HOPEWELL COGENERATION FACILITY
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Appendix 9.

Training Matrix

Number	Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
1	**Air Permit**	Annual	Annual Training T-03	X	X	X	X	X	X	Annually
2	Air Certification	Annual	E-01	X			X			I or WRC
3	Air Emission Report	Annual	E-02	X			X			I or WRC
4	Air NOx Report after Ozone Season	Annual	E-03	X			X			I or WRC
5	Air Out of Compliance Report	As Required	E-35	X			X			I or WRC
6	Air Out of Compliance Report Letter	As Required	E-35	X			X			I or WRC
7	Air Permit Title V Air Permit Renewal	5 years	E-30	X						Review
8	Air Permit's Quarterly Air Report	Quarterly	E-04	X			X			I or WRC
9	Air Permit's Quarterly EDR	Quarterly	E-05	X			X			I or WRC
10	Air Permit's Title V Air Permit test of GT1	5 Years	E-20	X			X			Review
11	Air Permit's Title V Air Permit test of GT2	5 Years	E-20	X			X			Review
12	Air Permit's Title V Air Permit test of GT3	5 Years	E-20	X			X			Review
13	Air Quarterly CGA for Boilers	Quarterly	E-06	X			X			I or WRC
14	Air Quarterly Linearity for Gas Turbines	Quarterly	E-06	X			X			I or WRC
15	Air Quarterly RATA for Boilers	Quarterly	E-06	X			X			I or WRC
16	Air Quarterly RATA for Gas Turbines	Quarterly	E-06	X			X			I or WRC
17	Air Report Semi-Annual (1 February, 1 August)	Semi-Annual	E-08	X			X			I or WRC
18	Annual Sound Survey	Annual	SEE PM 0036						X	Once/Review
19	Boiler I&C Annual Opacity Monitoring Checks	Annual	E-07				X			I or WRC
20	Budget Monthly Check	Monthly	A-01	X			X			I or WRC
21	Budget Prepare for Follow Year	Annual	A-01	X	X	X				I or WRC
22	CEM Analyzer Replacement	As Required	A-19				X			I or WRC
23	CEM Bi-Weekly Operator Monitor Checks	Bi-Weekly	E-34				X			I or WRC
24	CEM Calibration Gas Specification Check	As Required	E-09				X			I or WRC
25	CEM Missing Data - Data Substitution	As Required	A-19				X			I or WRC
26	CEM Monitoring Plan	5 years	A-19	X			X			Review
27	CEM Monthly Alarm Review	Monthly	E-10	X			X			I or WRC
28	CEM Out of Control Bias Adjustment	Quarterly	A-19				X			I or WRC
29	CEM QA/QC Manual and Checks	5 years	A-19				X			Review
30	CEM Record Keeping	Annual	A-19				X			I or WRC
31	CEM System Certification	Annual	A-19				X			I or WRC
32	**Chemical Spill Prevention**	Annual	Annual Training T-03	X	X		X	X	X	Annually
33	Create New files for the New Year	Annual	A-03	X						I or WRC
34	Daily Environmental Checks by Operators	Daily	A-23	X			X	X	X	Once
35	Department of Energy 423 Report	Monthly	O-02	X						I or WRC
