



# DTE GAS ISO 14001

## ENVIRONMENTAL MANAGEMENT SYSTEM HANDBOOK



Revised January 2018



LOCAL 223



LOCAL 70



LOCAL 132



LOCAL 799

170998-02/JL/5m/2-7-18  
form 963-9006

DTE Gas ISO-Feb 2018 Content Update  
170998-02-DP-1.24.18

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.

\*If the contractor does not wear a hard hat, the contractor shall keep a copy of this handbook accessible while at work.



Apply sticker to outside of hard hat, at least 3/4 inch from edge

## TABLE OF CONTENTS

Environmental Management System and Your Role .....	1
Environmental Policy .....	2
Environmental Aspects and Your Role	
Asbestos and PCB in pipe coverings .....	3
Chemical products .....	3
Chemical or oil spills .....	4
Drilling Blow Out/Mud .....	5
Temporary Fuel Tanks .....	5
Natural gas losses and leaks .....	7
Paint and paint thinners .....	7
Parts cleaners .....	8
Recycling .....	8
Soil Erosion .....	9
Waste handling .....	10
Water discharges to sanitary or storm drains .....	11
Water use .....	11
Other roles .....	12
DTE Gas phone numbers .....	13
Facility phone numbers (alphabetically) .....	14

## ENVIRONMENTAL MANAGEMENT SYSTEM AND YOUR ROLE

DTE Energy has an Environmental Management System (EMS) that conforms to the ISO 14001 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.

1

## 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>



2

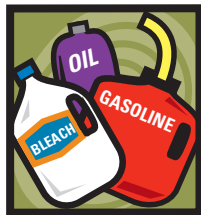
## ENVIRONMENTAL ASPECTS AND YOUR ROLE

### Asbestos and PCB in Pipe Covering

- Assume all pipe covering contains asbestos or PCBs until notified otherwise.
- Perform work on asbestos or PCB containing pipe covering only if accredited by the State of Michigan at a minimum of Class III level abatement worker.
- Provide proof of training upon request.
- Store removed pipe covering in separate, appropriate and labeled containers (typically 6 mil clear plastic bags).



### 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.

3

- Provide an SDS 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 Control Room or DTE Gas Project Manager.
- Tape-off or otherwise isolate spill and stay upwind.
- Clean up a spill only if authorized by a DTE Gas Project Manager.
- Do not wash a spill down a drain unless specifically instructed to by a DTE Gas Project Manager.
- Have a spill kit present when job includes equipment with pressurized fluids (e.g. hydraulic lines on backhoes)



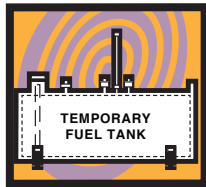
4

### Drilling Blow Out/Mud

- Contain all drilling/blowout mud and dispose of properly.
- If any drilling mud is released to the environment notify construction coordinator or environmental contact immediately.



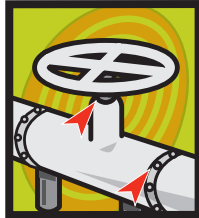
### Temporary Fuel Tanks (TFTs)



- 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.

### Natural gas losses and leaks



- Report any observed leaks to your Supervisor or DTE Gas Project Manager.
- Follow appropriate procedures for equipment installation and maintenance to minimize leaks and losses.
- Follow all safety precautions necessary for working around natural gas.

### Paint and paint thinners

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



### Parts cleaner vapors



- Keep parts cleaner lids closed when not in use.
- Let parts drip dry in the cleaner.
- Do not add any chemicals to DTE Gas parts cleaners.
- Do not bring a parts cleaner onto DTE Gas property without written permission.

### Recycling

- Participate in on-site DTE Gas recycling programs for metal, paper, cardboard, plastic piping and other recyclables.
- Collect empty aerosol cans in appropriate container to be punctured and recycled.
- 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 DTE Gas Project Manager of the wastes that will be generated in the process of your work.



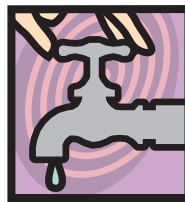
### Water discharges to sanitary or storm drains

- 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 DTE Gas Project Manager.
- Do not pour chemicals down sink drains unless authorized by site procedure or DTE Gas Project Manager.



### Water use

- Reduce/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 Gas's commitment to the prevention of pollution.

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



## DTE GAS PHONE NUMBERS

### Emergency

911

### Gas Dispatch

313.577.7199

313.577.7134

800.852.5427 (Greater Michigan)

### Gas Control

800.852.5423 (Can connect to 24 hour environmental response)

