

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

## EMS Training Plan

### 1.0 **Purpose**

The purpose of this procedure is to provide a system and instructions of how the subject is conducted at Hopewell Cogeneration Facility. In order to conform to a specific way of performing the subject activity.

### 2.0 **Scope**

This procedure covers all activities, and services associated with Hopewell Cogeneration Facility.

### 3.0 **Reference Documents**

#### **Document Name**

Training Test  
 Monthly Sign-off Sheet  
 A-19 Air Management Program  
 A-20 Water Management Program  
 A-21 Waste Management Program  
 A-22 Chemical Management Program  
 A-23 Oil Management Program  
 A-24 Injury Prevention Program  
 A-25 Health and Hygiene Program

### 4.0 **Procedure**

- 4.1 Training is to be conducted annually as an update to the system and to create and keep interest and awareness up.
- 4.2 Update the training as the program changes during the year.
- 4.3 Item if interest:
  - 4.3.1 Progress in all areas
  - 4.3.2 Any fines or legal action at other plants
  - 4.3.3 Compare the action with this plant
  - 4.3.4 Objectives for the upcoming year
- 4.4 The training and updates will be a part of the annual Business Plan.

### 5.0 **Roles and Responsibilities**

- 5.1 This is the responsibility of the Site Environmental Representative, and the Site Safety Representative, or their designee.
  - 5.1.1 There will be an annual training matrix posted annually.
  - 5.1.2 Notebooks with training material have been setup and are available in the Safety and Environmental office. There are training movies both in the computer system as well as the conference room cabinet. These training notebooks are to be kept up/ changes made as needed when training is being given. Any additional or updated material can be added to the notebooks.
  - 5.1.3 Training will be reviewed during the Safety or Environmental quarterly review.

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

- 5.2 Additional training will be added as training requirements come up such as but not limited to, a change in regulations, suggestions from audits, and new or changes to equipment.
- 5.3 As plans/programs/procedures are changed or additions are made that would require additional training, then the Environmental or Safety Representative will change the training to match.

6.0 **Training Matrix**

- 6.1 Training Matrixes form the different management programs plus specific EMS training required by plant personnel.

**Hopewell Cogeneration Facility Air Program  
Training and Awareness from Procedure A-19**

Risk	Critical Activities	Competency Needed	Who Needs Competency	Method			
				Formal Training	On the Job Training	Awareness Building	Frequency of Training
<b>Knowledge Of EH&amp;S Management System</b>							
	Overall program Performance	General EH&S Management Awareness Training	All Staff		Yes	Yes	<i>Initial</i>
<b>Stack Emissions Gas Turbines</b>							
NOx	<b>Continuous Emission Monitoring</b>						
	Maintenance	General I&C	I&C Tech		Yes	Yes	1/yr Initial
	Calibration/QA checks	General I&C	TSS, Shift I&C Tech		Yes		Initial
	Record keeping & data mgmt		TSS, Shift I&C Tech		Yes	Yes	Initial
	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
SO2	<b>Stack Emission Control</b>						
	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
CO	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
PM	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
VOC's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
HAP's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
<b>Stack Emissions SPSG's</b>							
NOx	<b>Continuous Emission Monitoring</b>						
	Maintenance	General I&C	I&C Tech		Yes	Yes	1/yr Initial
	Calibration/QA checks	General I&C	TSS, Shift I&C Tech		Yes		Initial
	Record keeping & data mgmt		TSS, Shift I&C Tech		Yes	Yes	Initial
	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
	<b>Stack Emission Control</b>						
Opacity	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
SO2	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
CO	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
<b>Stack Emissions SPSG's Continued</b>							
PM	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
VOC's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
HAP's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
<b>Stack Emissions Diesels</b>							
NOx	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
SO2	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
CO	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
PM	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
VOC's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
HAP's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial
<b>Stack Emissions Fuel Tanks</b>							
VOC's	Calculating Reporting and Record Keeping	Knowledge of Plant Air Permit, 40 CFR Part 60 and Part 75	TSS, Shift I&C Tech		Yes	Yes	Initial

