD

Follow-Up Locate Instructions (if applicable):

Synopsis: Excavator struck and damaged an underground natural gas main while performing sewer work.

Findings: Reported by Indiana 811; excavator's response to initial notice was received on 7/29/2013. The excavator had a valid locate request and the operator provided accurate locate markings. The excavator had the gas line exposed and accidentally damaged it with a tooth of the backhoe.

Conclusion: There was a failure to maintain two (2) feet clearance with mechanized equipment.

Violation: IC 8-1-26-20(a)(2) Failure to maintain two (2) feet clearance with mechanized equipment.



150 West Market Street, Suite 600
Indianapolis, IN 46204

August 12, 2013

Via Electronic Transmission – PipelineDamageCase@urc.in.gov

Pipeline Safety Division – Case No. 4804
Indiana Utility Regulatory Commission
101 West Washington Street, Suite 1500 East
Indianapolis, Indiana 46204

RE: Investigation Request for Information; Pipeline Division Case No. 4804

To Whom It May Concern:

Attached please find Northern Indiana Public Service Company's ("NIPSCO") written information, and supporting documentation, relating to the following event:

Date of Event: 5/8/2013
Event Location: S Saint Andrews Rd E
City: Indianapolis
Facility Owner: Nipsco
Excavator: Beer And Flabaugh Excavating
Other Party: N/A
Pipeline Division Case No. 4804

NIPSCO has reviewed its recovery and damage prevention files for this matter and has provided answers, when known, to the list of questions set forth in the Information Request. To the extent available, NIPSCO is also providing a copy of the Damage Information Report – Pipeline Safety Division previously submitted by NIPSCO to IURC Pipeline Safety as well as additional documentation relating to this Event Location.

Upon completion of the investigation, NIPSCO requests that it be provided with a copy of the Pipeline Division's Investigation Report with findings that will be forwarded to the Underground Plant Protection Advisory Committee. If there are any additional questions, please contact the undersigned.

Very truly yours,

Christopher C. (Kit) Earle
NiSource Corporate Services - Legal
Phone: 317-684-4904
Fax: 317-684-4918
Email: cearle@nisource.com

IURC INFORMATION REQUEST	
Pipeline Safety Division Case No. 4804	
Date of Event	5/8/2013
Event Location	S Saint Andrews Rd E
Event City	Wayne
Facility Owner	Nipsco
Excavator	Beer And Flabaugh Excavating
Date of IURC Information Request	July 12, 2013
THE PARTIES	
EXCAVATOR:	
BUSINESS NAME	Beer And Flabaugh Excavating
RESPONSIBLE PARTY PERSONAL NAME	
TITLE (IF ANY)	
ADDRESS	23965 US RT 6 East
CITY/ STATE/ZIP	Nappanee / IN / 46550
PREFERRED TELEPHONE	574-773-3413
CELL PHONE TELEPHONE	574-536-1329
EMAIL ADDRESS	jbeer@beerandflabaugh.com
FACILITY INFORMATION - OWNER/OPERATOR OF UTILITY LINE:	
BUSINESS NAME	NORTHERN INDIANA PUBLIC SERVICE COMPANY
RESPONSIBLE PARTY PERSONAL NAME	LUKE SELKING
TITLE	
ADDRESS	1501 HALE AVENUE
CITY/STATE/ZIP	FORT WAYNE, IN 46802
PREFERRED TELEPHONE	260/439-1290
SECONDARY TELEPHONE	
EMAIL ADDRESS	LSELKING@NISOURCE.COM
LOCATOR SERVICE INFORMATION	
BUSINESS NAME	USIC
RESPONSIBLE PARTY PERSONAL NAME	Morgan Thompson
TITLE (IF ANY)	Claims Coordinator
ADDRESS	9045 N. River Rd. Suite 300
CITY/ STATE/ZIP	Indianapolis, IN 46240
PREFERRED TELEPHONE	1-317-538-7301
CELL PHONE TELEPHONE	Same
EMAIL ADDRESS	morganthompson@usicinc.com
OTHER (WITNESS, POLICE, FIRE, OTHER) INFORMATION	
PERSONAL CONTACT	
BUSINESS/ORGANIZATION NAME	
TITLE (IF ANY)	

