Roles and Responsibilities

- The roles of all plant personnel is given in Tab 1 of the EMS Manual
- On procedures there is a section near the end that tells who responsibility it is for that procedure to be preformed
- HCF has a secession plan in order to have a at least one backup for the environmental reporting in addition to the plant's Senior I&C Technician. This plan has been disrupted by a number of personnel changes over the last two years. At present the plant is working with two people short out of the crew of 19. Secession plan is attached.
- An Environmental Compliance Manual has been produced by an outside company, and is being modified specifically for HCF. It is another way that some with a little environmental knowledge could come into any Suez plant and pick up where the last person has left off. This manual is too large to be put into this application.

Secession Planning

GDF SUEZ

For 2010 the secession plan is to get Rudy Ashley trained such that he could take over the job of Plant Engineer should something happen to the Engineer or to back up the Engineer is out of town. Training will continue with items for the entire plant, but in this case training will be concentrated on one individual. If this practice works out an additional person will be selected for 2011.

In conjunction with the training the ECAM manual will be developed in 2010. To get an all-around product; three items are to be accomplished:

1. Training a person on each of the procedures, and at the same time review the procedures. Add any task that have been left out.
2. Build an ECAM's manual; put in procedures, daily routines, and where files, data and records are located.
3. Make sure that all reports are covered by MP2, at the same time blend the Environmental, Safety, Operations, and Maintenance into one database. (This project will continue beyond 2010)

One of the products that will also be worked on during this year will be a cross reference list that will cross procedures, with task, with location of files/records/documents.

Secession Planning

Rudy Ashley

Procedure Number	Check List Number	MP2 Task Number	Discription of Task	Date Signed Off
	C-44/C40		Check in a New Employee	
A-01	Budget Sheets		Budget Purchases	NA
E-22	C-35		001 VPDES Outfall Sampling	6/3/2010
E-22	C-35		101 VPDES Outfall Sampling	6/3/2010
E-22	C-35		002 (QTR) VPDES Outfall Sampling	6/3/2010
E-22	C-35		102 VPDES Outfall Sampling	6/3/2010
E-33	*Well Sheets		Vapor/Monitoring Wells	6/3/2010
A-10		MP2-M224	Monthly Fuel, Safety, and Enviro. write-up	6/1/2010
E-27			DMR	6/1/2010
O-07			F/O Reconciliation	6/1/2010
O-07			Monthly Fuel Report	6/1/2010
E-15			Flow Report	6/1/2010
E-12	C-23/C-32		DCR Rolling Averages	6/1/2010
			HHV Monthly Numbers put in EDR	NA
	C-05		Environmental Audit (in-house)	NA
S-11		MP2 -28	MSDS Update	NA
E-29		MP2	Thermometer Calibration	NA
E-06	C-42		Protocol Letter for Boiler RATA	3/7/2011
E-06		MP2-33	Quarterly CGA & RATA	3/7/2011
E-06	C-42		Protocol Letter for GT RATA	3/7/2011
6		MP2-34	Quarterly Linearty and RATA	3/7/2011
E-05	C-29	MP2-M244	EDR's	Get with Mike
E-04		MP2-M222	Quarterly Air Report	1/10/2011
E-08		MP2-M218	Semi-Annual Air Rpt (due 1st of Feb & Aug)	1/10/2011
S-03	C-43		HENS testing (conducted by HCF)	2009
E-22			Acute and Chronic	
E-22			Storm Water Testing (quarterly)	
O-14	Hand Del.		POTW(by the 10th)	6/7/2010
O-05		MP2-M229	Annual Groundwater Sample/Analysis	6/9/2010
O-05		MP2-M229	Annual Groundwater report(July 1st)	6/9/2010
S-07		MP2-59	Hearing and Respirator Test	NA
E-02		MP2-M216	Annual Air Emissions to DEQ(March15)	1/10/2011
O-09			Test Fuel Tanks for Microbes	NA
E-19	Hand Del.		SARA Title III(due March 1st)	2/24/2011
E-19	Hand Del.		TRI report due by 1 June	2/24/2011
E-03			Check for Flow control on EPA website	NA
E-03			NOx report to Houston	6/1/2010
E-03		MP2 M220	NOx End of the year report by Nov 30	8/15/2010
E-01		MP2 M215	Annual Air Cert. & Ltr. To DEQ and EPA by Mar 1	1/10/2011
E-25		MP2 M213	Annual Water Cert and Ltr. Hold on site	1/10/2011
A-32			Annual FERC report to Corp. by May	1/10/2011
E-26		MP2 M212	Annual Chlorine Test	12/2?/09
0			Weekly Safety Handouts #1	NA
10			Weekly Safety Handouts #2	

