HOPEWELL COGENERATION FACILITY
1111 Hercules Road • Hopewell, Virginia 23860
804 458-0700 • FAX 804 458-0794

GDF SUEZ

Appendix 14.

Environmental Record Management Procedure

Reference: HCF Procedure A-31

SUEZ

Environmental Record Management Procedure

1.0 **Purpose**

1.1 The purpose of this procedure is to ensure that Hopewell Cogeneration Facility (HCF) establishes and maintains guidelines to properly identify, collect, index and file its Environmental Management System (EMS) records to allow for ready access and retrieval.

2.0 **Scope**

The procedure covers the process utilized by HCF for identification, maintenance, and disposition of its environmental records. These records include environmental training records, EMS audits, management reviews and document control.

3.0 **Reference Documents**

Document Name

ANSI/ISO 14001-2004 Section 4.5.4
Administrative Record Management System
Environmental and Safety Record filing system
SAP-018-R01 Records and Files

4.0 **Procedure**

4.1 Environmental records shall be identified and routed to the Environmental Site Representative or their designee for filing and storage in the HCF Environmental and Safety Records Filing System and /or the administrative Record Management System. Environmental records are defined as legible, completed documents that provide objective evidence of the completion of environmental management actions, or of any other actions required to implement the EMS and its supporting plans, procedures, or other implementing documents. At a minimum, environmental records shall be retained for a period of two years or longer if required by regulatory agencies or Suez Energy Generation NA (SEGNA) guidelines.

Records will provide the necessary level of organization and detail to permit ready access to all required record categories. Certain categories of Section-specific records may be stored in document storage in the HCF warehouse, provided that access is controlled through the Plant Manager, that appropriate system cross references are maintained and that storage areas and filing methods are functionally equivalent to those provided at SEGNA.

4.2 **There are two types of Record Retention; electronic and files**

4.2.1 Electronic

4.2.1.1 To maintain records there are a number of places were information is stored electronically that is used to back up or is the original data that reports/records are produced from. These are:

4.2.1.1.1 Daily Reports
4.2.1.1.2 Fuel History
4.2.1.1.3 CEMs Data
4.2.1.1.4 DAS System Data

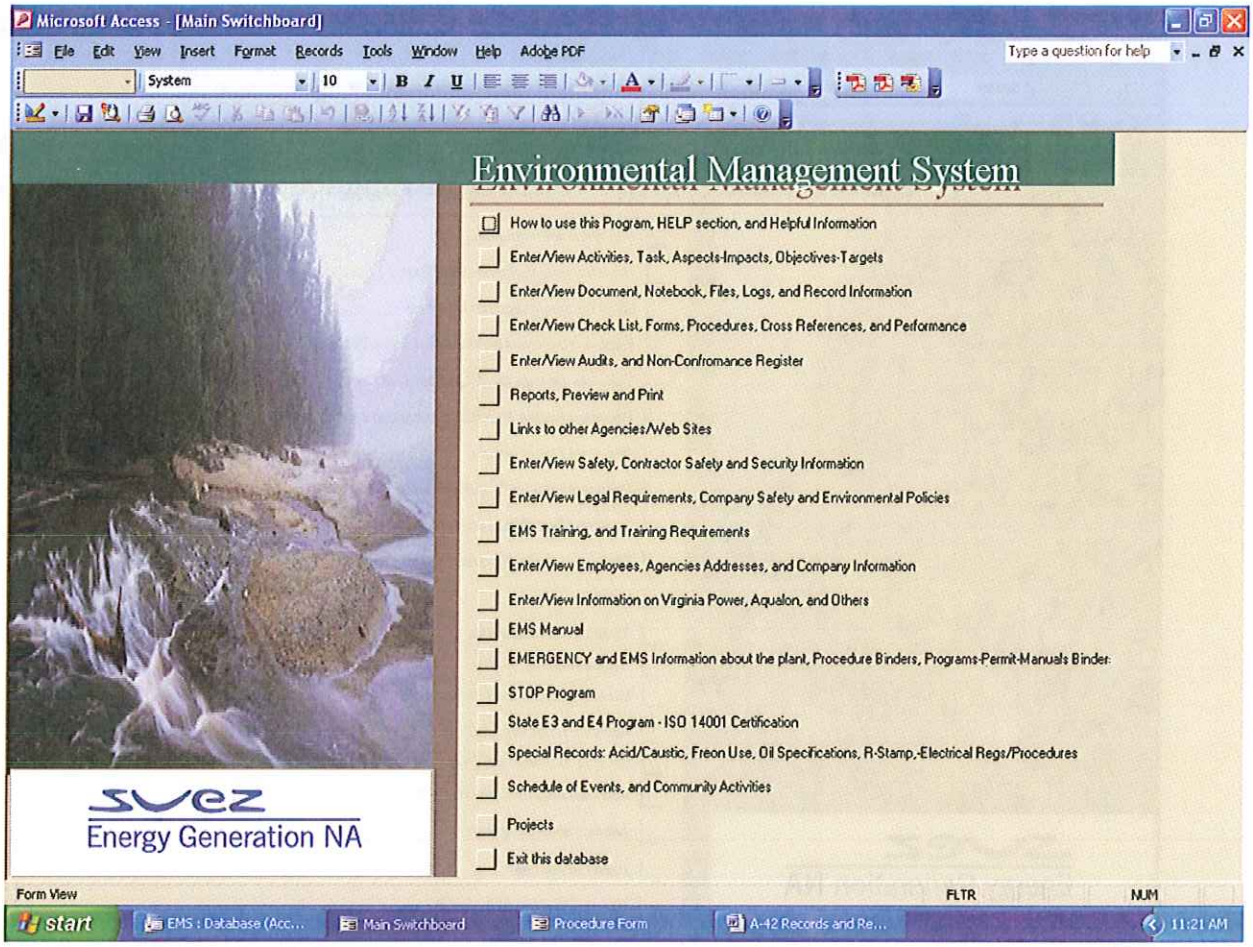
4.2.1.2 These electronic forms are retained on disk or tape and are stored in at least two places, on and off site. Backup of records are done at least once a week, and more frequent where possible.