36	Department of Energy 860 Report	Annual	O-01	X						I or WRC
37	Department of Energy 906 Report	Monthly	O-02	X						I or WRC
38	Diesel Engine Logs	Monthly	E-11	X						I or WRC
39	Discharge Control Report (DCR) Rolling Averages	Monthly	E-12	X			X			I or WRC
40	EMS Manual	5 years	E-18	X			X			Review
41	Environmental Chemical Spill Report	As Required	E-14	X			X			Review
42	Environment Solid Waste Management Plan	3 Years	E-23	X			X			Review
43	Environmental Air Audit by the State	Annual	E-13	X			X			I or WRC
44	Environmental Audit In-house	2 years	E-13	X			X			Review
45	Environmental Audit Outside Contractor	2 years	E-13	X			X			Review
46	Environmental Committee Meeting	Quarterly	E-16	X			X			I or WRC
47	Environmental Conference Call	2 Months	E-17	X			X			I or WRC
48	Environmental EPA Number	As Required	File Cabinet C3	X		X				Once
49	Environmental Monthly Training	Monthly	T-03	X			X			I or WRC
50	Environmental SARA Title III Annual (due by 1March)	Annual	E-19	X			X			I or WRC
51	Environmental Water Audit by the State	Annual	E-13	X						I or WRC
52	Event Reports	As Required	E-21	X			X			I or WRC
53	Fuel Analysis filed in Fuel Analysis Records	As Required	O-19	X						I or WRC
54	Fuel Analysis placed into CEM Fuel Data	As Required	O-19	X			X			I or WRC
55	Fuel Analysis placed into DCR Rolling Averages	As Required	O-19	X						I or WRC
56	Fuel Annual Cathodic Protection Check	Annual	O-03					X (Ele)		I or WRC
57	Fuel Diesel Surcharge Weekly	Weekly	O-04	X						I or WRC
58	Fuel File Made for each Delivery	As Required	O-19	X						I or WRC
59	Fuel Gas Analysis filed in Fuel Record	Quarterly	O-19	X						I or WRC
60	Fuel Groundwater Annual Report	Annual	O-05	X						I or WRC
61	Fuel Groundwater Sample/Analysis Annual	Annual	O-05	X						I or WRC
62	Fuel Monthly Cathodic Protection Checks	Monthly	O-03					X		I or WRC
63	Fuel Monthly Gas Price Update	Monthly	O-06	X						I or WRC
64	Fuel Monthly Reconciliation Report	Monthly	O-07	X						I or WRC
65	Fuel Oil Integrated Contingency Plan	5 years	O-15	X						Review
66	Fuel Oil Reconciliation (when taking on Fuel)	As Required	O-07	X						I or WRC
67	Fuel Oil SPCC Plan	5 years	O-10	X						Review
68	Fuel Oil Testing for Microbes	As Required	O-09	X						I or WRC
69	Fuel Oil/Lube Oil Spill Report	As Required	E-37	X						I or WRC
70	Fuel OPIS sent daily to Houston & Filed	Daily	O-04	X						I or WRC
71	Fuel Taking on Fuel Oil	As Required	O-08	X			X			I or WRC

