

	<b>Administrative Procedure</b>	<b>Number: A-34</b>	<b>Date: October 27, 2005 R November 30, 2005</b>
		<b>Revision Number: 01</b>	<b>Approval: Charles Davis</b>
		<b>Title: Daily Routine</b>	<b>Author: Harry C. Barnes Jr.</b>

## Daily Routine

### 1. Purpose:

The purpose of this program is to provide a means of knowing the daily routine of the Environmental and Safety Site Representative.

### 2. Scope:

This program applies to all Hopewell Cogeneration Facility Environmental and Safety aspects.

### 3. Reference Documents:

- a. Daily Report
- b. Dispatch Report
- c. Hercules/Aqualon Report
- d. Nightly Print Out
- e. CEM Print Out
- f. GT NO<sub>x</sub> Print Out
- g. NO<sub>x</sub> Report during Ozone Season (E-03)

### 4. Procedure:

- a. fax "Daily Dispatch Report" to Laureathe Knight with VA Power @ 804-273-2927
  - i. on the control room fax machine the third (3) one from the top is the fax number needed.
- b. file "Daily Dispatch Report" in the black 3-ring binder labeled, "Dispatch Report "
- c. check the "Process Steam to Ashland/Aqualon" printout for any condensate rejection
- d. recycle the document
- e. check the "Data Summary Report" for any emission violations
  - i. NO<sub>x</sub> emissions for any of the Gas Turbines cannot exceed 42 PPM except during startup
  - ii. No more than 176.9 lbs/hr of NO<sub>x</sub> can be emitted by any individual Gas Turbine except during startup
  - iii. NO<sub>x</sub> emissions for the Boiler cannot exceed 85PPM, or 0.1 lbs/mmbtu except during startup
  - iv. Boiler opacity cannot exceed an average of 20% in one hour, or be greater than 30% in any 6 minute average
  - v. A complete list of all emission standards for HCF can be found at Company\Public\Environmental\AIR\Environmental Specifications.doc
- f. file report in the white 3-ring binder labeled "CEM Reports"
- g. file "Daily Report (current date)" away in the black 3-ring binder labeled "Daily Reports 200X"

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- h.** be sure any necessary corrections are made by the time the Plant Manager arrives on site.
- i.** on Tuesday get the Diesel Surcharge for the week by calling 202-586-6966
  - i.** when they answer press 1 to get the national average
  - ii.** open file Company\Public\Fuel\GAS USEAGE
  - iii.** along the button of the screen click on the tab labeled, “Fuel Oil Surcharge”
  - iv.** enter the amount across from the appropriate date
- j.** on Wednesday email the “Weekly Fuel Report” to Peter Thain, Stephanie Smith, Mary D. Morgan and David G. McKelvey be following the procedure described in O-07.
- k.** on Friday use procedure A-06 to email the “Mark Jones Report”
- l.** If it is the Ozone season get the NOx reports from the CEM equipment (should have been printed out) and do the NOx report per procedure E-03. If it is a Monday, fax a copy to the Project Director (Charles Davis) and Scott Dibbs in Houston. Note: same fax number as the Daily and Dispatch go on. Check the CEM printout for errors or problems. If there is a problem then write a non-compliance report. If everything is correct then file the CEM reports in the CEM Record books.
- m.** Check e-mail and the calendar in the Outlook Program. Some dates to look for:
  - i.** LEPC the first Tuesday of the month
  - ii.** Environmental and Safety Training the third Wednesday of the month
  - iii.** Time sheets due every other week
  - iv.** Monthly Reports due NLT the 10 of the month
  - v.** Monthly Pre-Reports are due 3 working days before the end of the month.
  - vi.** Check list C-06 gives all the duties of the safety and environmental representative
  - vii.** Environmental Conference Call quarterly
  - viii.** Regional Calls Monthly the second Wednesday of the month.
  - ix.** Safety conference call is the third Thursday of the month.
- n.** These are the normal items that have to be taken care of daily, if the Production Support Supervisor is out then the NUGID reports have to be taken care of. The C-06 Checklist is the best overall list of duties and activities. Other duties will be included as they come up.
  - i.** The MOC fax/e-mail should be checked to make sure it was sent.