4.2.2 Files

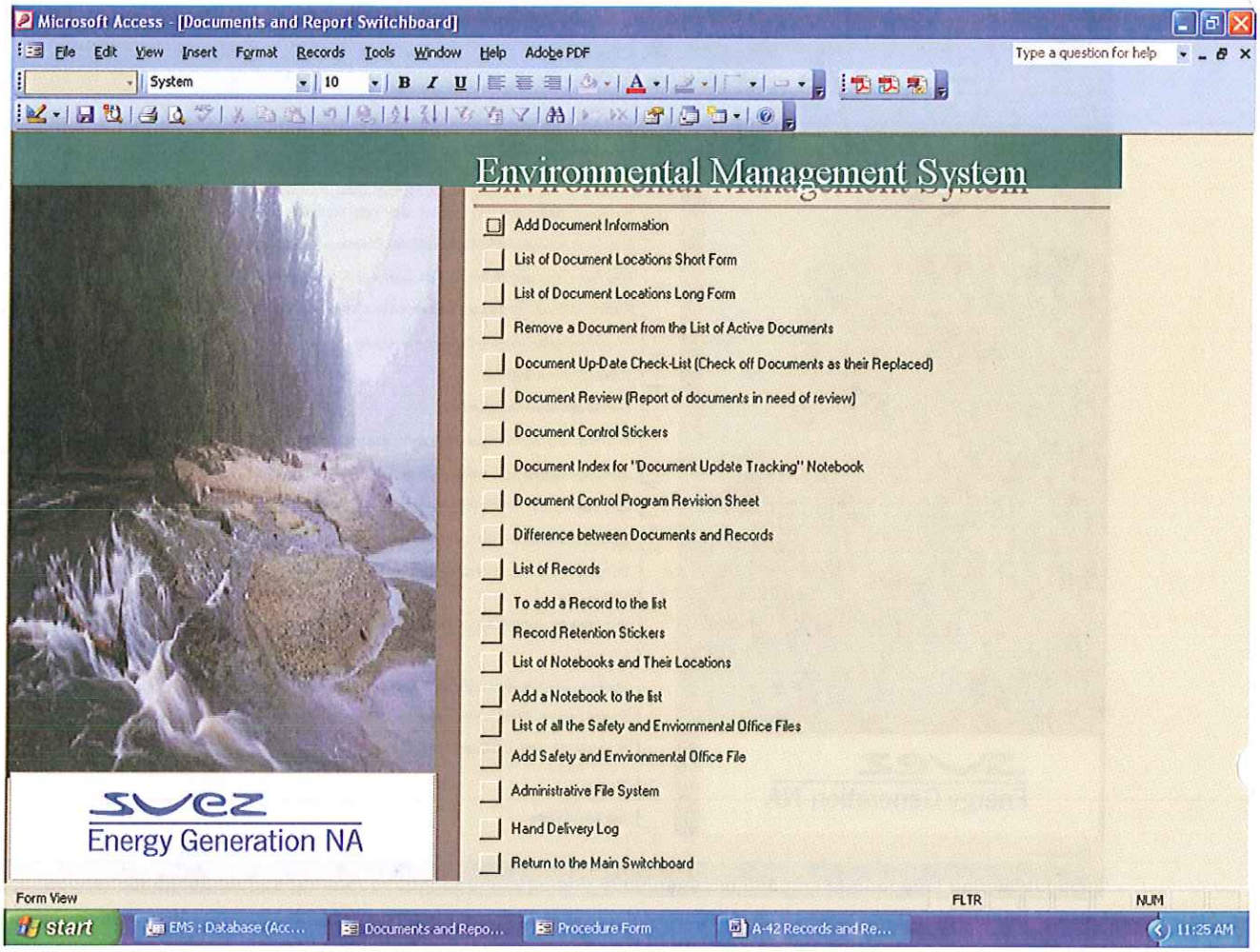
4.2.2.1 Records are much like documents except that documents usually are something that tells how to do something, what the rules are, whereas records are history of something. In most cases records are kept because some document tells us to keep records. The document usually also tells us how long to retain these records. Because of the nature of environmental inspections it is better to retain records for the life of the plant and at a minimum 5 years from a legal standpoint. For most records it is better to keep them for at least 8 years. In this way as regulations change and time of retention changes 8 years is the safe time frame. SAP -018 also indicates retention for 8 years.