### Company Security

313.235.9113

### 24 Hour Environmental Emergency

313.235.8122

## FACILITY SPECIFIC PHONE NUMBERS

### ALLEN ROAD STATION

#### Environmental

313.316.8818

#### Evacuation Assembly Areas

A) Guard building on Allen Road

B) Guard building on Greenfield Road

C) Parking lot directly South of Main Building

#### Facilities

313.389.7220

### ALPENA SERVICE CENTER

#### Environmental

810-728-5019

#### Evacuation Assembly Areas

Awesome Acres Parking Lot,  
across the street

FACILITY SPECIFIC PHONE NUMBERS

**BELLE RIVER COMPRESSOR STATION**

---

**Environmental**

810.300.6750

**Evacuation Assembly Area**

Corner of Puttygut and Indian Trail Roads

**Control Room**

313.256.6980

**BIG RAPIDS OPERATIONS**

---

**Environmental**

810.728.5019

**Evacuation Assembly Areas**

Onsite: Northeast corner of parking lot

Offsite: Stopple Building

FACILITY SPECIFIC PHONE NUMBERS

**CADILLAC GAS OPERATIONS STATION**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

West side of Marty Paul Street,  
across from DTE Gas driveway

**CITIZENS GAS COMPANY**

---

**Environmental**

313.316.8818

**Evacuation Assembly Area**

Onsite: Front sidewalk near entrance

Offsite: Winter Street Park near city parking  
lot

FACILITY SPECIFIC PHONE NUMBERS

**COLUMBUS COMPRESSOR STATION** (unmanned)

---

**Environmental**

810.300.6750

**Evacuation Assembly Area**

Caughill Road, outside the gate

**Control Room**

313.256.6980

**COOLIDGE**

---

**Environmental**

313.316.8818

**Evacuation Assembly Area**

Onsite: Guard Station near front of complex  
or Employee parking lot

Offsite: Westside of Banner Super Market  
parking lot

FACILITY SPECIFIC PHONE NUMBERS

**ESCANABA SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Southeast of parking lot

Shelter: Cement Block Room

NE side of office building

**GATE STATIONS**

---

**Gas Dispatch**

313.577.7199

313.577.7134

313.852.5427

**Evacuation Assembly Area**

Outside Gate

**GAYLORD TRANSMISSION AND  
STORAGE OPERATIONS**

---

**Environmental**

231.250.9918

**Evacuation Assembly Area**

Front Lawn by sign

**Control Room**

989.732.9411

FACILITY SPECIFIC PHONE NUMBERS

**GRAYLING GAS OPERATIONS STATION**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Northwest corner of property

**KALKASKA TRANSMISSION AND STORAGE OPERATIONS**

---

**Environmental**

231.250.9918

**Evacuation Assembly Area**

Front gate

**Control Room**

Operations 231.258.3799

Compressor 231.258.3772

FACILITY SPECIFIC PHONE NUMBERS

**KINGSFORD SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Northwest corner of Service Center Yard

**LUDINGTON SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Northwest corner of the parking lot

**LYNCH ROAD**

---

**Environmental**

313.316.8818

**Evacuation Assembly Area**

On/Offsite: Fletcher's Field, North of Station

FACILITY SPECIFIC PHONE NUMBERS

**MICHIGAN AVENUE**

---

**Environmental**

313.316.8818

**Evacuation Assembly Area**

Onsite: Guard Station near Front Gate

Offsite: Willow Gate Station

**MILFORD COMPRESSOR STATION**

---

**Environmental**

810.300.6750

**Evacuation Assembly Area**

Front gate near front office

**Control Room**

248.685.0966

FACILITY SPECIFIC PHONE NUMBERS

**MT. PLEASANT SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Northwest corner of property

**MUSKEGON SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Southwest corner of parking lot

**NORTHWESTERN STATION (unmanned)**

---

**Environmental**

810.300.6750

**Evacuation Assembly Area**

Gate in 14 Mile Rd.

FACILITY SPECIFIC PHONE NUMBERS

**PETOSKEY SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Northwest Corner of Service Center Yard

**RIVER ROUGE STATION**

---

**Environmental**

313.316.8818

**Evacuation Assembly Area**

Onsite: Upfront by Entrance Gate of  
River Rouge Complex

Offsite: Melvindale Ice Arena

FACILITY SPECIFIC PHONE NUMBERS

**SAULT STE. MARIE SERVICE CENTER**

---

**Environmental**

810.728.5019

**Evacuation Assembly Area**

Across the street at 1122 E. Easterday Ave.  
(Michigan Works)

**SIX LAKES RESERVOIR (TAGGART)**

---

**Environmental**

231.250.9918

**Evacuation Assembly Area**

Operator Office

**Control Room**

Operations: 989.365.5128

Compressor: 989.365.5135

FACILITY SPECIFIC PHONE NUMBERS

**TAWAS GAS OPERATIONS STATION**

---

**Environmental**  
810.728.5019

**Evacuation Assembly Area**  
Northeast corner of property

**TRAVERSE CITY GAS OPERATIONS STATION**

---

**Environmental**  
810.728.5019

**Evacuation Assembly Area**  
Northeast corner of property

FACILITY SPECIFIC PHONE NUMBERS

**WASHINGTON 10 COMPRESSOR STATION**

---

**Environmental**  
810.300.6750

**Evacuation Assembly Area**  
Station Front Gate

**Control Room**  
586.412.3091

**WASHINGTON 28 COMPRESSOR STATION** (unmanned)

---

**Environmental**  
810.300.6750

**Evacuation Assembly Area**  
Front Gate on Campground

**Control Room**  
586.412.3091

FACILITY SPECIFIC PHONE NUMBERS

**WEALTHY STATION**

---

**Environmental**

231.250.9918

**Evacuation Assembly Area**

Corner of Wealthy and Market

**WILLOW RUN COMPRESSOR STATION**

---

**Environmental**

810.300.6750

**Evacuation Assembly Area**

Front Gate on Michigan Avenue

**Control Room**

313.549.1344