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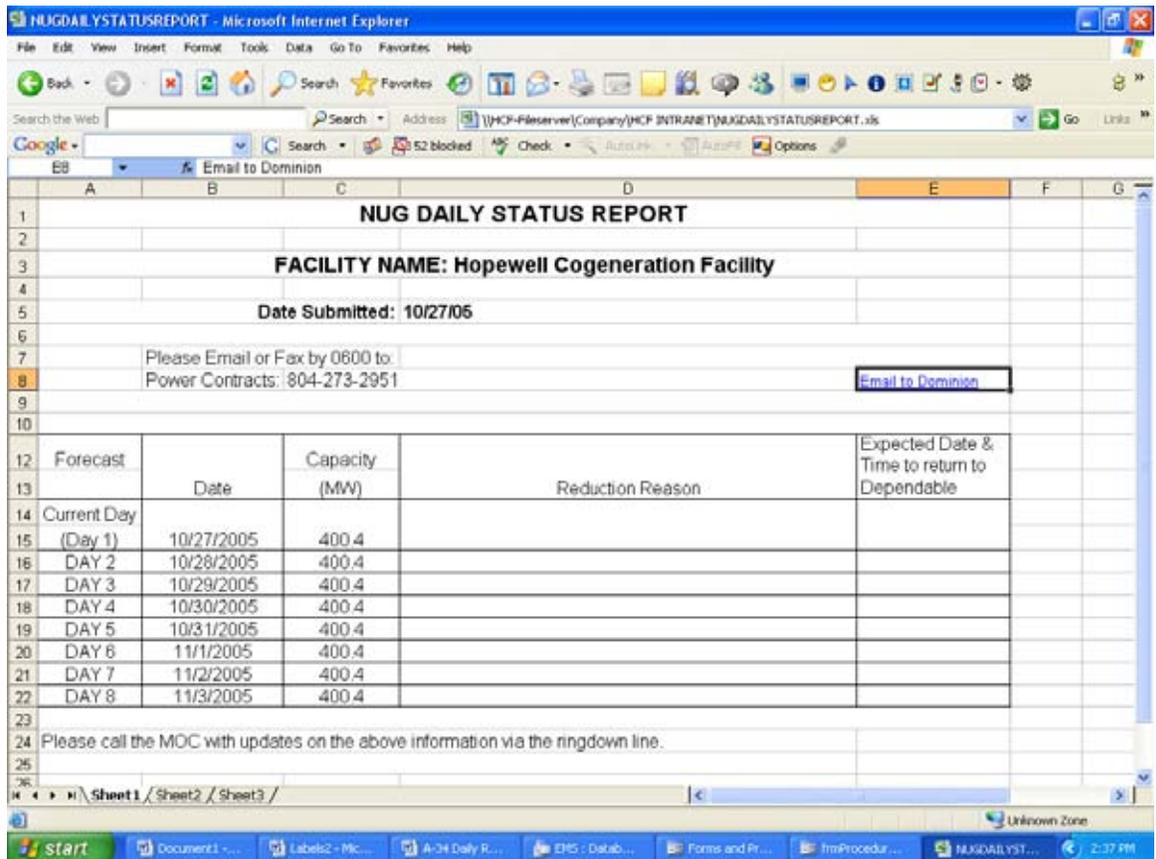


Click on Plant Operations, then go to NUG Virginia Power Status Report.



Click on the Report and check the MOC report, make changes as needed.

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The screenshot shows a web browser window with the following content:

**NUG DAILY STATUS REPORT**

**FACILITY NAME: Hopewell Cogeneration Facility**

**Date Submitted: 10/27/05**

Please Email or Fax by 0600 to:  
Power Contracts: 804-273-2951

[Email to Dominion](#)

Forecast	Date	Capacity (MW)	Reduction Reason	Expected Date & Time to return to Dependable
Current Day (Day 1)	10/27/2005	400.4		
DAY 2	10/28/2005	400.4		
DAY 3	10/29/2005	400.4		
DAY 4	10/30/2005	400.4		
DAY 5	10/31/2005	400.4		
DAY 6	11/1/2005	400.4		
DAY 7	11/2/2005	400.4		
DAY 8	11/3/2005	400.4		

Please call the MOC with updates on the above information via the ringdown line.

E-mail to Dominion by the link in the middle right.

**5. Roles and Responsibilities:**

This is the responsibility of the Site Environmental Representative or their designee.

**6. Attachments:**

- 6.1 Copy of the Daily Report
- 6.2 Copy of the Aqualon Report
- 6.3 Copy of the Dispatch Report
- 6.4 Copy of the Nightly Readouts
- 6.5 Copy of the CEM Printouts
- 6.6 Copy of the MOC Printout

7.0 **Distribution:**

- 7.1 Copy in the computer [Z:\Public\EMS\Procedures\ A-34 Daily Routine.doc](Z:\Public\EMS\Procedures\A-34 Daily Routine.doc)
- 7.2 Procedure Binder in the control room under A-34 Daily Routine.

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8.0 **Revision/Review History:**

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<u>Revision/Review</u>	<u>Editor</u>	<u>Edit Date</u>
Revision 01	Chuck Barnes	11/30/05
Review	Chuck Barnes	8/21/06
Review	Chuck Barnes	2/20/07
Review	Taylor Dunford	7/21/08
Review	Chuck Barnes	6/25/09
Review	Chuck Barnes	9/9/2010

*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.*