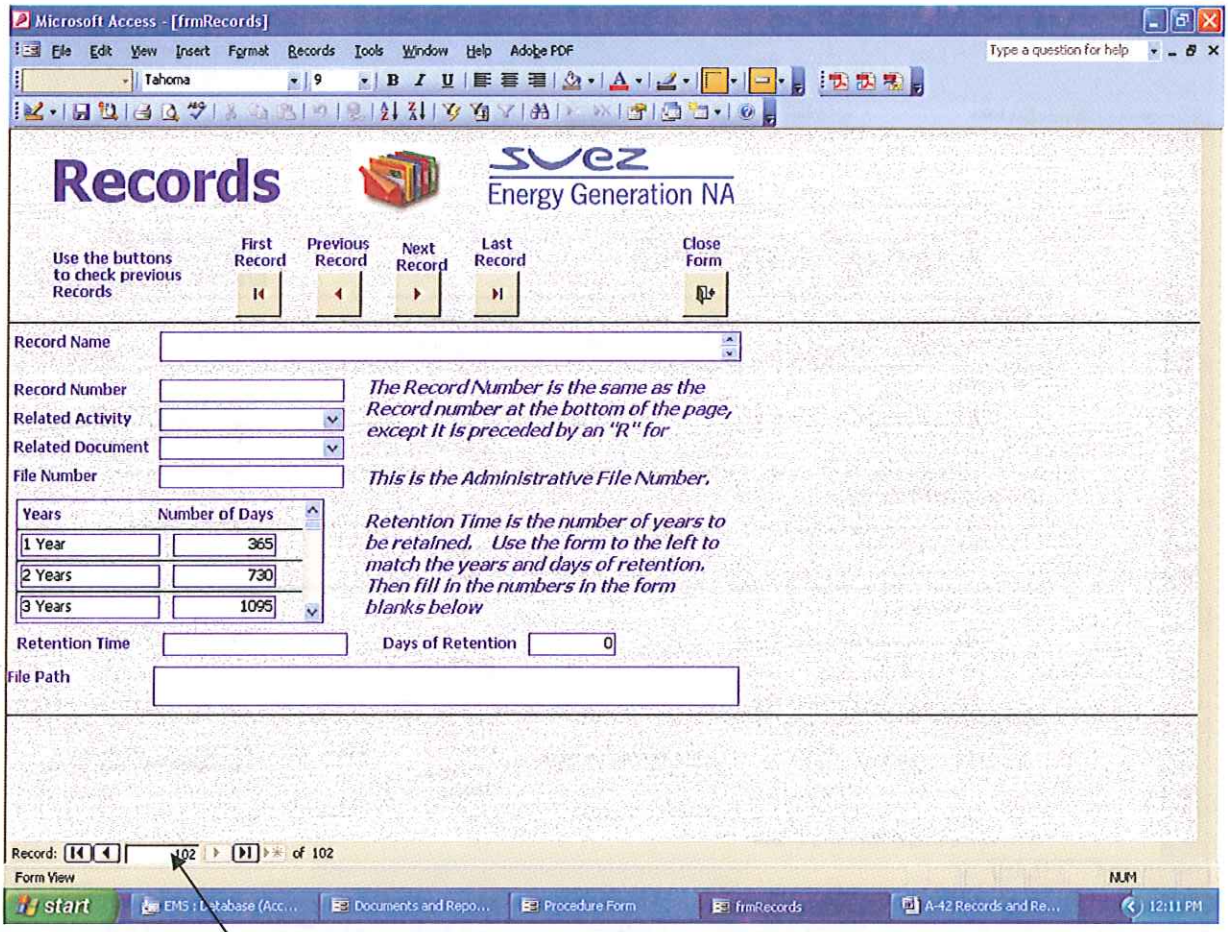
4.2.2.2 How does one enter a new record into the database system? Open the EMS Data base.