Number	Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
72	Fuel Tank 10 Year Inspection	10 years	O-11	X						Review
73	Fuel Tank 5 Year Dike Wall Inspection	5 years	O-11	X						Review
74	Fuel Tank 5 Year Inspection	5 years	O-11	X						Review
75	Fuel Tank 5 Year Piping Hydro	5 years	O-11	X						Review
76	Fuel Tank Registration	5 years	O-13	X						Review
77	Fuel Vapor/Monitoring Well Monthly Testing	Monthly	E-33	X			X			I or WRC
78	Fuel Virginia Fuel Tax	Monthly	O-12	X						I or WRC
79	Gas Turbine and Steam Turbine Hours Report	Monthly	A-04	X						I or WRC
80	J. Ohlsen Monthly Report	Monthly	A-05	X						I or WRC
81	John Butts Monthly Report	Monthly	A-05	X						I or WRC
82	Mark Jones Weekly Report	Weekly	A-06	X						I or WRC
83	Midnight Reading Sheet by Operators	Daily	A-23	X			X		X	I or WRC
84	Monthly Environmental Training	Monthly	T-03	X						I or WRC
85	Monthly Safety Training	Monthly	T-03	X						I or WRC
86	Natural Gas Monthly Report from Columbia Gas Navigator	Monthly	A-04	X						I or WRC
87	**Oil Pollution Prevention**	Annual	Annual Training T-03	X	X		X	X	X	Annually
88	Plant AGC placed into Event Reports	Monthly	A-09	X			X			I or WRC
89	Plant Monthly Report Write-up	Monthly	A-10	X		X Adm Asst				I or WRC
90	Plant O&M Manual	5 years	O-18					X Mech		Review
91	Plant Steam Analysis Sent to Aqualon	Monthly	A-11	X			X			I or WRC
92	POTW Annual Plant Inspection (set-up by POTW)	Annual	O-16	X						Review
93	POTW Annual Report	Annual	O-16	X						Review
94	POTW Permit	5 years	O-14	X						Review
95	Procedure Environmental Aspects and Impacts	Annual	A-13	X			X			Review
96	Procedure Renew WasteWater License	Annual	A-02	X		X Adm Asst				Review
97	Procedure Setting/Tracking Enviro Objectives/Targets	Monthly	A-07	X			X			Review
98	Procedure Track Forms and Document Index	As Required	A-12	X						Review
99	Procedure Writing Task Procedures	As Required	A-04	X	X	X Adm Asst	X			Review
100	**RCRA, CERLA, and Waste Management**	Annual	Annual Training T-03	X	X		X	X	X	Annually
101	Report to FAA when stack lights are out	As Required		X	X			X ELE	X	Review
102	Safety Annual Hazardous Assessment update	Annual	S-02	X				X Safety		Review
103	Safety MSDS updates	Annual	S-11	X						Rev
104	**SARA Title III (MSDS)**	Annual	Annual Training T-03	X	X		X	X	X	Annu
105	Training Records updated	Monthly	T-01	X				X Safety		I or WRC
106	Training Test Graded (placed in computer)	Monthly	T-02	X				X Safety		I or WRC
107	Update Documents (Document Control)	As Required	A-28	X		X				Review
108	VPDES Permit Renewal	5 years	E-24	X						Review
109	VPDES Samples	Monthly	E-22	X						Review
110	VPDES Stormwater Testing	Quarterly	E-22	X						Review
111	VPDES Water Bypass/out of Compliance Report	As Required	E-36	X						Review
112	WasteWater Lab Digital Thermometer Calibration	Quarterly	E-29				X			Review
113	Wastewater Annual Acute and Chronic Testing	Annual	E-22	X						Review
114	Wastewater Annual Certification	Annual	E-25	X						Review
115	Wastewater Chlorine Test	Annual	E-26	X						Review
116	Wastewater Discharge Monitoring Report (DMR)	Monthly	E-27	X						Review
117	Wastewater Flow Report	Monthly	E-15	X						Review
118	Wastewater Priority Pollutants and Metal Testing	5 years	E-22	X						Review
119	Wastewater's /Stormwater O&M Manual	3 Years	E-32	X						Review
120	Wastewater's Stormwater Pollution Prevention Plan	3 Years	E-32	X						Review
121	**Water Permit**	Annual	Annual Training T-03	X	X		X	X	X	Annually
122	Writing Procedures, Tasks, and other Documentation	As Required	A-04	X		X				I or WRC
123	Drills: Evacuation	Annual	Annual Training T-04	X	X	X	X	X	X	
124	Drills: Fire	Annual	Annual Training T-04	X	X	X	X	X	X	
125	Drills: Chemical/Oil Spill	Annual	Annual Training T-04	X	X	X	X	X	X	
										Totals
	Totals for Each Area:			111	12	8	59	11	13	214

Number	Training Topic	Report Periodicity	Procedure Number or Location	Technical Support Supervisor	Supervisors	Admin.	I&C Personnel	Other Maintenance Personnel	Operations	Training Requirement
	Total number of personnel in each group:			1	1	5	3	2	8	20
	Total number of activities needed in each area of the plant:			111	12	40	177	22	104	466
	Total Number of activities:			466						
	Total Number of Drills per Year (three per employee):			60	These drills should be done at least once by everyone					
	Grand Total of all Activities:			526						

I or WRC : Initially or When Report Changes
Review: Go through the process with someone
Annually: Training done Annually
Once: Do this task as least Once

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Revisions:

Person Making the Revision:	Date	Nature of the revision
Chuck Barnes	7/18/2006	ISO 14001 Audit
Chuck Barnes	2/9/2007	Annual Review
Chuck Barnes	3/14/2008	Annual Review
Chuck Barnes	5/20/2009	Annual Review
Chuck Barnes	9/6/2010	Annual Review and up date for deleated task
Chuck Barnes	2/25/2011	Review