Procedure Number	Check List Number	MP2 Task Number	Discription of Task	Date Signed Off
10			Weekly Safety Handouts #3	NA
-10			Weekly Safety Handouts #4	
S-10			Weekly Safety Handouts #5	
T-02			Monthly Safety Meeting (training)	12/22/09
			Utilities updated each Month (electric)	
			Utilities updated each Month (Water)	
S-20			STOP Audit Summary(3 Reports)	6/1/2010
S-20			STOP Audit by Person	6/1/2010
S-08		MP2-0052	Monthly Safety Insp. (Fire ext., ladders, etc.)	2009
S-05			Monthly Safety Committee Meeting	6/10/2010
S-09			Points Updated from the previous month	6/1/2010
S-12			Lost Time Incident Days updated	6/1/2010
T-03	C-33		Training Test Graded	NA
T-01	C-33		Training Records Updated	NA
A-11		MP2-0029	Steam Analysis Sent to Aqualon	
S-05	C-39		Emergency Phone Numbers (Semi-Annual)	
A-08		MP2-M228	Outside Safety Audit (Annual)	NA
	C-02/C-42		Environmental Audits (State)	NA
A-08	C-24	MP2-M227	Outside Environmental Audit (Annual)	NA
			ISO 14000 Audit (Annual)	
E-11			Diesel Engine Logs	6/1/2010
O-12			Fuel Tax Report	6/1/2010
A-05			Weekly Diesel Fuel Surcharge	6/1/2010
06			Mark Jones Report	6/1/2010
A-05			Scott Dibbs Report	6/1/2010
A-05			J Ohlsen Report	6/1/2010
A-05			Fuel Distribution	6/1/2010
A-05			Events Reports (Event & Avail) & NERC	6/1/2010
O-17			Dept. of Energy Report 923	6/1/2010
O-01			Dept. of Energy Report 923 Annual	
O-02			Dept. of Energy Report 860 Annual Report	
O-17			David McKelvey Fax if Steve is not here	NA
O-17			Gibbs Goldman E-mail if Steve is not here	NA
E-39			EHS Report to Suez	6/1/2010
S-05			Safety Conference Call	
E-16			Environmental Conference Call Monthly	
E-17			Environmental Conference Call Quarterly	
E-40			Annual Stormwater Inspection	
E-43			Tank 4.0 Update	6/1/2010
A-10			GT & ST Hours and Starts	6/1/2010
	C-01		Update files for the following year	JAN 2010
	C-41 A&B		File Folder set up for the following year	JAN 2010
			Make up Safety/Enviro Training for following year	
S-11		MP2-0028	Update 20 MSDS sheets each month	
		MP2-M005	BiMonthly CEM Check	
			Get FEPA Price	
			Post FEPA on White Board	