ADDRESS	
CITY/ STATE/ZIP	
PREFERRED TELEPHONE	
CELL PHONE TELEPHONE	
EMAIL ADDRESS	
UTILITY LINE IMPACT	
LOCATION OF DAMAGE	
ADDRESS	1683 S Saint Andrews Road
CITY/STATE/ZIP	Winona Lake / IN /
NEAREST INTERSECTION	
PRODUCT TYPE (Select One)	
NATURAL GAS	X
LIQUID PIPELINE	
UNKNOWN/OTHER	
FACILITY TYPE (Select One)	
DISTRIBUTION	X
GATHERING	
SERVICE/DROP	
TRANSMISSION	
UNKNOWN/OTHER	
SIZE (DIAMETER/ETC.)	2"
PRESSURE (PSIG/INCHES)	Click here to enter text.
INTERRUPTION IN SERVICE (YES/NO)	Yes
NUMBER OF CUSTOMERS AFFECTED	1
EVACUATION (YES/NO)	No
IF YES, HOW MANY EVACUATED	
REPAIR COST (IF KNOWN) (\$)	
CAUSE OF DAMAGE INFORMATION:	
TYPE OF EQUIPMENT (Select One)	
Auger	
Backhoe/Trackhoe	X
Boring/Drilling	
Directional Drilling	
Explosives	
Farm Equipment	
Grader/Scraper	
Hand Tools	
Milling Equipment	
Probing Device	

Trencher	
Vacuum Equipment	
Unknown/Other	
TYPE OF WORK PERFORMED (Select One)	
Agriculture	
Cable TV	
Curb/Sidewalk	
Bldg. Construction	
Bldg. Demolition	
Drainage	
Driveway	
Electric	
Engineering/Surveying	
Fencing	
Grading	
Irrigation	
Landscaping	
Liquid Pipeline	
Milling	
Natural Gas	
Pole	
Public Transit Authority	
Railroad Maintenance	
Road Work	X
Sewer (Sanitary/Storm)	
Site Development	
Steam	
Storm Drain/Culvert	
Street Light	
Telecommunications	
Traffic Signal	
Traffic Sign	
Water	
Waterway Improvement	
Unknown/Other	
RELEASE OF PRODUCT (YES/NO)	Yes
IGNITION AND/OR FIRE (YES/NO)	No
EXCAVATOR NOTIFY 811 (YES/NO)	Yes - 1305083115
LOCATE INFORMATION:	
EXCAVATOR REQUEST LOCATE (YES/NO)	Yes

INDIANA 811 LOCATE TICKET NUMBER	1304260107
LOCATE MARKS VISIBLE (YES/NO)	Yes
LOCATE MARKS CORRECT (YES/NO)	Yes
EXCAVATOR "WHITE LINED" (YES/NO)	No
MAPS USED TO MARK FACILITIES (YES/NO)	Yes
OPERATOR EMPLOYEES ON-SITE DURING EXCAVATION (YES/NO)	No
INCIDENT IMPACT INFORMATION	
NUMBER OF OUTPATIENT TREATED	0
NUMBER OF INPATIENT TREATED	0
NUMBER OF FATALITIES	0
FIRE DEPARTMENT RESPONSE (YES/NO)	Yes
POLICE DEPARTMENT RESPONSE (YES/NO)	N/A
AMBULANCE RESPONSE (YES/NO)	N/A
ADDITIONAL INFORMATION/COMMENTS	
<p>Failure to use hand tools where required.</p> <p>NIPSCO Emergency Repair Ticket Number: 1305083190.</p>	

Fact Based Investigation Report

Notification ID 01820130508011
Damage Date 05/08/2013 14:00
Notified By ANISA BAILEY (Facility Owner)
Damage Address 1683 S SAINT ANDREWS RD E E SAINT ANDREWS RD S (KOSCIUSKO CTY)
WINONA LAKE, IN
District Northern Indiana
Notification Date 05/08/2013 14:37