4.2.2.3 Go to the third button down and go into the Record information.



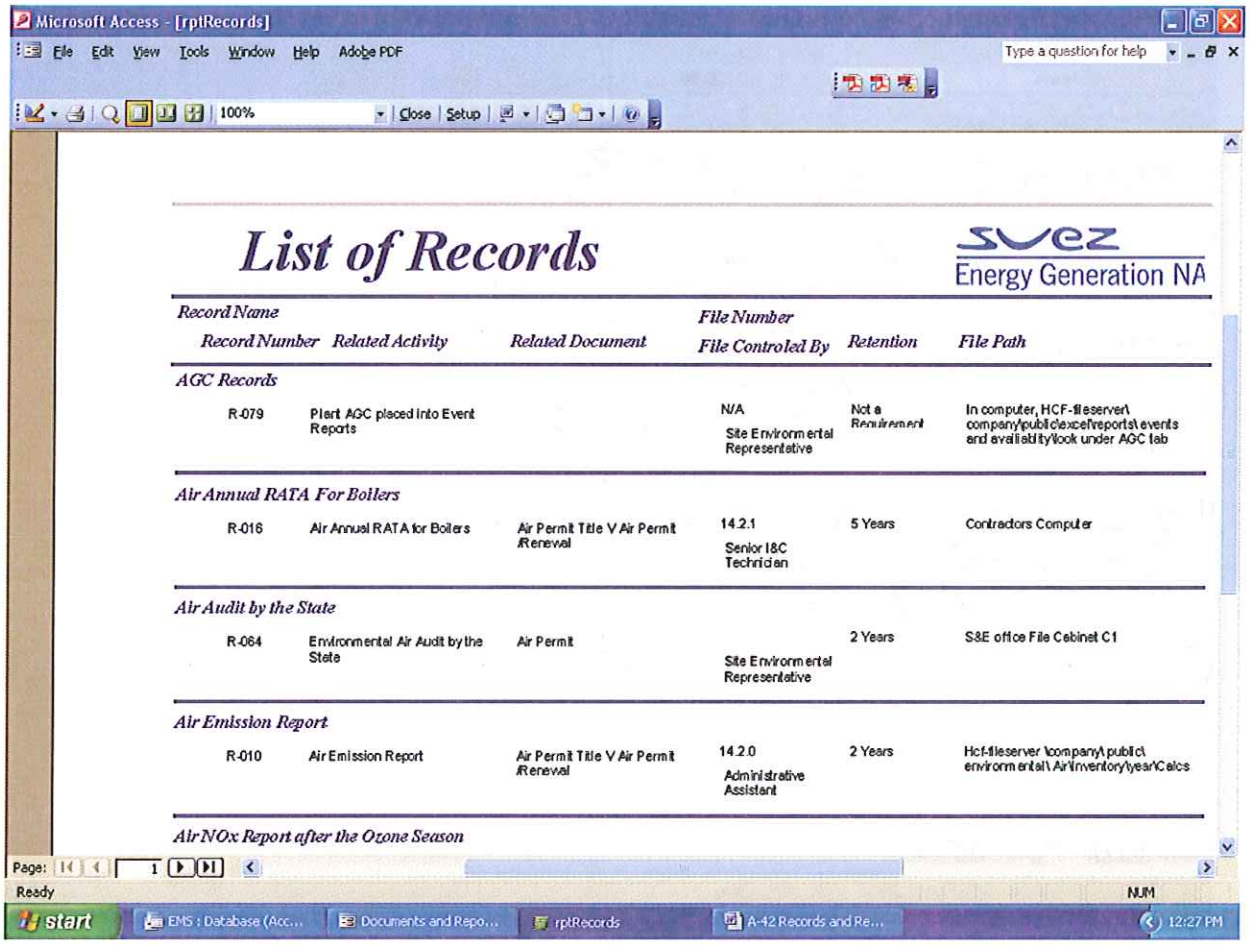
4.2.2.4 There are three buttons for records; Record List, Add a record to the list, and Record Retention Stickers. Go into the "Add a record to the list"


Microsoft Access - [Documents and Report Switchboard]
File Edit View Insert Format Records Tools Window Help Adobe PDF
Type a question for help
System
10
Environmental Management System
Add Document Information
List of Document Locations Short Form
List of Document Locations Long Form
Remove a Document from the List of Active Documents
Document Up-Date Check-List (Check off Documents as their Replaced)
Document Review (Report of documents in need of review)
Document Control Stickers
Document Index for "Document Update Tracking" Notebook
Document Control Program Revision Sheet
Difference between Documents and Records
List of Records
To add a Record to the list
Record Retention Stickers
List of Notebooks and Their Locations
Add a Notebook to the list
List of all the Safety and Enviornmental Office Files
Add Safety and Environmental Office File
Administrative File System
Hand Delivery Log
Return to the Main Switchboard
suez
Energy Generation NA
Form View
FLTR
NUM
start
EMS : Database (Acc...
Documents and Repo...
Procedure Form
A-42 Records and Re...
11:25 AM



4.2.2.5 From the screen above put in the record name, record number which is the same as the record number at the bottom of the page but with an R in front. The related activity and document are drop down boxes. The Retention time should be from the governing document or regulation. The sub table can look up the number of days per years of retention. And last is the file path. To drop records that are no longer required there is a button at the top that says edit and it will open a new form.

4.2.2.6 The list of records will print out all the records and their information or one can page through to get data on just one record. As seen below.



4.2.2.7 The stickers are the last button and these will make stickers to mark the files.

5.0 Roles and Responsibilities

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

6.0 Exception List of Records

6.1 The following will be retained for less than the 8 years required by SAP-018 or retained for the life of the plant which is also indicated by SAP-018:

Name of the Record/file and file Number	Retention Time	Remarks: Why is this record/file kept for a shorter period of time?
Lab Balance Calibration	No longer Required	Will maintain the last years cal sheets, but the balance is no longer used such that it has to have an annual calibration.
Annual TSS Drying Time Records	No longer Required	JR Reed does the TSS, therefore the records are no longer required. However, they will be retained for at least two more years in case of an inspection.
Acid and Caustic Records	Retain for the length of the RO study	Used in an RO study, these records are not required

7.0 **Attachments**

7.1 List of all Records

8.0 Distribution:

8.1 In the computer under Z:\Public \EMS \Procedures \A-31 Record Management.doc

8.2 EMS Manual in the Safety & Environmental office Tab 14

9.0 Revision/Review History

Revision/Review	Editor		Edit Date
R-01	Chuck Barnes		5/31/06
Review	Chuck Barnes	ISO 14001 Audit	10/5/06
Review	Chuck Barnes		4/2/07
Review	Chuck Barnes		3/14/08
Review	Taylor Dunford		8/15/08
Review	Chuck Barnes		7/16/09
Review	Chuck Barnes		9/6/2010
Review & Update	Chuck Barnes		2/25/2011

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.