Procedure Number	Check List Number	MP2 Task Number	Discription of Task	Date Signed Off
			Post FEPA on History in Gas Usage	
		MP2 M002	Monthly Opacity Checks	
		MP2 M0025	Operator CEM Monitoring Checks	
O-22			AST Fiancial Resp. (Due by 6-30 each year)	
Suez Guidelines			EMS Quarterly Review	
Suez Guidelines			Management Review	
*	C-09/C-10		Aspects and Impacts Review at least yearly	
*	C-08		Legal Review at least once a year	
* These reviews are normally conducted during the quarterly EMS Reviews or Management Review				
E-46			GHG SF6	NA
E-46			GHG Truck Mileage	NA
E-46			GHG Annual Report Inputs	NA
M-02			EOH Hours for the previous year	
			DOT HazMat Annual Reg. due June 30	
			Check/close out all PM for the month	2009
N/A	C-21		Objectives and Targets Updated: (Quarterly)	
N/A	C-14		Check document review Media updates (8.3%)	
N/A	C-11		Next years Targets and Objectives	
N/A	C-25		Bussiness Plan and Management Review	
A-42	A-42 PPT		Annual E4 Report Due to DEQ by 1 March	
N/A			Update E4 parameters	
N/A			Get number of starts on the plant	
N/A	See Website		V-REMS Annual Report	
N/A	See Website		B4B Annual Report	
			Get Acid and Caustic Delieveries	2009
			Get Freon Services	
			Update Preformance Indicators	
			Update Non-Conformance Log/Report	
			Any New Items, Add to the Help List	
			Work on Plant Management System	
S-04			Safety Manual (5)	
S-14	C-20	MP2-M234	Emergency Evacuation (local)(3)	
O-15	C-27	MP2-M230	Integrated Contingency Plan (PE)(5)	
S-16		MP2-M226	Lab Hygiene (local)(3)	
S-15			Fire Prevention Plan (local)(3)	
E-23		MP2-M226	Solid Waste Management (local)(3)	
E-30			VPDES Permit (start 180 days before year due)	
E-32	C-04 A&B		Waste Water O&M Manual (due with permit)	
O-13		MP2-M231	Fuel Tank Registration (every 5 years)	
O-18			Plant O&M manual (update to TPI every 5 yrs)	
O-14		MP2-M233	PTOW Permit every 5 Years	
E-32		MP2-M238	Stormwater O&M manual (3)(new permit)	
E-32		MP2-M238	Stormwater Pollution Prevention Plan (3) (PE)	
E-30		MP2-M221	Title V Air permit, start 1year early	
E-20			Title V test of GT1	
[illegible]			Title V test of GT2	
E-20			Title V test of GT3	

Procedure Number	Check List Number	MP2 Task Number	Discription of Task	Date Signed Off
-11		MP2-M045	Fuel Tank #1 Internal Inspection (10 years)	
-11		MP2-M045	Fuel Tank #2 Internal Inspection (10 years)	
O-11		MP2-M045	Fuel Tank #3 Internal Inspection (10 years)	
O-11		MP2-M041	Fuel Tank #1 visual Inspection (5 years)	
O-11		MP2-M041	Fuel Tank #2 visual Inspection (5 years)	
O-11		MP2-M041	Fuel Tank #3 visual Inspection (5 years)	
O-11		MP2-M044	Fuel Tank Dike Wall inspection (5 Years)	
O-11		MP2-M042	Underground F/O Piping Hydro (5 years)	
O-11			Oil Water Seperator Cleaned 3 years	
E-22			Cooling tower test for carry over	NA
E-30			Cem QA/QC Manual (5 Years)	
E-30			CEM Monitoring Plan (5 Years)	
E-18	C-07/C-08/C-12/C-15/C-16 C-19/C-21/C-22/C-24/C-25		EMS Manual (5 Years)	
E-45			SARA Emerg. Cont. Plan (3 Years)	
S-22			Security Manual (5 years)	
A-42			E3/E4 Program App. Renewal (3 years)(Due July 1)	
			Fork lift Training (3)	
			First Aid (2 years)	
			Filters on can crusher (every 9 Months)	
			GHG Maintenance Manual (old QAPP)(5 Years) monitoring Plan	
			Week Days check Air Emissions	12/29/09
			Week Days Fax Dispatch Report	12/29/09
			Week Days put daily and chemistry logs in binder	12/29/09
			Tuesdays get fuel Surcharge and record it	2/11/2010
O-07			Wednesdays Weekly Fuel Report to Virginia Power	3/3/2010
A-06			Firdays Steam Report to Aqualon	12/29/09
			As Required; Fuel Schedule to Regional	
			As Required; Fuel Alarms Tested	3/3/2010
			As Required; Fuel oil Specific Gravity	12/28/09
			As Required; Fuel Logs put into Fuel Dist. & Fuel Plan	
			Regional Environmental Monthly Call (Second Tues/month)	
			Monthly LEPC Meetings (First Tuesday of the Month)	3/2/2010
			OPIS Daily Fuel	3/4/2010

In Progress 3/9/2011

O-25 Specific Gravity JAN 2010