

## Program Printing Guidelines

This program may be reproduced as required. However, to ensure consistency the following guidelines should be followed.

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**Item 2 – Trainer Guide**

- Print in colour
- Heavy set pages (28-32 lb.)
- Thicker cover
- Saddle stitch binding

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**Item 3 – Presentation with videos**

- MS PowerPoint file
- Do not print
- In order to print the slide presentation, use Item 4 (PDF version)

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**Item 4 – Presentation without videos**

- PDF file
- Printing may be done according to the discretion of the trainer

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**Item 5 – Trainee handout - Incident Response**

- **Fill in company information**
- Print in colour
- Regular paper

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**Item 6 – Trainee handout - Natural Gas Awareness**

- Print in colour
- Double-sided
- Regular paper

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**Item 7 – Trainee handout - Mini information card**

- Print in colour
- Double-sided
- Card stock paper
- Laminated

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**Item 8 – Quiz**

- Print in colour
  - Double-sided
  - Regular paper
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