Damaged Customer NIPSCO

Investigation Date From 05/08/2013 17:05:00 **To** 05/08/2013 19:05:00

Excavator Involved BEER \$ FLAHBAUGH EXCAVATING

Type of Excavation Storm Sewer Install

Orig. Locate Request 1304260110 **Start Date** 04/30/2013 07:45

Type of Ticket Ongoing Project **Locate Req. Info** N/A

Damage Request # M88031309 **Start Date** 05/08/2013 15:00

Pictures Taken By Sean Travis **Date** 05/08/2013 15:25

Photography Type Digital **Frame #**

Investigator Emp. # 128296 **Investigator Name** Sean Travis

Based on your investigation, is further investigation needed? No

Fact Based Investigation Customer Information

Facility Description Low Profile **Facility ID** Gas Main

Locator Name & EMP # Sluss Clint - 117331 **Locator Not Known**

Investigation Findings

Facility Marked Accurately

Other Notes

Investigation Methods

Investigation Results Verified By Utility Representative

Investigator Verified Existing Marks By Hooking Up

Visual, Facility Exposed At Time Of Investigation

Investigator Statement/Causal Factors

Line was damaged by excavator. Marks were within tolerance 4-8 inches off. Excavator stated that it was shallower then expected. Line was damaged by tooth of bucket. NIPSCO had to bypass as it was a single feed.

Names of Utility Representatives Contacted or on Site and Statement

Aaron Knight was on-site. He confirms and agrees with our assessment.

Names of Excavator's Representatives Contacted or on Site and Statement

n/a

Other individuals on site

n/a

Were any markings visible on the damage site upon arrival?	Yes
Were any other indicators of facility present in the area?	Yes
Was the excavation within the tolerance zone of marks?	Yes
Extent of facility damage	1in hole in main
Replacement Footage	n/a
Was contractor assistance required? If yes, who?	No
What contractor equipment was used?	excavator
Is the facility shown on the utility records?	Yes
If yes, list record numbers	NIPSCO Goshen

NORTHERN INDIANA PUBLIC SERVICE COMPANY
FACILITY DAMAGE REPORT

** COMPLETE FORM FOR ALL DAMAGES TO NIPSCO FACILITIES **

REPORTING OPERATING AREA Goshen MAXIMO WO #
OPERATING AREA CONTACT Joe Cole JOB ORDER # 605213
TRACKING NUMBER 01820130508011 LOCATE REF # 1304260107
Locate Performed By:

DATE AND TIME OF ACCIDENT May 8 2013 13:58 M DATE OF REPORT 5-8-13
PLACE OF DAMAGE (INCLUDE CITY) 1683 S. Saint Andrews Rd., Winona Lake 46590

DAMAGE WAS TO:
ELECTRIC - POLE / TRANSFORMER: # N/A SIZE N/A YEAR INSTALLED N/A BROKEN YES () NO ()
OTHER (DESCRIBE) N/A

GAS: SERVICE () MAIN () SIZE 2" MATERIAL: PLASTIC () STEEL () METER () REG STATION () STUB ()
OTHER (DESCRIBE)

DEPTH OF FACILITY (inches) 34" PRESSURE (PSI) 43 Lbs.

RELEASE OF GAS: YES () NO () IGNITION OF GAS: YES () NO () EVACUATION REQUIRED: YES () # NO ()

INTERRUPTION OF SERVICE: YES () NO () NUMBER OF CUSTOMERS LOST: 0

DURATION OF INTERRUPTION: TIME REPORTED 13:58 TIME RESTORED 18:00

DIAMETER/MEASUREMENT OF HOLE IN GAS FACILITY: 1"

LOCATE MARKS ON SITE: YES () DISTANCE BETWEEN FACILITY AND LOCATE MARKS 8" NO ()
HOW LOCATED: PAINT () FLAGS () BOTH () WHITE LINED ()

PARTY THAT CAUSED DAMAGES (NAME) Beer & Slabaugh, Inc.

ADDRESS OF PARTY (INCLUDE CITY) 23965 U.S. 6 East, Napoleon, In.