<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
	<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
	<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
<b>Cooling Tower Emissions</b>							
Water Vapor	<b>Monitoring</b>						
	Conduct visual inspections	Operational Experience	Operators		Yes		Initial
	<b>Control</b>						
	Monitoring of controls on fans	Operational Experience	Operators		Yes		Initial
<b>Noise</b>							
Noise	<b>Monitoring</b>						
	Annual Plant Checks	Knowledge of Past DB levels	Operator Awareness		Yes	Yes	Initial
	<b>Control</b>						
	Repair as needed	Knowledge of Equipment	Operator Awareness		Yes	Yes	Initial

**Hopewell Cogeneration Facility Water Program  
Training and Awareness from Procedure A-20**

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Method</b>			
				<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
Contamination of the James River and creeks leading to the river	Aware of all spills that could go to the storm drains	Knowledge of the plug kits, the spill kits and any other clean up gear location	PSS, TSS, and all operators	No	Yes	Yes	Once a year
Contamination of Storm Drains	Aware of all spills that could go to the storm drains	Knowledge of the plug kits, the spill kits and any other clean up gear location	PSS, TSS, and all operators	No	Yes	Yes	Once a year
Contamination of groundwater through Chemical spills	Aware of all Chemical activities in the plant	Knowing where the Chemical Kits and other spill gear is located	PSS, TSS, and all operators	No	Yes	Yes	Once a year
Contamination of groundwater form Oil Spill	Aware of all oil activities in the plant	Knowing where the oil Kits and other spill gear is located	PSS, TSS, and all operators	No	Yes	Yes	Once a year

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
Resource Consumption	Knowledge of the plant systems in order to know what is considered waste	Knowledge of the steam cycle and normal operations	PM, PSS, TSS, and all operators	No, but it would be helpful	Yes	Yes	Awareness through the water training annually and any other plant meetings where it can be worked in
Employee Emergency Response and Knowledge	All Employees, the control room operators have the most responsibilities	Knowledge of the Response program	Shift Operator in charge	No	Yes	Yes	Once a year
Plant must Operate with a Wastewater Operator Class III or better	At least one person on site must have a License	Third Class license at a minimum	Presently TSS, Training Coordinator, and one Operator	Yes	Yes	No	State requirements are only for the license, no additional training is required

**Hopewell Cogeneration Facility Waste Program  
Training and Awareness Procedure A-21**

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Method</b>			
				<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
Hazardous Waste	Mineral Spirits	Yes	TSS	Operators			Annual
	Hazardous Waste (other)	Yes	TSS	Operators			Annual
Waste Oil	Oil dry & sludge	Yes	TSS	Operators			Annual
	Waste oil & lubricants	Yes	TSS	Operators			Annual
	Oily Rags	Yes	TSS	Operators			Annual
Universal Waste	Batteries	Yes	TSS	Operators			Annual
	Fluorescent tubes	Yes	TSS	Operators			Annual
Parts Washer Non-hazardous, and Recyclables	Cleaning Solvent	Yes	TSS	Operators			Annual
	Newsprint				Operators	Notices	
	Fine paper				Operators	Notices	
	Cans				Operators	Notices	
	Cardboard				Operators	Notices	
	Plastic pails				Operators	Notices	
	Scrap Metal	Yes	TSS	Operators	Operators		Annual
Non-hazardous waste	Antifreeze	Yes	TSS	Operators			Annual
	Inert Waste				Operators		Annual

<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
	<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
	<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

