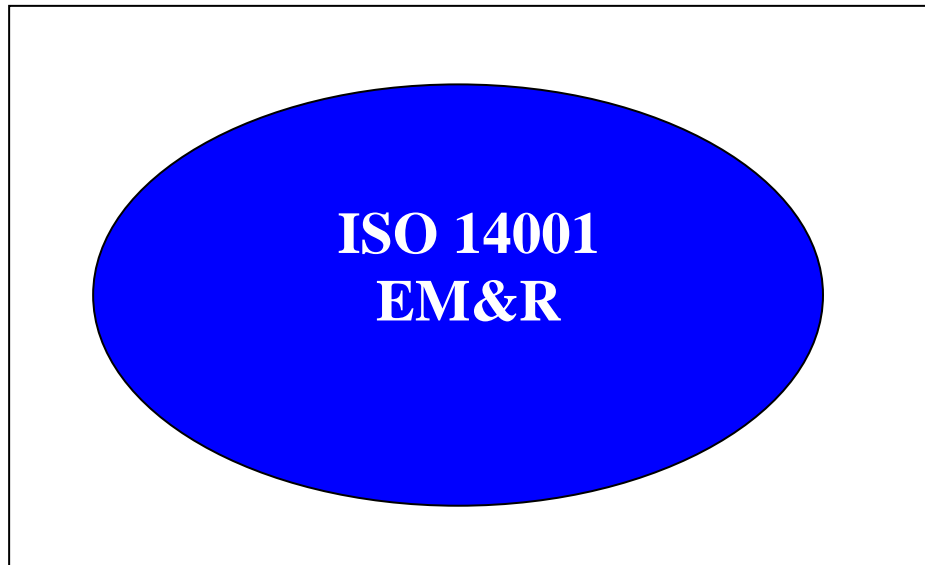


**DTE Energy's  
Environmental Management and Resources  
ISO 14001**



**Environmental Management System Handbook  
For Contractors and Service Providers**

Read and keep this booklet accessible (electronically or hardcopy)  
while performing work on behalf of DTE Energy.

## **Environmental Management System (EMS)**

Environmental Management and Resources (EM&R) is working to continually improve our Environmental Management System (EMS) to align with our environmental policy and conform to the ISO 14001 standard.

The purpose of our EMS is to provide products and services that enable DTE Energy to minimize its impact on the environment. We can accomplish this with the efforts of our employees, contractors, consultants and suppliers.

It is **critical** that you, as our contractor, consultant, 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**

#### **EM&R is committed to continually improving environmental performance**

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

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

As our contractor and/or supplier, you are responsible to:

- **Become familiar with and conform to EM&R's Environmental Policy**
- **Fulfill your role by ensuring your activities comply with our EMS.**
  - **Understand the significant environmental aspects affected by your work.**
  - **Understand the environmental impacts of your work**
  - **Follow any relevant established procedures**

## **EM&R ENVIRONMENTAL POLICY**

Environmental Management & Resources (EM&R) provides environmental direction and services to DTE Energy in accordance with DTE core values and EM&R vision and mission. We are committed to:

- Create and maintain DTE Energy's focus on compliance with regulatory and corporate requirements and environmental enhancement beyond compliance.
- Lead and influence development and implementation of environmental laws and regulations based on good science.
- Influence DTE organizations in engaging in pollution identification, control, reduction and prevention.
- Identify, manage and minimize risks and liabilities to and from the environment, and.
- Continually improve how we deliver these services through a strong customer focus and the use of objectives, targets and projects.

**Policy approved 2/22/2005**

## **ENVIRONMENTAL ASPECTS AND YOUR ROLE**

### **Permit Services**

- Ensure that all permit services provided are professional, complete, timely, compliant with legal and regulatory guidelines, and protective of DTE Energy's interests.
- Ensure that any associated materials are identified and if tasked, completed and submitted with the permit materials.

### **Plan and Study Development**

- Ensure that plans or studies (e.g. remediation, spill, speciation, feasibility) are professional, complete, timely, compliant with legal and regulatory guidelines, and protective of DTE Energy's interests.
- Are written clearly.
- Include pollution prevention and energy efficiency principles where appropriate.

## **Chemical products**

- Minimize use and toxicity of chemicals.
- Eliminate nonessential use of aerosols.
- Obtain approval for all chemicals brought onto DTE Energy property.
- 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 to minimize spills.
- Immediately report any spill to the Site Manager and EM&R contact.
- Tape-off or otherwise isolate spill and stay upwind.
- Clean up a spill only if authorized by an EM&R Project Manager.
- Do not wash a spill down a drain unless specifically instructed to by an EM&R Project Manager.

## **Fuel tanks brought on-site for temporary use**

- Contact the EM&R professional prior to bringing any tanks onto Company property.
- Use only UL listed, temporary fuel tanks smaller than 1100 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):
  - TT must be placed on a concrete or asphalt pad.
  - If the TT has a roof, the vents must extend through the roof.
  - The TT must be labeled “KEEP 40 FEET FROM BUILDING, COMBUSTIBLE KEEP FIRE AND FLAME AWAY” Also the contents must be identified (e.g., gasoline, diesel fuel)
  - The TT must have a 10’ clear zone around the tank of any combustible materials.
  - No more than 3 TTs per site if used for fueling vehicles. The TTs must be separated from the other TTs by > 3 feet. The TT 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 should be locked when not in use.
  - The owner must have a fire extinguisher and spill response equipment nearby.

### **Recycling**

- Participate in applicable on-site recycling programs for metal, paper, cardboard, plastic piping, tires and other recyclables.
- Ensure cooling equipment has a sticker indicating refrigerant has been drained prior to 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 for your project:
  - 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.

### **Waste handling**

- Minimize waste using the hierarchy of Reduce, Reuse and Recycle.
- Do not place liquids in the trash.
- Store waste in separate, appropriate, and labeled containers
- Notify Contract Administrator or Project Manager of any wastes that will be generated in the process of your work.

### **Water use and discharges to sanitary or storm drains**

- Place only sanitary waste into the sanitary system.
- Be cautious in the use of indoor and outdoor drains. Discharge material into a drain only if authorized by site procedure or EM&R Project Manager.
- Reduce volume of water used when possible.
- Eliminate unnecessary uses of water.

### **Other Roles**

- Use raw materials with recycled content whenever practical.
- Improve processes to reduce the use of natural resources (electricity, water, materials).
- Inform EM&R project manager of any site conditions that seem inconsistent with the Environmental Management System.

We are always interested in the continual improvement of our environmental management system. Contact your DTE Energy Contract Administrator or EM&R Project Manager for more information or to investigate improvement opportunities.

## **EM&R PHONE NUMBERS**

### **Remediation**

313.235.7815

### **Air Emissions**

313.235.5611

### **Air Testing Services**

313.897.0298

### **24 hour Environmental Emergency Contact**

313.268.1191

### **Company Security**

313.235.9113

### **Emergency**

911

Rev. November 2008