WHO WAS IN CHARGE OF THE WORK SITE AT TIME OF DAMAGE Howard Yoder.

WITNESS NAME AND ADDRESS N/A

WITNESS REMARKS N/A

AGENCIES NOTIFIED / ONSITE: POLICE () AGENCY N/A REPORT # N/A

FIRE () AGENCY Winona Fire REPORT # N/A

OTHER () N/A Any Injuries? () YES # NO ()

PHOTOS TAKEN: YES () NO () TAKEN BY: NipSCO (ATTACH PHOTOS TO REPORT)
MEDIA ON SITE YES () NO ()

- WORK IN PROGRESS WHEN FACILITY DAMAGED - CHECK APPROPRIATE CHOICE BELOW
() AGRICULTURE/FARMING () CABLE TV () CURB/SIDEWALK () TELECOMMUNICATIONS
() BLDG CONSTRUCTION () DEMOLITION () DRAINAGE () WATER
() DRIVEWAY () ELECTRIC () SURVEYING () DRAINS/CULVERTS
() FENCING () GRADING () IRRIGATION () MOWING
() LANDSCAPING () PIPELINE () MILLING () OTHER
() POLE/SIGN POST () ROAD WORK () SEWER

- TYPE OF EQUIPMENT USED - CHECK APPROPRIATE CHOICE BELOW
() AUGER () HAND TOOLS () BACKHOE/TRACKHOE
() MILLING EQUIPMENT () PROBING DEVICE () BORING / DRILLING
() EXPLOSIVES () TRENCHER () FARM EQUIPMENT
() VACCUUM EQUIPMENT () GRADER () OTHER

- REASON DAMAGE OCCURRED - CHECK APPROPRIATE CHOICE BELOW
() AUTOMOTIVE ACCIDENT () EXCAVATING BEFORE LOCATES DUE () CARELESS MACHINE OPERATOR
() NO NOTIFICATION () MARKS DISTURBED () STUB () OTHER

COMMENTS :

PERSON PREPARING REPORT

[Signature]

FIELD SUPERVISOR

Mark Kristey

FIELD MANAGER

Randy Davis

- ORIGINAL REPORT AND SUPPORTING INFORMATION IS TO BE SENT TO FACILITY DAMAGE RECOVERY
- COPY OF REPORT IS TO BE SENT TO DAMAGE PREVENTION

SKETCH: - Show position of all pertinent information

FOR OFFICE USE ONLY:

- | | | |
|---|-----|----|
| • DID EXCAVATION OCCUR BEFORE LOCATES WERE DUE | YES | NO |
| • NO IN 811 LOCATE CALLED IN | YES | NO |
| • DAMAGE CAUSED FROM EXCAVATION WITHIN 24" ZONE | YES | NO |
| • EXPIRED LOCATE | YES | NO |
| • WAS WHITE LINING INDICATED ON LOCATE REQUEST | YES | NO |

COMPLETED BY: _____ DATE: _____

Facility: Distribution Lines; Folder: N/A; Assigned To: USIC

NIPSCO 00033 IUPPSa 04/26/2013 07:31:22 1304260107-00A NORM NEW GRID

NORMAL NOTICE

Ticket : 1304260107 Date: 04/26/2013 Time: 07:27 Oper: CALEVI Chan:031

State: IN Cnty: KOSCIUSKO Twp: WAYNE
Cityname: WINONA LAKE Inside: Y Near: N
Subdivision: PRESTWICK

Address :

Street : S SAINT ANDREWS RD E

Cross 1 : E SAINT ANDREWS RD S Within 1/4 mile: Y

Location: FROM THE INTERSECTION LOCATE NORTH FOR 125 FEET ON BOTH SIDES OF THE
ROAD - AT THAT POINT THE ROAD MAKES A 90 DEGREE TURN EAST - CONTINUE FROM THAT
POINT LOCATING EAST FOR 50 FEET ON BOTH SIDES OF THE ROAD

:

Grids : 4112A8546A 4112A8547D 4112B8546A 4112B8547D

Boundary: n 41.212723 s 41.211045 w -85.784262 e -85.781594

Work type : INSTALLING STORM SEWER

Done for : TOWN OF WINONA LAKE

Start date: 04/30/2013 Time: 07:45 Hours notice: 96/048 Priority: NORM

Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: N

Duration : 60 DAYS Depth: 6 FEET

Company : BEER AND FLABAUGH EXCAVATING Type: OTHR

Co addr : 23965 US RT 6 EAST

City : NAPPANEE State: IN Zip: 46550

Caller : JEFF BEER Phone: (574)773-3413

Contact : JEFF BEER CELL Phone:

BestTime:

Mobile : (574)536-1329

Fax : (574)773-7635

Email : JBEER@BEERANDFLABAUGH.COM

Remarks : All tickets are taken and processed on Eastern Daylight Time
Will you be white-lining the dig site area? NO

:

Submitted date: 04/26/2013 Time: 07:27

Members: COMCN ID2034 ID2933 ID5857 ID7362 NIPSCO SM

Facility: Transmission Lines; Folder: N/A; Assigned To: N/A

NIPSCO 01072 IUPPSa 05/08/2013 14:15:38 1305083115-00A EMER DAMG GRID

DAMAGE SEE REMARKS

Ticket : 1305083115 Date: 05/08/2013 Time: 14:12 Oper: SLUCAS Chan:060

State: IN Cnty: KOSCIUSKO Twp: WAYNE
Cityname: WINONA LAKE Inside: Y Near: N
Subdivision: PRESTWICK

Address :

Street : S SAINT ANDREWS RD E

Cross 1 : E SAINT ANDREWS RD S Within 1/4 mile: Y

Location: FROM THE INTERSECTION LOCATE SOUTH ON THE WEST SIDE OF THE ROAD FOR
900 FEET ENDING AT PRESTWICK ROAD

:

Grids : 4112B8546A 4112B8547D

Boundary: n 41.212151 s 41.208785 w -85.785017 e -85.782877

Work type : INSTALLING STORM SEWER

Done for : TOWN OF WINONA LAKE

Start date: 05/08/2013 Time: 14:12 Hours notice: 0/000 Priority: EMER

Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: Y

Duration : 60 DAYS Depth: 6 FEET

Company : BEER AND FLABAUGH EXCAVATING Type: OTHR

Co addr : 23965 US RT 6 EAST

City : NAPPANEE State: IN Zip: 46550

Caller : JEFF BEER Phone: (574)773-3413

Contact : JEFF BEER CELL Phone:

BestTime:

Mobile : (574)536-1329

Fax : (574)773-7635

Email : JBEER@BEERANDFLABAUGH.COM

Remarks : All tickets are taken and processed on Eastern Daylight Time

A NIPSCO GAS LINE HAS BEEN HIT IN FRONT OF THE ADDRESS OF 1683 S SAINT ANDREWS

RD E - CREW IS ON SITE - GAS LINE IS BLOWING AND CAN BE HEARD - CALLER HAS

CALLED 911 AND THE UTILITY TO REPORT THE DAMAGE - LINE IS BELIEVED TO BE A 2

INCH PVC PIPE - PREVIOUS TICKET NUMBER IS 1304260114 - THANK YOU

Will you be white-lining the dig site area? NO

:

Submitted date: 05/08/2013 Time: 14:12

Members: COMCN ID2034 ID2933 ID5857 ID7362 NIPSCO SM

Facility: Transmission Lines; Folder: N/A; Assigned To: N/A

NIPSCO 01106 IUPPSa 05/08/2013 14:28:07 1305083190-00A EMER NEW STRT

EMERGENCY SEE REMARKS

Ticket : 1305083190 Date: 05/08/2013 Time: 14:27 Oper: SPOPE Chan:044

State: IN Cnty: KOSCIUSKO Twp: WAYNE
Cityname: WINONA LAKE Inside: Y Near: N
Subdivision:

