



DTE Energy

# DTE ELECTRIC SERVICE CENTERS ISO 14001

ENVIRONMENTAL MANAGEMENT  
SYSTEM CONTRACTOR HANDBOOK

DTE Energy



Updated June 2018





LOCAL 223





**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.



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## **ENVIRONMENTAL MANAGEMENT SYSTEM AND YOUR ROLE**

DTE Energy has an Environmental Management System (EMS) that conforms to the ISO14001 standard.

The purpose of the 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.

### **DTE Energy is committed to continually improving environmental performance**

You are responsible to:

- Know and conform to DTE Energy's Environmental Policy
- Ensure that your actions comply with DTE Energy'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.

## **ENVIRONMENTAL POLICY Communication Tool**

In order to enhance environmental performance at DTE Energy, we commit to...

- Operate our facilities, land, and equipment in a manner that meets or exceeds our compliance obligations;
- Continually minimize, mitigate or restore significant environmental impacts by integrating the Environmental Management System into business practices;
- Pursue improvements to energy conservation and efficiency that are cost effective;
- Conduct efficient waste management practices in accordance with regulatory requirements;
- Improve water and land resource management and conservation;
- Maintain open communication with interested parties;
- Uphold strong top management support of environmental programs.

This is a communication aid. The complete DTE Energy Environmental Policy can be found at: <https://goo.gl/DJE3uZ>



## ENVIRONMENTAL 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 house-keeping and vehicle maintenance to minimize spills.

Immediately report any spill to the

Oil Spill Hotline  
313.235.8122.

Central Dispatch 313.235.3620.

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 DTE Energy 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 the Oil Spill Hotline 313.235.8122 or Central Dispatch 313.235.3620



## 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.
- Perform any required inspections (only if accredited by the MDEQ).
- Immediately implement all corrections identified by site inspector.
- Have a copy of the plan immediately available on the construction site, or on file in Documentum.

## Temporary Fuel Tanks (TFTs)

Tanks must be approved for use by DTE Energy prior to arriving on site. Contact site environmental personnel for tank approvals.



Use only TFTs less than 1,100 gallons.

Ensure that any TFT greater than 60 gallons is compliant with Michigan Flammable and Combustible Liquids Storage Rules.

Common requirements for TFTs:

- The TFT must be labeled "FLAMMABLE LIQUID" or "COMBUSTIBLE" (by product type) "KEEP FIRE AWAY".

The TFT must be separated from the other TFT by >3 feet and must meet the following separation distances:

Property Line - 40'

Public Areas (Sidewalks) - 50'

Important (non-expendable) building - 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.

## Vehicle Use and Emissions

Utilize scheduling tools to minimize vehicle mileage when performing work at more than one service center.

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 Service Center 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 DTE Energy Service Center's commitment to the prevention of pollution.

We are always interested in the continual improvement of our Environmental Management System. Contact your supervisor, DTE Contract Administrator or the site Environmental Personnel for more information or to investigate improvement opportunities.



**DTE ENERGY ELECTRIC SERVICE CENTERS'  
ENVIRONMENTAL AND EMERGENCY  
PHONE NUMBERS**

**SPILL HOTLINE**

313.235.8122

**Central Dispatch**

313.235.93620

**EVACUATION INFORMATION**

In the event an evacuation from a service center is necessary, follow the instructions of the service center operator/designee.