**Hopewell Cogeneration Facility Chemical Program  
Training and Awareness Procedure A-22**

Risk	Critical Activities	Competency Needed	Who Needs Competency	Method			
				Formal Training	On the Job Training	Awareness Building	Frequency of Training
Chemical Handling and Storage Land Quality	Chemical Spill	TSS	Supervisors	Everyone once a year		Annual Training and Safety bulletins	Annually Chemical Spills
Chemical Handling and Storage Hazard to Personnel	Chemical Spill or Splash	TSS	Supervisors	Everyone once a year		Annual Training and Safety bulletins	Annually Chemical Spills
Chemical Handling and Storage Water Quality	Chemical Spill	TSS	Supervisors	Everyone once a year		Annual Training and Safety bulletins	Annually Chemical Spills
Cooling tower operations Water Quality	Tower Blowdowns	TSS	Supervisors	Operators every 3 – 5 years with Nalco	Operators	Annual Training and Safety bulletins	Annually Water Permit
Boiler Operations Water Quality	Boiler Blowdowns	TSS	Supervisors	Operators every 3-5 years with Nalco	Operators	Annual Training and Safety bulletins	Annually Water Permit

**Hopewell Cogeneration Facility Oil Program  
Training and Awareness Procedure A-23**

Risk	Critical Activities	Competency Needed	Who Needs Competency	Method			
				Formal Training	On the Job Training	Awareness Building	Frequency of Training
Fuel Handling and Storage	Point Source Air Emissions	Yes	TSS		Yes		EPA Workshops about every two years
Fuel Handling and Storage	Consumption use of natural resource	No	N/A	No	Yes	Yes	Once a year with the air permit
Fuel Handling and Storage	Oil Spill (Land)	Yes	PM, TSS, PSS, Operators	Hazwoper	Yes	Yes	Once a year with spill training
Fuel Handling and Storage	Oil Spill (Water)	Yes	PM, TSS, PSS, Operators	Hazwoper	Yes	Yes	Once a year with spill training

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
Fuel Handling and Storage	Fire Hazard	No	N/A	No	Yes	Yes	Once a year with the Fire Fighting
Fuel Handling and Storage	Noise Generation	No	N/A	No	Yes	Yes	Once a year with the PPE
Fuel Handling and Storage	Odor Generation	No	N/A	No	Yes	No	No

**Hopewell Cogeneration Facility Injury Prevention  
Training and Awareness Procedure A-24**

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Method</b>			
				<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
OSHA Non-Compliance	Knowledge of the rules for making the plant a safe place to work	All Workers	All Workers	Yes	Monthly Safety Meetings	Weekly safety meetings and before outages	Initial and as required
Confined Spaces	Formalized in plant training of confined space entry procedure	All exposed workers	Confined Space Entry Training	Yes	Monthly Safety Meetings	Annual and as required	Annual and upon hiring
Cranes and Hoists	Training in the selection and use of lifting equipment	All exposed workers	Hoisting and Rigging Training	Yes	Monthly Safety Meetings	Weekly safety meetings and before outages	Initial and as required
Head Injuries	Use of protective head wear	All exposed workers		Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required
Foot Injuries	Use of protective foot wear	All exposed workers		Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required
Eye Injuries	Use of protective eye wear	All exposed workers		Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
Back Injuries	Use of equipment to lift.	All exposed workers		Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required
Injuries from energy sources	Use of PPE	All exposed workers		Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required
Forklift Injuries	Use of fork trucks	All exposed workers	One time formal course and then a recheck every 3 years	Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Annual and as required
Injuries caused by slips and falls	All employees must use equipment, guard rails and watch where one works	All exposed workers		Yes – Working at Heights procedure review	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required
<b>Risk</b>	<b>Critical Activities</b>	<b>Competency Needed</b>	<b>Who Needs Competency</b>	<b>Formal Training</b>	<b>On the Job Training</b>	<b>Awareness Building</b>	<b>Frequency of Training</b>
Injuries from responding to daily emergencies	All employees must be familiar with all procedures	All exposed workers		Yes - Emergency Response and Spill Procedure review	Monthly Safety Meetings		Annual and as required
Ladders	Employees must follow both regulated laws and in plant Safety Procedures when using ladders	All exposed workers		Yes – Working at Heights procedure review	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Initial and as required
Overhead Clearances	Employees must wear proper PPE (hard hats) when working in areas of low clearance	All exposed workers		Yes	Monthly Safety Meetings	Weekly safety meetings and prior to outages	Annual and as required