List of Records

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Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
AGC Records					
R-079	Plant AGC placed into Event Reports		N/A Site Environmental Representative	Not a Requirement	In computer, HCF-fileserver\ company\public\excel\reports\ events and availiablity\look under AGC tab
Air Annual RATA For Boilers					
R-016	Air Annual RATA for Boilers	Air Permit Title V Air Permit /Renewal	14.2.1 Senior I&C Technician	5 Years	Contractors Computer
Air Audit by the State					
R-064	Environmental Air Audit by the State	Air Permit	Site Environmental Representative	2 Years	S&E office File Cabinet C1
Air Emission Report					
R-010	Air Emission Report	Air Permit Title V Air Permit /Renewal	14.2.0 Administrative Assistant	2 Years	Hcf-fileserver \company\ public\ environmental\ Air\Inventory\year\Calcs
Air NOx Report after the Ozone Season					
R-011	Air Emission Report	Air Permit Title V Air Permit /Renewal	14.2.8 Site Environmental Representative	2 Years	Hcf-fileserver \company\ public\ environmental\ Air\ NOx SIP\NOx Annual Report

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Air Out of Compliance Report					
R-052	Air Out of Compliance Report	Air Permit Title V Air Permit /Renewal	14.2.0 Site Environmental Representative	2 years	Hcf-fileserver\company \environmental\Air\AirFax(number).doc
R-052	Air Report Semi-Annual (1 March, 1 September)	Air Permit Title V Air Permit /Renewal	14.2.0 Site Environmental Representative	2 years	S&E Files C1
R-052	Air Certification	Air Certification	14.2.0 Site Environmental Representative	2 years	S&E Files C1
R-052	Air Permit's Quarterly Air Report	Air Permit Title V Air Permit /Renewal	14.2.0 Site Environmental Representative	2 years	Bottom Desk Drawer, Enviro. Rep. Office Desk
Air Permit Quarterly Air Report					
R-012	Air Permit's Quarterly Air Report	Air Permit Title V Air Permit /Renewal	14.2.0 Site Environmental Representative	5 Years	Hcf-fileserver \company\ public\ environmental\ Air\ Qtr
Air Permit Quarterly EDR					
R-013	Air Permit's Quarterly EDR	Air Permit Title V Air Permit /Renewal	CEM Compute Senior I&C Technician	5 Years	CEM Computer O\EDR\ Year\ Qtr\GT*

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Air Permit Renewal (Title V)					
R-056	Air Permit Title V Air Permit Renewal	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	Not a Requirement	S&E office Air Permit Renewal Note Books
Air Permit's Title V Air Permit test of GT1					
R-057	Air Permit's Title V Air Permit test of GT1	Air Permit	N/A Site Environmental Representative	5 years	S&E office GT1 Test Notebooks and File cabine C1
Air Permit's Title V Air Permit test of GT2					
R-058	Air Permit's Title V Air Permit test of GT2	Air Permit	N/A Site Environmental Representative	5 Years	S&E office GT2 Test Notebooks and File cabine C1
Air Permit's Title V Air Permit test of GT3					
R-059	Air Permit's Title V Air Permit test of GT3	Air Permit	N/A Site Environmental Representative	5 years	S&E office GT3 Test Notebooks and File cabine C1
Air Quarter CGA for Boilers					
R-014	Air Quarterly CGA for Boilers	Air Permit Title V Air Permit /Renewal	14.2.6 Senior I&C Technician	5 Years	I&C Shop
Air Quarterly Linearity for Gas Turbines					
R-015	Air Quarterly Linearity for Gas Turbines	Air Permit Title V Air Permit /Renewal	14.2.0 Senior I&C Technician	5 Years	I&C Shop

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Air Report Semi-Annual					
R-017	Air Report Semi-Annual (1 March, 1 September)	Air Permit Title V Air Permit /Renewal	14.2 Site Environmental Representative	2 Years	Hcf-fileserver \company\ public\ environmental\ Air\ Semi-Annual\
Aqualon Daily Report					
R-004	Midnight Reading Sheet by Operators	None	15.3 Computer Saved (IT Backup)	Not a Requirement	Hcf-fileserver\company\public\excel\reports\Aqualon\Aqualon04.xls
Aqualon Report to Mark Jones					
R-004	Mark Jones Weekly Report	None	15.3 Computer Saved (IT Backup)	Not a Requirement	Hcf-fileserver\company\public\excel\reports\Aqualon\Aqualon04.xls
Boiler I&C Annual Opacity Monitoring Checks					
R-060	Boiler I&C Annual Opacity Monitoring Checks	Air Permit	N/A Senior I&C Technician	2 Years	S&E office Operator Checks Notebook
Budget					
R-061	Budget Monthly Check	None	N/A Site Environmental Representative	Not a Requirement	S&E office file Cabinet A1, Hcf-fileserver\company\files\123\budget\Year
R-061	Budget Prepair for Follow Year	None	N/A Site Environmental Representative	Not a Requirement	S&E office file Cabinet A1, Hcf-fileserver\company\files\123\budget\Year

