



DTE Energy
Electric Generation

ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEM HANDBOOK

Updated August 2013



Application of this sticker to your hard hat indicates that you have read this booklet and understand the importance of your work and how it impacts the environment.



Apply Sticker to outside of Hard Hat
(at least 3/4 inches from edge)

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ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

All DTE Electric Generating Facilities have an Environmental Management System (EMS) that conforms to the ISO 14001 standard. Each site's EMS centers on an environmental policy.

The purpose of each EMS is to minimize our impact on the environment. We can accomplish our goals with the cooperative effort of our employees, contractors and suppliers.

It is critical that you personally, as our contractor or supplier, understand the importance of your work and how it relates to the environment. This booklet will help you to conform to our EMS.

EMS AND YOUR ROLE

DTE Energy is committed to continually improving environmental performance

You are responsible to:

- Know and conform to the site's Environmental Policy
- Ensure your actions comply with the site's EMS.
 - ~ Understand the environmental impacts of your job.
 - ~ Understand the significant environmental aspects affected by your work.
 - ~ Follow established procedures and understand the consequences of not doing so.

Our EMS is intended to ensure that we achieve environmental performance by controlling the impact our activities, products and services have on the environment. These impacts include contributing to, minimizing, or preventing:

- Degrading the air, water, or soil,
- Depletion of natural resources,
- Creation of waste,
- Potential health concerns,
- Global climate change,
- Impacts to fish and wildlife.

ENVIRONMENTAL ASPECTS AND YOUR ROLE



Chemical products (such as gasoline, lube; hydraulic; and fuel oil, chemicals, janitorial products)

- Obtain approvals for all chemicals brought on site.
- Provide a Safety Data Sheet (SDS) for each chemical brought on site.
- Store chemical product in separate, appropriate, and labeled containers.
- Minimize amount used and toxicity of chemicals.
- Eliminate unnecessary use of aerosols.
- Remove all unused chemicals upon job completion.



Chemical or Oil Spills

- Immediately report any spill to the site Shift Supervisor.
- Practice good housekeeping to minimize spills.
- Do not wash a spill down a drain unless directed to by environmental personnel.
- Tape-off or otherwise isolate spill and stay upwind.
- Do not clean up a spill unless authorized by environmental personnel.

Fugitive Dust

- Always drive at or below the posted speed limit.
- Wash ash hauler tires.
- Notify Contract Administrator or environmental personnel if dust is observed from sources such as roads, coal transfer points, ash silos, coal unloading areas, dust collectors and bag houses.



Recycling

- Place scrap metal in recycling containers.
- Recycle punctured aerosol containers with scrap metal or follow site specific procedures.
- Participate in any on-site recycling programs for paper, cardboard, wooden pallets, etc.
- Recycle tires to tire vendor.

Waste Handling

- Notify Contract Administrator or environmental personnel if a new or different waste stream will be generated in the process of your work.
- Minimize waste using the hierarchy of Reduce, Reuse and Recycle.
- Do not dispose of liquids in the trash.
- Place and store waste in separate, appropriate, and labeled containers. Obtain labels from environmental staff.

Stack Emissions

- Report any unusual stack emissions to your supervisor or the site Shift Supervisor.
- Be aware of the impact on emissions when working on the boiler, precipitators, air intake fans, or other equipment that directly affects stack emissions.

Radioactive Sources and Mixed Radioactive Waste

- Sign the acknowledgement log after receiving awareness training if the facility has a radioactive source.
- Nuclear Generation has specific radiation worker training.
- Work on a radioactive source or manage mixed radioactive waste only if you have been trained to do so.
- Follow all legal and site safety procedures.

Parts Cleaners

- Obtain written permission from the facility before bringing a parts cleaner on site.
- Keep parts cleaner lids closed when not in use.



- Let parts drip dry in the cleaner.
- Avoid contamination of parts cleaner with other degreasers.



