



# Monthly Environmental and Safety Check-List

NB = Notebook    B3 = File Cabinet Number    SBB = Safety Bulletin Board    EBB = Environmental Bulletin Board    OBE = Overcome by Events    EF = EMS File Cabinets

Procedure Numbers	Checklist Numbers	MP2 Task Numbers	Administrative File Number	Enviro. Office Location	Evolutions to be completed	Months													
						Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
	C-44/C-40	N/A	N/A	Training Files A3	Check-in New Employee (as required)														
A-01		N/A		Check List & A1	Budgeted Purchases (as required)														
E-22	C-35	M-210	14.3.2	DMR Notebook	VPDES Samples Outfall 001														
E-22	C-35	M-210	14.3.2	DMR Notebook	VPDES Samples Outfall 101														
E-22	C-35	M-210	14.3.2	DMR Notebook	VPDES Samples Outfall 102														
E-22	C-35	M-210	14.3.2	DMR Notebook	VPDES Samples Outfall 002 Qtr. Stormwater														
E-33	*Well Sheets	M-232	14.3.7	AST Notebook	Vapor Well Samples														
A-17			2.2		Monthly Report														
A-17			2.2		Aqualon Monthly Report														
A-17			15.2		Aqualon Monthly Invoice Report														
O-07			2.2	Fuel Plan-NB	Fuel Distribution Report														
O-12			2.2	Folders in B2	Virginia Fuel Tax Report														
O-07				Fuel Plan-NB	Fuel Reconciliation Report														
E-12	C-23/C-32		14.13	DCR Notebook	Discharge Control Report (DCR)														
E-03			2.2	Folders in B3	NOx Allowance Report														
E-15			14.3.2	DMR Notebook	DMR Flow Report														
E-27			14.3.2	DMR Notebook	DMR Report														
O-17			2.8	923 File - B2	EIA 923 Report														
E-11				Diesel Notebook	Diesel Engine Logs														
A-05			2.2	Computer only	Events Reports (Event & Avail)														
A-05				Computer only	Weekly Diesel Fuel Surcharge														
A-10				Computer only	GT and ST Starts and Hours														
A-06				N/A	Mark Jones Report														
A-05				N/A	Scott Dibbs Report														
A-05				N/A	J Ohlsen Report														
E-49				DMR Notebook	Annual pH and Chlorine Proficiency														
A-10		M-224	2.2	Computer only	Monthly Write-up : Fuel, Safety, Enviro. & Plant Data														
E-43				Computer only	Tank 4.0 (VOC 's for Fuel Tanks, EPA Program)														
A-11		0029	15.5	Aqualon Steam-NB	Steam Analysis Sent to Aqualon														
S-10		N/A		D-1	Weekly Safety Handouts														
T-02		Schedule		A2, A3	Monthly Safety Training														
				FERC Folder	Utilities Checked Monthly (Electrical)														
				FERC Folder	Utilities Checked Monthly (water)														
S-20				A1	STOP Reports (3 reports)														
S-08		0052		D2	Monthly Safety Inspection (ladders, Fire ext. , etc.)														
S-05		N/A		A1	Safety Commette Meetings														
T-03	C-33	N/A		A2, A3	Training Test Graded														
T-01	C-33	N/A		A2, A3	Training Records Updated (both files and computer)														
		M-0025		CEM's PM-NB	Bimonthly CEM Checks														
		M-002		CEM's PM-NB	Monthly Opacity Checks														