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

**Hopewell Cogeneration Facility Health and Hygiene Program  
Training and Awareness Procedure A-25**

Risk	Critical Activities	Competency Needed	Who Needs Competency	Method			
				Formal Training	On the Job Training	Awareness Building	Frequency of Training
OSHA Non-Compliance	Health and Safety Committee Functions as specified in the OSHA	Knowledge of Occupational Health and Safety Act	Operations Supervisors	Certified Training	Yes	Yes	Certified training once and refresher every 5 years
Noise	Annual audiometric testing	Audiometric testing	Contractor		Yes	Yes	Annual
	Record keeping	Plant Filing System	Safety Rep.		Yes	Yes	
	Ensuring proper signage	Workplace Inspection	Operators and Supervisors	In house	Yes	Yes	Annual
	Personal Protective Equipment	PPE Usage	All staff		Yes	Yes	Initial & as required
	Plant Noise Survey	Noise Meter Usage	Operators		Yes	Yes	As required by MP2 tasking
Welding fumes	Adequate ventilation			In house	Yes	Yes	Survey has been conducted and annual training
	Personal Protective Equipment	Selection use and care of respiratory protection	Industrial Mechanic	Respirator Selection and fit Test Training	Yes	Yes	Annual
Gases and Vapors	Operation of ventilation systems	Shift daily routine inspection	Shift personnel		Yes	Yes	Initial & as required
	PM on ventilation systems	Mechanical or Electrical	I/C tech Mechanical Shift personnel		Yes	Yes	Initial & as required
	Personal Protective Equipment – Respirators	Selection use and care of respiratory protection	All personnel	Respirator Selection and Fit Test Training	Yes	Yes	Annual
	Exposure Survey	Knowledge of Exposure to Biological or Chemical Agents	All Personnel	In house Training	Yes	Yes	Annual
Exposure to Liquid or Solid Chemicals	Personal Protective Equipment	Knowledge of Exposure to Chemicals	All Personnel	In house Training	Yes	Yes	Annual
Elevated Temperatures	Confined Space Entry Procedure and Heat Stress	Knowledge of the Heat Stress program and how to use the tables	All Personnel	In house Training	Yes	Yes	Initial Training on Confined Space entry and heat Stress Refresher Training Annually
Exposure to Designated Substances	Identification of Designated Substances	Knowledge of Designated Substances Regulations	Safety and Environmental Representatives	Certified Training	Yes	Yes	N/A at this time
Repetitive Motion Injuries	Workplace Ergonomics Study	Knowledge of Occupational Health and Safety Act	All Personnel	Certified Training	Yes	Yes	N/A at this time
Exposure to EMF	Exposure Survey	Knowledge of Occupational Health and Safety Act and EMF Exposure limits	Safety and Environmental Representatives	Certified Training	Yes	Yes	N/A at this time