Paint and Paint Thinners

- Assume all painted or coated surfaces contain lead until notified otherwise.
- When removing leaded paint, follow all legal requirements and site procedures.
- Store waste in separate, appropriate, and labeled containers.

PCBs

- Look for PCB labels on oil filled electrical equipment. If unlabeled, assume it contains PCBs.
- Wear proper PPE and follow appropriate work instructions if working on PCB containing equipment.
- Immediately report any potential oil leak from PCB containing or contaminated equipment to a DTE Energy supervisor.

Water Discharges to Navigable Waterways

- Do not discharge water to the ground, ditches or drains unless directed by site procedure or environmental personnel.
- Immediately notify a DTE Energy supervisor or environmental personnel of unusual characteristics observed in the water discharged to surface waters (e.g., oil, color, solids).
- Do not discharge or pour wastewater to basins/streams or surrounding surface waters without written permission from site environmental personnel.



Water Discharges to Sanitary or Storm Drains

- Place only sanitary waste into the sanitary system.
- No foreign liquids or solids are to be placed into any indoor or outdoor drains (including FGD drains) without written permission from site environmental professional.
- Do not pour chemicals down sink drains unless authorized by site procedure or environmental personnel.

Asbestos

- Look for signs indicating that a site contains asbestos containing material.
- In plants with asbestos, report any exposed, unlabeled insulation to your supervisor. If the site contains asbestos, assume any unlabeled insulation contains asbestos until notified otherwise.
- Handle and dispose of asbestos in accordance with legal requirements and site procedures.



Temporary Fuel Tanks

- Contact site environmental personnel prior to bringing any tanks on site.
- Use only temporary fuel tanks smaller than 1,100 gallons.
- Ensure that any fuel tank greater than 60 gallons is compliant with Michigan Flammable and Combustible Liquids Storage Rules.
- Common requirements for temporary tanks (TT):
 - ~ If TT has a roof, the vents must extend through the roof.
 - ~ Must have product label and be labeled **“FLAMMABLE”** or **“COMBUSTIBLE”** (by product type) **“KEEP FIRE/FLAME AWAY, KEEP 40’ FROM BUILDING”**
 - ~ Must have a 10’ clear zone around the tank of any combustible materials. TT must be placed on a concrete or asphalt pad.

~ No more than 3 TTs per site. The TT must be separated from the other TT by > 3 feet. The TT must meet the following separation distances:

Property Line - 40'

Public Areas (Sidewalks) - 25'

Sources of Ignition - 25'

Storm Drains or surface water - 50'

~ Public Assemblage of 50 or more people - 100'

~ The dispenser should be locked when not in use. Dispensing area must be protected from spills.

~ The tank owner should have spill response equipment nearby.

~ The tank owner must have a fire extinguisher nearby.

Avian Impacts (Wind Parks)

- Monitor for signs of bird kills when at turbine locations
- If any raptors or notable birds found, notify site DTE Energy personnel.
- Document details of any unusual avian impacts.

Other Roles

- Provide the plant a list of materials stored or used at the facility during the calendar year. (Stored products may need to be reported to fire fighters and certain chemicals may need to be included in the site's Toxic Release Inventory (TRI) report.)
- Use raw materials with recycled content whenever practical.
- Improve processes that reduce the use of resources (electricity, water, materials).

Contact your supervisor, DTE Energy Contract Administrator or Site Environmental Personnel to:

- Report any site conditions that seem inconsistent with the environmental management system and the site's commitment to prevention of pollution
- Obtain more information
- Suggest or investigate environmental improvement opportunities.

BRPP ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

BRPP Emergency

63250 (inside)
810.326.3250 (outside)

Fire: Call the plant emergency number

Shift Supervisor

63235 (inside)
810.326.3235 (outside)

Environmental Compliance Specialist

63209 (inside)
810.326.3209 (outside)

Environmental Engineer

63208 (inside)
810.326.3208 (outside)

EVACUATION ASSEMBLY AREA

Lawn outside cafeteria

FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST

BRPP ENVIRONMENTAL POLICY

Belle River Power Plant is a fossil-fueled electricity producer. We strive to operate efficiently, with a commitment to continual improvement, prevention of pollution, and compliance with regulatory and other applicable requirements.