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
CEM bi-weekly monitor Checks					
R-093	CEM Bi-Weekly Operator Monitor Checks	Air Permit	Senior I&C Technician	2 years	Filed in CEM operator Checks Notebook in S&E office
Daily CEM Reports					
R-001			Retained in S& Site Environmental Representative	5 Years	N/A retained in the CEM Computer and its back-up disk
Daily Fork Lift Inspection					
R-100	Daily Forklift Inspection		Shift Personnel		Filed with the Daily environmental Checks in the Daily invironmental Checks Notebook
Daily Report					
R-003	Midnight Reading Sheet by Operators	None	2.2 Computer Saved (IT Backup)	No Requirement	Hcf-fileserver\Public\excel\Reports \Daily\NewDaily04.xls
Department of Energy 423					
R-041	Department of Energy 423 Report	None	Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\Public\excel\reports\Fuel\Dept of Energy Reports.xls
Department of Energy 860					
R-040	Department of Energy 860 Report	None	Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\Public\excel\reports\Fuel\Dept of Energy Reports.xls

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Department of Energy 861					
R-044	Department of Energy 861 Report	None	Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\Public\excel\reports\Fuel\Dept of Energy Reports.xls
Department of Energy 906					
R-042	Department of Energy 906 Report	None	Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\Public\excel\reports\Fuel\Dept of Energy Reports.xls
Department of Energy 920					
R-043	Department of Energy 920 Report	None	Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\Public\excel\reports\Fuel\Dept of Energy Reports.xls
Department of Energy 923					
R-102	Department of Energy 860 Report	None	Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\Public\excel\reports\Fuel\Dept of Energy Reports.xls
Diesel Fuel Surcharge					
R-075	Fuel Diesel Surcharge Weekly	Regional Contract	N/A Site Environmental Representative	Not a Requriement	In computer only Hcf-fileserver\ company\public\fuel\Gas usage\see tab marked Surcharge
Discharge Control Report (DCR) Rolling 12 Month Average					
R-018	Discharge Control Report (DCR) Rolling Averages	Air Permit Title V Air Permit /Renewal	14.13 Site Environmental Representative	2 Years	Hcf-fileserver \company\ public\ excel\ Reports\ DCR\DCR Rolling Average.xls

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Discharge Monitoring Report (DMR)					
R-009	Wastewater Discharge Monitoring Report (DMR)	Water Permit	14.3.2 Site Environmental Representative	5 Years	Hcf-fileserver\company\Public\Environmental\Water\DMR\YR\month.xls
Dispatch Report					
R-005	Midnight Reading Sheet by Operators	None	Plant Manager' Plant Manager	Life of the plant	Hcf-fileserver\company\public\excel\reports\Dispatch.xls
Emergency Phone Numbers					
R-095	Safety Emergency Phone Numbers		Administrative Assistant	Not a Requirement to	In the computer Hcf-fileserver\company\public\excel\phones\
Environmental Audit					
R-065	Environmental Audit Outside Contractor	Site Procedures	Site Environmental Representative	2 years	S&E office File Cabinet C1 and Hcf-fileserver\ company\ public\environmental\audits
R-065	Environmental Audit In-house	Site Procedures	Site Environmental Representative	2 Years	S&E office File Cabinet C1 and Hcf-fileserver\ company\ public\environmental\audits
Environmental Committee Minutes					
R-067	Environmental Committee Meeting	Site Procedures	N/A Site Environmental Representative	Not a Requirement	S&E office File Cabinet A1 and Hcf-fileserver\ company\ public\environmental\EMS\ Enviro Committee

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Environmental Conference Call					
R-068	Environmental Conference Call		N/A Site Environmental Representative	Not a Requirement	S&E office file Cabinet A1
Environmental Daily Checks					
R-097	Daily Environmental Checks by Operators		N/A Shift Personnel	5 years	Environmental Daily Checks Notebook in S&E Office
Environmental EPA Number					
R-099	Environmental EPA Number		Site Environmental Representative	For the life of the Number	S&E office File Cabinet C3
Environmental Monthly Training					
R-069	Environmental Monthly Training		N/A Site Environmental Representative	5 years	S&E office file Cabines A3 and Training Computer Program
Event Reports					
R-074	Event Reports		Site Environmental Representative	Not a Requirement	In NUGID Program, and Hcf-fileserver\ company\ public\elcel\reports\ availiable and events
Fuel Daily Truck Delieveries					
R-096	Fuel Taking on Fuel Oil		Site Environmental Representative	Not a Requirement	Put with the monthly report in the Fuel Plan Notebook, and filed with the tickets in the admin. Files

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Fuel Gas Analysis					
R-037	Fuel Analysis filed in Fuel Analysis Records	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Filed in S&E office B1
R-037	Fuel Analysis placed into CEM Fuel Data	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Filed in CEM Computer
R-037	Fuel Analysis placed into DCR Rolling Averages	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Hcf-fileserver\ company\Public\excel\reports\DCR\DCR Rolling Averages.xls
Fuel Gas Price Monthly					
R-051	Fuel Monthly Gas Price Update	Aqualon Contract	N/A Site Environmental Representative	Not a Requirement	On the White Board in the S&E Office and Hcf-fileserver\ company\Public\excel\reports\Fuel\Fuel Gas.xls
Fuel Groundwater Annual Report					
R-019	Fuel Groundwater Sample/Analysis Annual	Fuel Oil Integrated Contingency Plan	14.3.7 Site Environmental Representative	5 Years	Hcf-fileserver \company\ public\ environmental\ Oil\ AST and Well Files
Fuel Monthly Report					
R-030	Fuel Monthly Reconciliation Report	Fuel Oil Integrated Contingency Plan	Site Environmental Representative	5 Years	Hcf-fileserver\ company\Public\excel\reports\Fuel Report\Fuel Report.xls

