Detroit Edison
SE&E - Substations
ISO 14001
Environmental Management System Contractor Handbook
First edition July 2009
About the cover:

DTE Energy uses land near many of its substations to grow fruits and vegetables for distribution through the Gleaners Community Food Bank. Pictured on the front cover is one of our many DTE Energy Gardens sites which are tended by company and community volunteers.

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)
We, the employees of Distribution Operations, SE&E Substations group, are committed to the safe, reliable, cost effective, and environmentally sound distribution of electricity to our DTE Energy customers.

Together with our DTE Energy partners we will:

- Continue our tradition of environmental stewardship and employee involvement.
- Protect the environment and endeavor to control and prevent pollution.
- Comply with federal, state, and local regulations, corporate policies, and other requirements to which we subscribe.
- Maintain and continually improve our environmental management system in support of the competitive operation of the electric system.

This policy establishes the framework for setting and reviewing our objectives and targets.

Date: June 30, 2009
Environmental Management System (EMS)

Detroit Edison Substations are a part of an Environmental Management System (EMS) that conforms to the international ISO 14001 standard. Activities and equipment at each substation comply with the system, centered on a single environmental policy.

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

It is critical that you, as our contractor or supplier, understand the importance of your work and how it relates to the environment. Please read this handbook and learn how you can help us conform to our environmental management system.

EMS AND YOUR ROLE

Detroit Edison is committed to continually improving environmental performance

As our contractor/supplier, you are responsible to:

- Become familiar with and conform to SE&E Substation’s Environmental Policy.
- Fulfill your role by ensuring your actions comply with the substation’s EMS.
- Understand the significant environmental aspects affected by your work.
- Understand the environmental impacts of your work.
- Follow established procedures.

Our EMS is intended to optimize environmental performance by controlling the impact our activities, products and services have on the environment. These impacts include:

- Degrading the air, water, or soil,
- Depletion of natural resources,
- Creation of waste,
- Potential heath concerns,
- Global climate change,
- Impacts to fish and wildlife.
ENVIROMENTAL ASPECTS AND YOUR ROLE

Asbestos

• Look for signs indicating the presence of asbestos at each substation.
• In substations with asbestos, report any exposed, friable, unlabeled insulation to your supervisor or the substation operator/designee. If the site contains asbestos, assume any unlabeled insulation contains asbestos until notified otherwise.
• Perform work on asbestos-containing pipe covering only if accredited by the State of Michigan at a minimum of Class III level abatement worker.

Chemical Products (such as cleaning compounds, xylene, gasoline, lube; hydraulic; and fuel oils)

• Minimize use and toxicity of chemicals.
• Eliminate nonessential use of aerosols.
• Obtain approval for all chemicals brought on site.
• Provide an MSDS for each chemical brought on site.
• Store chemical products in separate, appropriate, and labeled containers.
• Remove all unused chemicals upon job completion.
Chemical or Oil Spills

- Practice good housekeeping and vehicle maintenance to minimize spills.
- Immediately report any spill to the substation operator/designee or Senior System Supervisor at 313.235.9444.
- Do not wash a spill down a drain.
- If safe to do so, tape-off, contain, or otherwise isolate spill and stay upwind.
- Clean up a spill only when authorized by environmental personnel.

Contaminated Soils

Soils within some substations may have historical or recent contamination.

- Look for signs indicating the site has a Due Care Plan. If so, follow due care work instructions.
- Notify substation operator/designee if you observe any staining or other indications of soil contamination.
- Remove soil generated from substation work activities only after receiving approval from substation operator/designee or environmental personnel, this will typically require analysis.

Paint and Paint Thinners

- Assume all painted or coated surfaces contain lead unless notified otherwise.
- When removing leaded paint, follow all legal requirements and Detroit Edison corporate policies.
- 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 oil leak from PCB-containing equipment to a substation operator/designee or Senior System Supervisor at 313.235.9444.

Recycling

• Look for opportunities to recycle or reuse materials.

Soil Erosion

• Conduct activities to limit the area of impact to soils and minimize wind and water erosion.
• Ensure silt fencing is properly installed around potential erosion areas. Repair silt fencing when damaged.
• If a Soil Erosion and Sedimentation Control Plan is required:
  • Implement all required activities and installations required by the plan.
  • Have a copy of the plan immediately available on the construction site.
  • Perform any required inspections (only if accredited by the MDEQ).
  • Immediately implement all corrections identified by site inspector.
**Temporary Fuel Oil Tanks**

Common requirements for temporary aboveground storage tanks (ASTs):

- If the AST has a roof, the vents must extend through the roof.
- Must be labeled “KEEP 40 FEET FROM BUILDING, COMBUSTIBLE. KEEP FIRE AND FLAME AWAY”
- Must have a 10’ clear zone around the tank of any combustible materials.
- No more than 3 ASTs per site. The ASTs must be separated from the other ASTs by > 3 feet. The AST must meet the following separation distances:
  - Property line – 40’
  - Public areas (sidewalks) – 25’
  - Sources of ignition – 25’
  - Storm drains – 50’
  - Public assemblage of 50 or more people – 100’
- The dispenser must be locked when not in use.
- The tank owner must have a fire extinguisher and spill response equipment nearby.

**Vehicle Use and Emissions**

- Utilize scheduling tools to minimize vehicle mileage when performing work at more than one substation.
- Follow DTE Energy policy of a five minute maximum on idling time when possible without jeopardizing safety.
- Keep work vehicles and associated equipment well maintained to minimize fuel use and maintenance failures (e.g. hydraulic hose failures).

**Waste Handling**

- Minimize waste using the hierarchy of Reduce, Reuse and Recycle.
- Store waste in separate, appropriate, and labeled containers.
- Notify Contract Administrator or Substation Project Manager of the wastes that will be generated in the process of your work.
- Dispose of waste at DTE Energy-approved disposal facilities.
Water Discharges to Sanitary or Storm Drains

• Be cautious in the use of indoor and outdoor drains. Discharge material into a drain only if authorized by substation operator/designee or environmental personnel.

• Never discharge wastewater to basins/streams or surrounding surface waters.

• Do not pour chemicals down sink drains (may lead to storm drains).

• Place only sanitary waste into the sanitary system.

Water Use

• Reduce volume of water used when possible.

• Eliminate unnecessary uses of water.

• Report any leaking water lines, valves and washroom equipment to your supervisor.

Other Roles

• Use raw materials with recycled content whenever practical.

• Improve processes that reduce the use of natural resources (electricity, water, materials).

• Report any site conditions that seem inconsistent with the Environmental Management System and Detroit Edison Substation’s commitment to the prevention of pollution.

We are always interested in the continual improvement of our Environmental Management System. Contact your supervisor, Detroit Edison Contract Administrator or the site Environmental Personnel for more information or to investigate improvement opportunities.
Detroit Edison SE&E Substation’s
Environmental and Emergency Phone Number

Senior System Supervisor (24/7)
313.235.9444

Evacuation Information
In the event an evacuation from a substation is necessary, follow the instructions of the substation operator/designee.