- We establish objectives and targets, and monitor performance to continue our tradition of environmental stewardship.
- We maintain an environmental management system that considers the interests of the public and the habitat.
- We conduct operations that protect the environment and endeavor to control pollution.

12/24/2001

FERMI 2 ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

FERMI 2 Emergency

61250 (inside) 734.586.1250 (outside)

Fire: Call the plant emergency number

Shift Supervisor (Control Room)

65235 (inside) 734.586.5235 (outside)

Environmental Engineer

61839 (inside) 734.586.1839 (outside)

61549 (inside) 734.586.1549 (inside)

EVACUATION ASSEMBLY AREA

Fire: Nuclear Training Center
(NTC) Auditorium

Site Evacuation: Newport Service Center
and Trenton Channel Power Plant

THE "ALL CLEAR" SIGNAL IS A HI-COM
ANNOUNCEMENT OR A BUILDING
COORDINATOR ANNOUNCING IT IS SAFE
TO RETURN TO THE BUILDING.

FIRE ALARM - YELP SOUND
EVACUATION - STEADY SOUND
TORNADO - SIREN SOUND

FERMI 2 ENVIRONMENTAL POLICY

As the electricity provider of choice, a provider of a clean source of Energy, and as residents of this community, we, the employees of the Enrico Fermi Energy Center, take our role in protecting and enhancing the environment very seriously. We are proud of our environmental performance. Together, we will:

- Continue to operate in compliance with Federal, State and Local regulations, Corporate Policies, facility procedures and other requirements to which we subscribe;
- Continually strive to control, reduce and prevent pollution and thus our impact to the environment;
- Maintain and continually improve an integrated environmental management system in support of the competitive operation of Fermi 2. This environmental policy serves as our framework for establishing and reviewing our environmental objectives and targets we establish that support our EMS.

Caring About The Environment Is The
Nature of Our Job.

5/5/2004

GWEC ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

GWEC Emergency

43250 (inside)

810.324.3250 (outside)

Fire: Call the plant emergency number

Control Room

43234 (inside)

810.324.3234 (outside)

Environmental Engineer

43283 (inside)

810.324.3283 (outside)

Environmental Engineer II

8.326.3208 (inside)

810.326.3208 (outside)

EVACUATION ASSEMBLY AREA

Greenwood Clubhouse

**FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST**

GWEC ENVIRONMENTAL POLICY

Greenwood Energy Center is a fossil-fueled electricity producer. We, dedicated Greenwood employees, are committed to protecting our environment by:

- Preventing pollution
- Complying with environmental regulations and other requirements
- Continually improving our environmental management system
- Establishing achievable objectives and targets

4/2/2004

HBPP ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

HBPP Emergency

65434 (inside)

989.479.5434 (outside)

Fire: Call the plant emergency number

Control Room

65434 (inside)

989.479.5434 (outside)

Environmental Engineer

8.326.3208 (inside)

810.326.3208 (outside)

EVACUATION ASSEMBLY AREA

Parking area

FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST

HBPP ENVIRONMENTAL POLICY

DTE Energy's Harbor Beach Power Plant, located on beautiful Lake Huron, generates electricity and provides critical voltage stability to Michigan's Thumb communities.

Together as a team, we are committed to:

- Preventing pollution.
- Complying with relevant environmental regulations, corporate policies and other requirements.
- Protecting the environment for future generations.
- Continually improving our environmental management system.

This policy serves as a framework for setting and reviewing our environmental objectives and targets and allows us to remain sensitive to community and wildlife concerns.