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Fuel Oil Analysis					
R-032	Fuel Analysis filed in Fuel Analysis Records	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Filed in S&E office B1
R-032	Fuel Analysis placed into CEM Fuel Data	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Filed in CEM Computer
R-032	Fuel Analysis placed into DCR Rolling Averages	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Hcf-fileserver\ company\Public\excel\reports\DCR\DCR Rolling Averages.xls
Fuel Oil Daily Prices (OPIS)					
R-050	Fuel OPIS sent daily to Houston & Filed	None	N/A Site Environmental Representative	Not a Requirement	Filed in S&E office B3 and Hcf-fileserver\ company\Public\excel\reports\Fuel\Gas Usage.xls
Fuel Oil Delievery Records					
R-035	Fuel Virginia Fuel Tax	None	Site Environmental Representative	2 Years	Hcf-fileserver\ company\Public\excel\reports\Fuel\Virginia Fuel Tax.xls
R-035	Fuel File Made for each Delivery	Air Permit Title V Air Permit /Renewal	Site Environmental Representative	2 Years	Filed in S&E office B2

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Fuel Reconciliation Report					
R-031	Fuel Oil Reconciliation (when taking on Fuel)	Fuel Oil Integrated Contingency Plan	Site Environmental Representative	5 Years	Hcf-fileserver\ company\Public\excel\reports\Fuel Report\Reconciliation\Reconciliatio.xls
Fuel Tank 10 year Inspection					
R-020	Fuel Tank 10 Year Inspection	Fuel Oil Integrated Contingency Plan	11.1 Site Environmental Representative	Life of the plant	Contractor's Files/Computer
Fuel Tank 5 year Dike Wall Inspection					
R-021	Fuel Tank 5 Year Dike Wall Inspection	Fuel Oil Integrated Contingency Plan	11.1 Site Environmental Representative	Life of the plant	Contractor's Files/Computer
Fuel Tank 5 year inspection (external)					
R-022	Fuel Tank 5 Year Inspection	Fuel Oil Integrated Contingency Plan	11.1 Site Environmental Representative	Life of the plant	Contractor's Files/Computer
Fuel Tank 5 year Piping Hydro					
R-023	Fuel Tank 5 Year Piping Hydro	Fuel Oil Integrated Contingency Plan	11.1 Site Environmental Representative	Life of the plant	Contractor's Files/Computer
Fuel Tank Registration					
R-024	Fuel Tank Registration	None	11.1 Site Environmental Representative	Not a Requirement	Hcf-fileserver\ company\ public\ fuel\ Tank Registration

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Fuel Tested for Microbes					
R-076	Fuel Oil Testing for Microbes		N/A Site Environmental Representative	Not a Requirement	S&E office File Cabinet B2
Fuel Virginia Fuel Tax Record					
R-098	Fuel Virginia Fuel Tax		Site Environmental Representative	Not a Requirement	S&E Office File Cabinet B3, and Hcf-fileserver\company\public\fiel\\Virginia fuel Tax.xls
Gas and Steam Turbine hours					
R-077	Gas Turbine and Steam Turbine Hours Report		2.2 Site Environmental Representative	Not a Requirement	S&E office Daily Reports Notebook, filed with the plant monthly reports, Hcf-fileserver\ company\ public\st-hrs.xls
Gas, Columbia Navigator Monthly report					
R-078	Natural Gas Monthly Report from Columbia Gas Navigator		N/A Site Environmental Representative	Not a Requirement	S&E offiec Columbia Navigator Notebook
Midnight Reports					
R-101	Midnight Reading Sheet by Operators		Shift Personnel	5 years	Daily Checks (ODCP) Notebook
Monthly Plant Report					
R-080	Plant Monthly Report Write-up		2.2 Site Environmental Representative	Not a Requirement	In computer, Hcf-fileserver\company\Public\ word\Monthly

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Monthly Plant Safety Checks					
R-087	Safety Inspection of the Plant Monthly		Production Support Supervisor	2 years	S&E office file Cabinet D2
MSDS Records					
R-090	Safety MSDS updates		Site Environmental Representative	Life of the Plant	MSDS computer Program and copies of MSDS forms in the control room MSDS books
NOx Tracking, Daily report of each GT NOx lbs					
R-002	Air NOx Report after Ozone Season	Air Certification	14.2.8 Site Environmental Representative	2 Years	N/A in the CEM Computer, filed in the NOx Tracking Notebook in the S&E office
POTW Annual Report					
R-026	POTW Annual Report	None	14.9 Site Environmental Representative	Not a Requirement	Hcf-fileserver \company\ public\ environmental\POTW\POTW (year tab)
POTW Plant Inspection results					
R-081	POTW Annual Plant Inspection (set-up by POTW)		N/A Site Environmental Representative	Not a Requirement	S&E Office File C3
Safety Audits External					
R-083	Safety Audit Outside Contractor	Site Procedures	Site Safety Representative	2 Years	S&E office File Cabinet C1 and Hcf-fileserver\ company\ public\Safety\audits