Address : 1683
Street : S SAINT ANDREWS RD E
Cross 1 : E SAINT ANDREWS RD S Within 1/4 mile: Y
Location: LOCATE ENTIRE PROPERTY
:
Grids : 4112B8546A 4112B8547D
Boundary: n 41.212164 s 41.208734 w -85.785046 e -85.782835

Work type : REPAIR GAS LINE
Done for : NIPSCO
Start date: 05/08/2013 Time: 14:27 Hours notice: 0/000 Priority: EMER
Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: Y
Duration : 1 DAY Depth: 6 FEET

Company : NIPSCO Type: MEMB
Co addr : 801 EAST 86TH AVENUE
City : MERRILLVILLE State: IN Zip: 46410
Caller : ANNISA BAILEY Phone: (800)322-2806
Contact : MARK KNISLEY--CELL Phone:
BestTime:
Mobile : (574)535-3001
Fax : (219)647-4764

Remarks : All tickets are taken and processed on Eastern Daylight Time
SEE REMARKS--ISSUED NEW TICKET DUE TO INCORRECT TICKET TYPE--CREW EN ROUTE--PREV
TICKET 1305083184

Will you be white-lining the dig site area? NO
:

Submitted date: 05/08/2013 Time: 14:27
Members: COMCN ID2034 ID2933 ID5857 ID7362 NIPSCO SM



Property of United States Infrastructure Corporation
Photo taken on 5/8/2013 6:05:59 PM



INFORMATION REQUEST

State Form 54909 (R / 3-13)

INDIANA UTILITY REGULATORY COMMISSION – PIPELINE SAFETY DIVISION

Case Number: 4804 _____

Date of Damage (*month, day, year*): 5/8/2013 _____

Location of Damage:

Address (*number and street*): S. St. Andrews Rd. E. _____

City, State and ZIP Code: Winona Lake, IN - Wayne Township, Kosciusko County _____

Nearest Intersection: Prestwick Rd. _____

Excavator Information:

Business Name: Beer and Slabaugh, Inc. _____

Responsible Party Personal Name: Rodney Beer _____

Title (*if any*): President _____

Address (*number and street*): 23965 US 6 _____

City, State and ZIP Code: Nappanee, IN 46550 _____

Preferred Telephone Number (area code): 574-773-3413 _____

Email Address: rbeer@beerandslabaugh.com _____

Utility Information:

Utility Name: Nipsco _____

Contact Person: _____

Title (*if any*): _____

Cause of Damage Information

Type of Equipment (*select one*):

Type of Work Performed (*select one*):

Repair Cost: \$ 2,144.77

Did a leak result from damage: Yes No

Was there ignition: Yes No

Excavator Notify 911 due to leak: Yes No

Excavator Notify 811 upon damage: Yes No

Excavator Notify Utility upon Damage: Yes No

Locate Information

Excavator Request Locate: Yes No

Indiana 811 Locate Ticket Number: 1304260114

Locate Marks Visible: Yes No

Locate Marks Correct: Yes No

Excavator "White Lined": Yes No

Was Locate Provided within Two (2) Working Days: Yes No

Utility Employees On-site during Excavation: Yes No

Incident Information:

Fire Department Response: Yes No

Police Department Response: Yes No

Ambulance Response: Yes No

Additional Information / Comments

We provided notice of excavation and provided locate instructions as follows:

" From the intersection of S St. Andrews Road E. and E. St. Andrews Road S., locate South to Prestwick Rd. on the West Side of S. St. Andrews Road E. Reference # 1304260114.

The 2" gas main was located and uncovered. Due to operator error, the gas line was caught and cut by the teeth on the backhoe while excavating for the rest of the storm sewer line.

This information was supposed to be submitted by 7/28/13 but was late as I was on vacation last week.

Printed Name: Jeff Beer

Signature: _____ Date (month, day, year): 7/29/13

**If submitting this form electronically, typing your name in the signature box will act as an electronic signature.*

Please return completed form to:

PipelineDamageCase@urc.in.gov

Or mail to:

**Indiana Utility Regulatory Commission
Pipeline Safety Division - Case Number _____
101 West Washington Street, 1500E
Indianapolis, IN 46204**

**Or fax to:
317-233-2410**