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

### Hopewell Cogeneration Facility EMS Program - Training and Awareness Matrix

Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
<b>Air Permit</b>	Annual	Annual Training T-03	X	X	X	X	X	X	<b>Annually</b>
Air Certification	Annual	E-01	X			X			I or WRC
Air Emission Report	Annual	E-02	X			X			I or WRC
Air NOx Report after Ozone Season	Annual	E-03	X			X			I or WRC
Air Out of Compliance Report	As Required	E-35	X			X			I or WRC
Air Out of Compliance Report Letter	As Required	E-35	X			X			I or WRC
Air Permit Title V Air Permit Renewal	5 years	E-30	X						Review
Air Permit's Quarterly Air Report	Quarterly	E-04	X			X			I or WRC
Air Permit's Quarterly EDR	Quarterly	E-05	X			X			I or WRC
Air Permit's Title V Air Permit test of GT1	5 Years	E-20	X			X			Review
Air Permit's Title V Air Permit test of GT2	5 Years	E-20	X			X			Review
Air Permit's Title V Air Permit test of GT3	5 Years	E-20	X			X			Review
Air Quarterly CGA for Boilers	Quarterly	E-06	X			X			I or WRC
Air Quarterly Linearity for Gas Turbines	Quarterly	E-06	X			X			I or WRC
Air Quarterly RATA for Boilers	Quarterly	E-06	X			X			I or WRC
Air Quarterly RATA for Gas Turbines	Quarterly	E-06	X			X			I or WRC
Air Report Semi-Annual (1 February, 1 August)	Semi-Annual	E-08	X			X			I or WRC
Annual Sound Survey	Annual	SEE PM 0036						X	Once/Review
Boiler I&C Annual Opacity Monitoring Checks	Annual	E-07				X			I or WRC
Budget Monthly Check	Monthly	A-01	X			X			I or WRC
Budget Prepare for Follow Year	Annual	A-01	X	X	X				I or WRC
CEM Analyzer Replacement	As Required	A-19				X			I or WRC
CEM Bi-Weekly Operator Monitor Checks	Bi-Weekly	E-34				X			I or WRC
CEM Calibration Gas Specification Check	As Required	E-09				X			I or WRC
CEM Missing Data - Data Substitution	As Required	A-19				X			I or WRC
CEM Monitoring Plan	5 years	A-19	X			X			Review
CEM Monthly Alarm Review	Monthly	E-10	X			X			I or WRC
CEM Out of Control Bias Adjustment	Quarterly	A-19				X			I or WRC
CEM QA/QC Manual and Checks	5 years	A-19				X			Review
CEM Record Keeping	Annual	A-19				X			I or WRC
CEM System Certification	Annual	A-19				X			I or WRC

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
<b>Chemical Spill Prevention</b>	Annual	Annual Training T-03	X	X		X	X	X	<b>Annually</b>
Create New files for the New Year	Annual	A-03	X						<b>I or WRC</b>
Daily Environmental Checks by Operators	Daily	A-23	X			X	X	X	<b>Once</b>
Department of Energy 423 Report	Monthly	O-02	X						<b>I or WRC</b>
Department of Energy 860 Report	Annual	O-01	X						<b>I or WRC</b>
Department of Energy 906 Report	Monthly	O-02	X						<b>I or WRC</b>
Diesel Engine Logs	Monthly	E-11	X						<b>I or WRC</b>
Discharge Control Report (DCR) Rolling Averages	Monthly	E-12	X			X			<b>I or WRC</b>
EMS Manual	5 years	E-18	X			X			<b>Review</b>
Environmental Chemical Spill Report	As Required	E-14	X			X			<b>Review</b>
Environment Solid Waste Management Plan	3 Years	E-23	X			X			<b>Review</b>
Environmental Air Audit by the State	Annual	E-13	X			X			<b>I or WRC</b>
Environmental Audit In-house	2 years	E-13	X			X			<b>Review</b>
Environmental Audit Outside Contractor	2 years	E-13	X			X			<b>Review</b>
Environmental Committee Meeting	Quarterly	E-16	X			X			<b>I or WRC</b>
Environmental Conference Call	2 Months	E-17	X			X			<b>I or WRC</b>
Environmental EPA Number	As Required	File Cabinet C3	X		X				<b>Once</b>
Environmental Monthly Training	Monthly	T-03	X			X			<b>I or WRC</b>
Environmental SARA Title III Annual (due by 1March)	Annual	E-19	X			X			<b>I or WRC</b>
Environmental Water Audit by the State	Annual	E-13	X						<b>I or WRC</b>
Event Reports	As Required	E-21	X			X			<b>I or WRC</b>
Fuel Analysis filed in Fuel Analysis Records	As Required	O-19	X						<b>I or WRC</b>
Fuel Analysis placed into CEM Fuel Data	As Required	O-19	X			X			<b>I or WRC</b>
Fuel Analysis placed into DCR Rolling Averages	As Required	O-19	X						<b>I or WRC</b>
Fuel Annual Cathodic Protection Check	Annual	O-03					X (Ele)		<b>I or WRC</b>
Fuel Diesel Surcharge Weekly	Weekly	O-04	X						<b>I or WRC</b>
Fuel File Made for each Delivery	As Required	O-19	X						<b>I or WRC</b>
Fuel Gas Analysis filed in Fuel Record	Quarterly	O-19	X						<b>I or WRC</b>
Fuel Groundwater Annual Report	Annual	O-05	X						<b>I or WRC</b>
Fuel Groundwater Sample/Analysis Annual	Annual	O-05	X						<b>I or WRC</b>
Fuel Monthly Cathodic Protection Checks	Monthly	O-03					X		<b>I or WRC</b>