Record Name / *Record Number*	*Related Activity*	*Related Document*	*File Number* / *File Controled By*	*Retention*	*File Path*
Safety Audits Internal					
R-082	Safety Audit In-house	Site Procedures	Site Safety Representative	2 Years	S&E office File Cabinet C1 and Hcf-fileserver\ company\ public\Safety\audits
Safety Committee Minutes					
R-084	Safety Committee Meeting		Site Safety Representative	2 Years	S&E office File Cabinet C1 and Hcf-fileserver\ company\ public\Safety\Safety committee
Safety Conference Call					
R-085	Safety Conference Call		Site Safety Representative	2 Years	S&E office file cabinet C1
Safety Hearing and Resparator Testing					
R-086	Safety Hearing and Respirator Testing		Site Safety Representative	Life of the Plant	S&E office file Cabinet D3 and Admin. File personnel records
Safety Meeting Weekly handouts					
R-088	Safety Meeting Weekly Handouts		Site Safety Representative	2 Years	S&E office File cabinet D2 and Training Computer Program
Safety Monthly Training					
R-089	Safety Meeting Monthly Training		Site Safety Representative	5 years	S&E office File Cabinet A3 personnel training records and the Training computer program

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Safety Points monthly					
R-094	Safety Monthly Safety Points	Site Procedures	Site Safety Representative	Not a Requirement.	In the computer Hcf-fileserver\ company\ public\Safety \Forms
SARA Title III Form R Report					
R-071	Environmental SARA Title III Annual (due by 1March)	SARA Title III Annual	Site Environmental Representative	5 Years	S&E Office in the SARA Title III Notebook, and Federal computer programs
SARA Title III Tier II Report					
R-070	Environmental SARA Title III Annual (due by 1March)	SARA Title III Annual	Site Environmental Representative	5 years	S&E Office in the SARA Title III Notebook, and Federal computer programs
SARA Title III TRI Report					
R-072	Environmental SARA Title III Annual (due by 1March)	SARA Title III Annual	Site Environmental Representative	5 Years	S&E Office in the SARA Title III Notebook, and Federal computer programs
Steam Analysis sent to Aqualon					
R-025	Plant Steam Analysis Sent to Aqualon	None	15.3 Site Environmental Representative	Not a Requirement	Notebook and Hcf-fileserver \company\ public\ Chemistry\ Steam
Vapor and Monitoring Well Records					
R-008	Fuel Vapor/Monitoring Well Monthly Testing	Fuel Groundwater Annual Report	14.3.11 Site Environmental Representative	5 years	Hcf-fileserver\company\Public\Environmental \Forms\Wells.xls

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
Virginia Power Event Report					
R-048	Virginia Power Event Report in NUGID	Virginia Power Contract	Production Support Supervisor	Not a Requirement	In the NUGID Program, some with the Daily Reports Note Book and Hcf-fileserver\ company\Public\excel\reports\Events
Virginia Power Monthly FAXED Report					
R-047	Virginia Power Monthly Faxed Reports	Virginia Power Contract	Production Support Supervisor	Not a Requirement	In the NUGID Program
Virginia Power Monthly Report					
R-046	Virginia Power Monthly E-Mailed Reports	Virginia Power Contract	Production Support Supervisor	Not a Requirement	In the NUGID Program
Virginia Power Outage Report					
R-045	Virginia Power Outage Report	Virginia Power Contract	Production Support Supervisor	Not a Requirement	In the NUGID Program
Virginia Power Winter Fuel Reports					
R-049	Virginia Power Winter Fuel on Hand Report (Dec. - March)	None	Site Environmental Representative	Not a Requirement	My Documents\Winter Fuel Report
VPDES out of compliance Report					
R-091	VPDES Water Bypass/out of Compliance Report	Water Permit	Site Environmental Representative	5 Years	S&E file Cabinet C2

Record Name / Record Number	Related Activity	Related Document	File Number / File Controled By	Retention	File Path
VPDES Sample Lab worksheets					
R-007	VPDES Samples	Wastewater Discharge Monitoring Report (DMR)	DMR Notebook Site Environmental Representative	2 Years	Hcf-fileserver\company\Public\Environmental \Water\DMR\DMRLABFM.xls
VPDES Stormwater Testing					
R-027	VPDES Stormwater Testing	VPDES Permit Renewal	14.3.8 Site Environmental Representative	2 Years	J.R. Reed Lab Records, Kept with DMR in DMR Notebook
Waste Records					
R-063	Environment Solid Waste Management Plan	Environment Solid Waste Management Plan	Site Environmental Representative	5 Years	S&E office Waste Manaagement Notebook
Wastewater Acute and Chronic					
R-028	Wastewater Annual Acute and Chronic Testing	VPDES Permit Renewal	14.3 Site Environmental Representative	2 Years	J.R. Reed Lab Records, with DMR in DMR Notebook
Wastewater Discharge Monitoring Report (DMR)					
R-029	Wastewater Discharge Monitoring Report (DMR)	VPDES Permit Renewal	14.3.2 Site Environmental Representative	2 Years	DMR Notebooks
Wastewater Flow Report					
R-092	Wastewater Flow Report	Water Permit	Site Environmental Representative	5 Years	Filed with the DMR's, and Hcf-fielserver\ company\public\ excel\ reports\ flow \year

Record Name Record Number	Related Activity	Related Document	File Number File Controled By	Retention	File Path
Water Audit by the State					
R-073	Environmental Water Audit by the State	Water Permit	Site Environmental Representative	2 Years	S&E office in file cabinet C2