4/7/2004

MONPP ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

MONPP Emergency

42250 (inside)
734.384.2250 (outside)

Fire: Call the plant emergency number

Shift Supervisor

42235 (inside)
734.384.2235 (outside)

Environmental Engineers

42559 (inside)
734.384.2559 (outside)

42560 (inside)
734.384.2560 (outside)

EVACUATION ASSEMBLY AREA

- Parking lot in front of Plant
- Parking lot in front of Fuel Supply's main building

FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST

MONPP ENVIRONMENTAL POLICY

As an industry leader of power production and fuel blending, we will utilize our skills and abilities to continually:

- Comply with relevant government environmental regulations, DTE Energy policies and other applicable requirements
- Control, reduce, and/or prevent pollution
- Improve our Environmental Management System
- Improve our tradition of environmental stewardship through the involvement of our employees

This policy will serve as a framework for setting and reviewing our objectives and targets.

11/21/2008

PEAKING UNIT ORGANIZATION ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

Distribution Operation Sites

SOC
313.235.9444

Plant Sites

Contact emergency number specific to plant; listed in this book

Delray

RRPP Shift Supervisor
313.297.8235

Peakers Environmental Support

313.897.0038

PEAKING UNIT ORGANIZATION ENVIRONMENTAL POLICY

The Peaking Unit Organization manages equipment maintenance and asset preservation for 21 sites at 19 locations by providing peak power, black start and electrical system security.

Together we strive to:

- Prevent or control pollution;
- Comply with environmental regulations, the DTE Energy corporate policy, and other applicable requirements;
- Continue and further the tradition of environmental stewardship;
- Continually improve our EMS by setting environmental targets and objectives; and
- Provide support to site custodial organizations.

4/20/05

RRPP AND CCPP ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

Emergency - RRPP

78250 (inside) 313.297.8250 (outside)

Emergency - CCPP

78250 (inside) 313.235.2969 (outside)

Fire: Call the plant emergency number

Shift Supervisor - RRPP

78235 (inside) 313.297.8235 (outside)

Shift Supervisor - CCPP

52969 (inside) 313.235.2965 (outside)

Environmental Compliance Specialist

78230 (inside) 313.297.8230 (outside)

Environmental Engineer

78237 (inside) 313.297.8237 (outside)

EVACUATION ASSEMBLY AREA

- RRPP - Lawn area east of the Administration Building
- CCPP - In front of the Essex Station

FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST

RRPP AND CCPP ENVIRONMENTAL POLICY

River Rouge Power Plant and Connors Creek Power Plant are major energy conversion facilities, fossil fuel handlers and processors for DTE Energy.

We, Union and Management representatives, together, are committed to:

- Controlling and preventing pollution,
- Protecting the environment,
- Complying with relevant Governmental Regulations and Corporate Policies including other commitments made by the organization and
- Continually improving our Environmental Management System.

This Policy establishes the framework for setting and reviewing our objectives and targets to support the Environmental Management System.

10/16/2007

SCPP ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

SCPP Emergency

66234 (inside)
810.326.6234 (outside)

Fire: 68250

Shift Supervisor

66235 (inside)
810.326.6235 (outside)

Environmental Compliance Specialist

66356 (inside)
810.326.6356 (outside)

Environmental Engineer

66218 (inside)
810.326.6218 (outside)

EVACUATION ASSEMBLY AREA

St. Clair Club House

FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST

SCPP ENVIRONMENTAL POLICY

St. Clair Power Plant is a major electrical generating facility and fossil fuel handler.

We are committed to:

- Protecting the environment;
- Complying with relevant environmental regulations, the DTE Energy Corporate Policy, and any other applicable requirements;
- Controlling, reducing and preventing pollution;
- Developing and tracking realistic objectives and targets related to our Environmental Management System; and
- Continually improving our Environmental Management System.