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
Fuel Monthly Gas Price Update	Monthly	O-06	X						I or WRC
Fuel Monthly Reconciliation Report	Monthly	O-07	X						I or WRC
Fuel Oil Integrated Contingency Plan	5 years	O-15	X						Review
Fuel Oil Reconciliation (when taking on Fuel)	As Required	O-07	X						I or WRC
Fuel Oil SPCC Plan	5 years	O-10	X						Review
Fuel Oil Testing for Microbes	As Required	O-09	X						I or WRC
Fuel Oil/Lube Oil Spill Report	As Required	E-37	X						I or WRC
Fuel OPIS sent daily to Houston & Filed	Daily	O-04	X						I or WRC
Fuel Taking on Fuel Oil	As Required	O-08	X			X			I or WRC
Fuel Tank 10 Year Inspection	10 years	O-11	X						Review
Fuel Tank 5 Year Dike Wall Inspection	5 years	O-11	X						Review
Fuel Tank 5 Year Inspection	5 years	O-11	X						Review
Fuel Tank 5 Year Piping Hydro	5 years	O-11	X						Review
Fuel Tank Registration	5 years	O-13	X						Review
Fuel Vapor/Monitoring Well Monthly Testing	Monthly	E-33	X			X			I or WRC
Fuel Virginia Fuel Tax	Monthly	O-12	X						I or WRC
Gas Turbine and Steam Turbine Hours Report	Monthly	A-04	X						I or WRC
J. Ohlsen Monthly Report	Monthly	A-05	X						I or WRC
John Butts Monthly Report	Monthly	A-05	X						I or WRC
Mark Jones Weekly Report	Weekly	A-06	X						I or WRC
Midnight Reading Sheet by Operators	Daily	A-23	X			X		X	I or WRC
Monthly Environmental Training	Monthly	T-03	X						I or WRC
Monthly Safety Training	Monthly	T-03	X						I or WRC
Natural Gas Monthly Report from Columbia Gas Navigator	Monthly	A-04	X						I or WRC
<b>Oil Pollution Prevention</b>	Annual	Annual Training T-03	X	X		X	X	X	Annually
Plant AGC placed into Event Reports	Monthly	A-09	X			X			I or WRC
Plant Monthly Report Write-up	Monthly	A-10	X		X				I or WRC
Plant O&M Manual	5 years	O-18					X Mech		Review
Plant Steam Analysis Sent to Aqualon	Monthly	A-11	X			X			I or WRC
POTW Annual Plant Inspection (set-up by POTW)	Annual	O-16	X						Review
POTW Annual Report	Annual	O-16	X						Review
POTW Permit	5 years	O-14	X						Review
Procedure Environmental Aspects and Impacts	Annual	A-13	X			X			Review
Procedure Renew WasteWater License	Annual	A-02	X		X				Review