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						Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
S-09				Posted-SBB	Safety Points													
				EMS File Cabinet	Get Acid and Caustic Deliveries													
				EMS File Cabinet	Get Freon Service Logs for the month													
					Update Performance Indicators (EMS)													
					Update Plant Management System													
				Fuel Memo-NB	Get FIEPA Price													
N/A	N/A	N/A	N/A	N/A	Close out all PM's for the month													
		M-005		CEM's PM-NB	Operator CEM Checks													
					Update Non-Conformance Log/Report													
E-16				File Folder -EF	Environmental Conference Call Monthly													
E-17				File Folder -EF	Environmental Conference Call Quarterly													
	C-05			Enviro Audit-NM	Environmental Audit (in-house)													
S-11		28			MSDS Update													
E-29					Thermometer Calibration													
E-06	C-42		14.2.1		Protocol Letter for Boiler RATA													
E-06		33	14.2.1		Quarterly CGA & RATA							CGA			CGA			CGA
E-06	C-42		14.2.1		Protocol Letter for GT RATA													
E-06		34	14.2.1		Quarterly Linearty and RATA				L			L		RATA				L
E-05					EDR's													
E-04			14.2.0		Quarterly Air Report													
E-08				File Folders C1	Semi-Annual Air Rpt (due 1st of Feb & Aug)													
E-01		M-215		File Folders C1	Annual Air Cert. & Ltr. To DEQ and EPA by Mar 1													
S-03	C-43			File Folders A1	HENS testing (conducted by HCF)													
E-22		M-218		DMR Notebook	Acute and Chronic													
E-22				DMR Notebook	Storm Water Testing (quarterly)													
O-14		M-233		File Folders C2	POTW(by the 10th)													
O-05		M-229		M-229	Annual Groundwater Sample/Analysis						Test							
O-05		M-229		M-229	Annual Groundwater report(July 1st)								Report					
S-07					Hearing and Respirator Test													
E-02			14.2.7	File Folders C1	Annual Air Emissions to DEQ(March15)		Data		Report									
O-09				File Folders B1	Test Fuel Tanks for Microbes													
E-19			14.3	SARA Notebook	SARA Title III(due March 1st)													
E-19			14.3	SARA Notebook	TRI report due by 1 June													
E-03		M-220		NOx Notebook	NOx Ozone Report to Houston													
E-03				NOx Notebook	NOx Ozone Report to Houston by Nov 30													
E-03				NOx Notebook	NOx Annual and SO2 Annual Report to Houston													
E-25		M-213		DMR Notebook	Annual Water Cert and Ltr. Hold on site													
E-26		M-212		DMR-NB/Lab	Annual Chlorine Test													
S-05	C-39			N/A	Emergency Phone Numbers (Semi-Annual)													
A-08		M-228		EMS File Cabinets	Outside Safety Audit (Annual)													
	C-02/C-42			EMS File Cabinets	Environmental Audits (State)				Air							Water		
A-08	C-24	M-227		EMS File Cabinets	Outside Environmental Audit (Annual)													
				EMS File Cabinets	ISO 14000 EMS Audit (Annual)													
O-01			2.8		Dept. of Energy Report 923 Annual													
O-02			2.8		Dept. of Energy Report 860 Annual Report													

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						Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
E-39					EHS Report to Suez														
E-40			14.3.2	DMR Notebook	Annual Stormwater Inspection (Retain on Site)														
	C-01		N/A	New Years Files-NB	Update files for the following year														
	C-41 A&B		N/A	New Years Files-NB	File Folder set up for the following year														
			N/A	New Years Files-NB	Make up Safety/Enviro Training for following year														
O-22			14.3.9		AST Fiancial Resp. (Due by 6-30 each year)					Send Form	Get Policy	Rpt.							
Suez Guidelines				File Folder -EF	EMS Quarterly Review														
Suez Guidelines				File Folder -EF	Management Review														
*				EMS Comp. Program	Aspects and Impacts Review at least yearly														
*				EMS Comp. Program	Legal Review at least once a year														
<b>* These reviews are normally conducted during the quarterly EMS Reviews or Management Review</b>																			
E-46				EMS Comp. Program	GHG SF6														
E-46				EMS Comp. Program	GHG Truck Mileage														
E-46				EMS Comp. Program	GHG Annual Report Inputs														
M-02					EOH Hours for the previous year														
N/A	C-21			EMS Comp. Program	Objectives and Targets Updated: (Quarterly)														
N/A	C-14			EMS Comp. Program	Check document review Media updates (8.3%)														
N/A	C-11			EMS Comp. Program	Next years Targets and Objectives														
N/A	C-25			EMS Comp. Program	Bussiness Plan and Management Review														
A-42	A-42 PPT			EMS Comp. Program	Annual E4 Report Due to DEQ by 1 March														
N/A				EMS Comp. Program	Update E4 parameters														
N/A				EMS Comp. Program	Get number of starts on the plant														
N/A	See Website			EMS Comp. Program	V-REMS Annual Report														
N/A	See Website			EMS Comp. Program	B4B Annual Report														
O-27		M295		Waste Tracking Notebook	Used Oil Contamination Check														
				File Folder in C2	Quarterly Non-Compliance Report														
				Analysis Folde in B1	Quarterly Natural Gas Analysis														
<b>CHECKS PREFORMED IF SAFETY PERSON OR MAINTENANCE SUPERVISOR ARE NOT HERE AT THE END OF THE MONTH</b>																			
S-12					Lost Time Incident Days updated														
O-17					David McKelvey Fax if Steve is not here														
O-17					Gibbs Goldman E-mail if Steve is not here														
<b>Waste Water License Training: Reauires 20 hours every 2 years starting March 2010 through February 2012 and every 2 years thereafter</b>																			
					Hours of Training received in 2010						8			8					
					Hours of Training received in 2011														
					Hours of Training received in 2012														
					Hours of Training received in 2013														
					Hours of Training received in 2014														