10/24/2001

TCPP ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

TCPP Emergency

22250 (inside)

734.362.2250 (outside)

Fire: Call the plant emergency number

Shift Supervisor

22235 (inside)

734.362.2235 (outside)

Environmental Engineer

22237 (inside) 734.362.2237 (outside)

22236 (inside) 734.362.2236 (outside)

EVACUATION ASSEMBLY AREA

Onsite - TCPP Clubhouse

Offsite - Slocum Substation
(*across W. Jefferson*)

TCPP ENVIRONMENTAL POLICY

Trenton Channel Power Plant is a fossil-energy conversion facility that is committed to protecting the environment through continual improvement of our Environmental Management System. All Trenton Channel Power Plant employees are responsible for operating in conformance with our policy and resulting objectives and targets. Together we will strive to:

- Control, reduce, and prevent pollution
- Comply with the DTE Energy corporate policy, environmental regulations, and other applicable requirements.
- Continue the tradition of environmental stewardship.

10/18/2001

FIRE: 5 SHORT BLASTS
EVACUATE: 7 SHORT BLASTS
ALL CLEAR: 1 LONG BLAST

WSC CENTRAL LABS ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

WSC Central Labs Emergency

70911 (inside)

313.897.0911 (outside)

Fire: Call the site emergency number

First Aid

70630 (inside)

313.897.0630 (outside)

On Call Supervisor

313.280.0301 (pager)

Environmental Engineer

71498 (inside)

313.897.1498 (outside)

313.720.1841 (mobile)

EVACUATION ASSEMBLY AREA

W-100 WSC

WSC CENTRAL LABS ENVIRONMENTAL POLICY

The Chemical Laboratory provides diverse analytical and technical services to DTE Energy.

We are committed to:

- Comply with regulatory and corporate requirements to protect the environment and our customers from pollution.
- Operate our laboratory efficiently and in an environmentally responsible manner.
- Continually improve our services and processes through the use of objectives, targets and projects.

6/22/2006

WSC SHOPS ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

WSC Shops Emergency

70911 (inside)

313.897.0911 (outside)

Fire: Call the site emergency number

First Aid

70630 (inside)

313.897.0630 (outside)

On Call Supervisor

313.280.0301 (pager)

Environmental Engineer

71498 (inside)

313.897.1498 (outside)

EVACUATION ASSEMBLY AREA

L Building - Garage

WSC SHOPS ENVIRONMENTAL POLICY

Warren Service Center Shops supports DTE Electric by providing services such as repairs, reconditioning or

fabrication of power plant and substation components, as well as reverse engineering. Our environmental policy is:

"Commit to minimize the impact of our activities on the environment and to preserve the quality of the environment."

The Environmental Policy is based on the following fundamental principles:

- We will comply with environmental regulations, the DTE corporate policy and other applicable requirements.
- We will manage solid and liquid waste so that the waste is reduced, recycled or contained.
- We will practice due diligence to minimize escape of hazardous chemicals under any condition to the environment.

03/20/2008

RENEWABLE ENERGY ENVIRONMENTAL AND EMERGENCY PHONE NUMBERS

Gratiot Wind Park Emergency

989-254-9617 or 313-820-0137

Thumb Wind Park Emergency

313-318-6866 or 989-430-8890

Solar Sites Emergency

DR-SOC 313-235-5590

Fire: 911

At solar sites await until DTE personnel are present.

Environmental Engineer for all sites

313-549-1344

EVACUATION ASSEMBLY AREA

Gratiot Wind Park

End of driveway at Enterprise Dr.

Thumb Wind Park

South side of driveway to Doerr Rd.

Solar Sites:

Roof Mounts

At the main ground entrance to the building.

Ground Mounts

Outside the entrance to the service rack.

RENEWABLE ENERGY ENVIRONMENTAL POLICY

We generate electricity using renewable energy technologies. Collectively we are committed to protecting and improving our environment by:

- Complying with environmental regulations and other environmental requirements
- Committing to preventing pollution
- Continually improving our Environmental Management System
- Setting and reviewing Environmental Objectives and Targets

4/29/2013