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
Procedure Setting and Tracking Environmental Objectives and Targets	Monthly	A-07	X			X			Review
Procedure Track Forms and Document Index	As Required	A-12	X						Review
Procedure Writing Task Procedures	As Required	A-04	X	X	X	X			Review
<b>RCRA, CERLA, and Waste Management</b>	Annual	Annual Training T-03	X	X		X	X	X	Annually
Report to FAA when stack lights are out	As Required		X	X			X ELE	X	Review
Safety Annual Hazardous Assessment update	Annual	S-02	X				X Safety		Review
Safety MSDS updates	Annual	S-11	X						Review
<b>SARA Title III (MSDS)</b>	Annual	Annual Training T-03	X	X		X	X	X	Annually
Training Records updated	Monthly	T-01	X				X Safety		I or WRC
Training Test Graded (placed in computer)	Monthly	T-02	X				X Safety		I or WRC
Update Documents (Document Control)	As Required	A-28	X		X				Review
VPDES Permit Renewal	5 years	E-24	X						Review
VPDES Samples	Monthly	E-22	X						Review
VPDES Stormwater Testing	Quarterly	E-22	X						Review
VPDES Water Bypass/out of Compliance Report	As Required	E-36	X						Review
Wastewater Lab Digital Thermometer Calibration	Quarterly	E-29				X			Review
Wastewater Annual Acute and Chronic Testing	Annual	E-22	X						Review
Wastewater Annual Certification	Annual	E-25	X						Review
Wastewater Chlorine Test	Annual	E-26	X						Review
Wastewater Discharge Monitoring Report (DMR)	Monthly	E-27	X						Review
Wastewater Flow Report	Monthly	E-15	X						Review
Wastewater Lab Balance Calibration	Annual	E-28	X						Review
Wastewater Priority Pollutants and Metal Testing	5 years	E-22	X						Review
Wastewater TSS Drying Test	Annual	E-31	X						I or WRC
Wastewater's /Stormwater O&M Manual	3 Years	E-32	X						Review
Wastewater's Stormwater Pollution Prevention Plan	3 Years	E-32	X						Review
<b>Water Permit</b>	Annual	Annual Training T-03	X	X		X	X	X	Annually
Writing Procedures, Tasks, and other Documentation	As Required	A-04	X		X				I or WRC

	<b>Training Procedure</b>	<b>Number: T-04</b>	<b>Date: December 24, 2003 R-July 11, 2006</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: EMS Training Plan</b>	<b>Author: Harry C. Barnes Jr.</b>

Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
<b>Drills:</b>									
Evacuation	Annual	T-04	X	X	X	X	X	X	
Fire Drill	Annual	T-04	X	X	X	X	X	X	
Chemical/Oil Spill	Annual	T-04	X	X	X	X	X	X	

Totals for Each Area:

	<b>113</b>	<b>12</b>	<b>11</b>	<b>59</b>	<b>11</b>	<b>13</b>
Total number of personnel in each group:	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>9</b>
Total number of activities needed in each area of the plant:	<b>113</b>	<b>12</b>	<b>11</b>	<b>117</b>	<b>22</b>	<b>117</b>
Total Number of activities:	<b>452</b>					

Total number of personnel in each group:  
Total number of activities needed in each area of the plant:

Total Number of activities:

I or WRC : Initially or When Report Changes

Review: Go through the process with someone

## 7.0 Attachments

- 7.1 EMS Training Matrix
- 7.2 Annual Training Matrix

## 8.0 Distribution List

- 8.1 In the computer located at <Z:\Public\EMS\Procedures\T-04> EMS Training
- 8.2 In the control room in the procedure books T-04

## 9.0 File Locations:

- 9.1 EMS Database

## 10.0 Revision/Review History

Revision/Review	Editor	Edit Date
R-01	Chuck Barnes	7/11/06
Review	Chuck Barnes	3/27/07
Review	Chuck Barnes	8/15/08
Review	Chuck Barnes	7/17/09
Review	Chuck Barnes	9/21/2010

*As of 2010 Procedure and Checklist Reviews will be conducted every other calendar year; the even numbered procedures/checklist on the even years and the others on the odd years. Updates and Revisions should be done soon after the change has been made.*