Procedure Numbers	Checklist Numbers	MP2 Task Numbers	Administrative File Number	Enviro. Office Location	Evolutions to be completed	Years												
						2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
S-04					Safety Manual (5)		X					OBE						
S-14	C-20	M234			Emergency Evacuation (local)(3)	X			X			X						
O-15	C-27	M230			Integrated Contingency Plan (PE)(5)					X								
S-16		M226			Lab Hygiene (local)(3)			X			X							
S-15					Fire Prevention Plan (local)(3)	X			X			OBE						
E-23		M226			Solid Waste Management (local)(3)			X			X							
E-30					VPDES Permit (start 180 days before year due)	X	X				X	No Issue	No Issue			Budget	Submit	Issue
E-32	C-04 A&B				Waste Water O&M Manual (due with permit)		X	X					X					
O-13		M231			Fuel Tank Registration (every 5 years)	X		X					X					
O-18					Plant O&M manual (update to TPI every 5 yrs)			OBE				OBE						
O-14		M233			PTOW Permit every 5 Years			X					X					
E-32		M238			Stormwater O&M manual (3)(new permit)	X		X					X					
E-32		M238			Stormwater Pollution Prevention Plan (3) (PE)	X		X					X					
E-30		M221			Title V Air permit, start 1 year early			X				Issue				Submit	Issue	
E-20					Title V test of GT1			X										
E-20					Title V test of GT2													
E-20					Title V test of GT3													
O-11		M045			Fuel Tank #1 Internal Inspection ( 10 years)	X									Budget			
O-11		M045			Fuel Tank #2 Internal Inspection ( 10 years)		X								Budget			
O-11		M045			Fuel Tank #3 Internal Inspection ( 10 years)		X								Budget			
O-11		M041			Fuel Tank #1 visual Inspection ( 5 years)	X					X							
O-11		M041			Fuel Tank #2 visual Inspection ( 5 years)		X				X							
O-11		M041			Fuel Tank #3 visual Inspection ( 5 years)		X				X							
O-11		M044			Fuel Tank Dike Wall inspection ( 5 Years)	X					X				Budget			
O-11		M042			Underground F/O Piping Hydro ( 5 years)	X					X				Budget			
O-11					Oil Water Separator Cleaned 3 years	X		X			X		X					
E-22					Cooling tower test for carry over			X										
E-30					Cem QA/QC Manual (5 Years)	X					X							
E-30					CEM Monitoring Plan (5 Years)	X					X							
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)		X		X				X					
E-45					SARA Emerg. Cont. Plan (3 Years)				X									
S-22					Security Manual							N/A						
A-42					E3/E4 Program App. Renewal (3 years)(Due July 1)			X			X							
					Fork lift Training (3)			X			X		X					
					First Aid (2 years) ((Summer))					X		X	X					
					Filters on can crusher (every 9 Months)							Aug	May	Feb/Nov	July	Apr	Jan/Oct	June
					GHG Maintenance Manual (QAPP)(5 Years)							X						
					Security Manual (5 years)							X						
					Greenhouse Gas (GHG) Monitoring Plan (5 Years)							X						
					DOT HazMat Annual Reg. due June 30													

