

File ID Number: HWCB2016 912

DEQ/DWM/Hazardous Waste Section

NCD/NCR (other) Number: NCD101773 000

Facility Name: Square D

Address: 1809 Airport Rd

City: Monroe

County: Union

File Date Range: 02/08/2001 - 1996

Document Type (s)

Inspection Reports

*NOV (See Comments)

* Compliance Orders/Settlement Agreement (See Comments)

*(Provide NOV Type, Docket Number and Date of NOV in Comment Section)

Correspondence/Letters

Pictures (Tape to a full sheet of paper)

** Name Change and Date of Change

** (Write Name Change Information in Comment Section)

Sampling Data

Other Information (See Comments)

Comments:

Box ID Number:

RCRA INSPECTION REPORT

X - VIOLATION NOTED NA - NOT APPLICABLE

Facility Name: Square D Company
Location: 1809 Airport Road Monroe, NC 28110
Mailing Address:
EPA ID#: NCD101773000 Phone Number: 704.288.7411
Contact/Title: Denise Lee - Safety, Health & Env. Manager
Inspection Date: 2/8/01 Last Inspection: 2/2/99
Status: LQG Type of Inspection: CEI
Inspector(s): Boad Murphy
Present at Inspection: Denise Lee
Type of Business: Dry-type liquid filled transformers.
Wastes Generated: DDBL Waste Fluid
Ethylene Glycol - NR used Oil - NR

Manifests: Approved Transporters? Yes Approved TSDF? Yes
Filled Out Correctly? Yes Signed Copies? Yes
LDR Notification Attached? Yes
waste shipment.

Waste Minimization: Wood recycled. Waste sump fluid metals (Cu, Al) (Sheet metal) &
recycled. Old computers reused, Batteries (NiCd) recycled, 2% Ramp, Fuel/Blended Oil w/ 15%
HAR Product substitution, engineering controls. 13142 lbs & DDBL Com (Compressed) Solid production growth
Inspection Records: 97053 lbs & DDBL Liquid down from 120,000+ in 99, w/ 15% growth in
Evidence that inspections are conducted: Yes business
Inspections on Storage Area: Yes, including accumulative areas
Inspections on H.W. Tanks: N/A
Inspections on Ancillary Equipment: N/A

Contingency Plan:
On-Site? Yes
Any changes to facility/processes or Emergency Coordinator since
last review? No. Facility will be moving all liquid-filled transformers to
another location by 7/01. (No new waste streams produced). In 2/01, facility will
eliminate 2140 employees. Training records do not reflect these changes.
Contingency Plan Implemented? Yes (If yes, was it adequate?)
Plan was adequate.

Agreements with Emergency Responders? Yes. Have not received written agreement
with Union Rg. Mat. Center.

Training Records:
Certified Training Documents Available? Yes.
New Employees Since Last Inspection? Yes
Evidence of Improper/Inadequate Training? No

Employee Interviews:
Name(s): Trained?

Annual Report Submitted? 1/13/00

Wastestreams:

- D001 - Waste Paint Related Material
- D009 - Hazardous Waste Solid N.O.S.
- D003, D006, D008 - Waste Reactive Solid (Form Dust)
- R001 - Waste Flammable Liquids (Acetone, Toluene, Pyridine)
- D001 - Waste Aerosols, Flammable
- D001 - Waste Potassium Permanganate
- D006 - Waste Composite Solid, Base, Organic (Nick Bath, Cadmium)
- D003 - Waste Water - Reactive Liquid (Aliphatic Poly-Isocyanate)

Non-Reg

- NR - Clean-up Solvent
- NR Material - Waste dirt & oil
- NR Material - Waste Ethylene Glycol & Resin
- NR Material - Waste Copper & Aluminum Coils
- NR Material - Waste Alkaline Battery (Dry Cell)
- NR - Toxic Liquids, organic (Silicon solutions)
- NR - Waste Triethylene tetramine
- ISDs NR - Pump oil

Ashland Chem. Co. NCD 061 263 315

Ruthchem Apparatus Co. ARD 002 390 961

WTI - OHD 980 613 541

ENSCO - ARD 069 448 192

Transporters

Ashland Chemical Co. NCD 061 263 315

Tri-State Motor Transit MOD 095 038 988778

Dart Trucking Co. OHD 009 865 825
DART

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Facility Name: Scum D. Company

EPA ID#: NCD 101 773 000

Inspection Date: 2/8/01

Emergency Preparedness:

Facility Maintained and Operated to Prevent Releases? Yes

Internal Communications or Alarm Present? Yes, PA system available at all phone locations.

Portable Fire Extinguishers and/or Fire Control Equipment? Yes, located throughout facility. Tested by Carolina Fire Service.

Spill Control Equipment: Sprinkler system, spill kits. All described in contingency plan.

Adequate Water Volume, Foam Equipment or Auto Sprinklers? Yes, described in contingency plan.

All Equipment/Alarms Tested and Maintained? ADT tested monthly, facility personal test quarterly.

All Personnel Handling HW have Access to Alarm/Device? Yes.

Adequate Aisle Space in Areas of Facility Operation? Yes

Satellite Accumulation Area(s):

Location(s) ① Den-Line Paint Area - 20001 Waste Paint mat. Closed, labeled. Use two working containers, emptied every shift & refilled.

② Liquid Fill (LF) & Final Paint - both use one accum. Labeled, closed. (moving) Use multiple working containers. Emptied after every use. Used by maint to flush lines.

Satellite Containers: Closed? SEE REVERSE SIDE

Labeled/Contents Identified? Yes

< 55 Gallons? Yes

Releases? None apparent

Storage Area(s):

Description(s): ① HW Waste Storage Area - Building locked, accessible only to supervisors & Ms. Lee. 5 55-gallon containers Dept - Waste Paint. Entire waste storage area diked.

Containers: Closed? Yes Aisle Space? Yes Labeled? Yes

Dated? Yes Evidence of Release? No

< 90 Days? Yes Good Condition? Yes

Other HW Units: (Applicable Regulations)

Description of Unit: N/A

External Facility Condition: Good. Facility maintained to prevent releases.

③ Aerosol Accum. - ~~Chemical Storage~~ ad Paint Room.
DODI Waste Flamm Liquid.

④ Solid Waste Storage - DODI Waste Paint Related Mat.

One 55 gallon in anteroom in compressor, check for

Flammable solids. Container enclosed surrounded by compressor, ^{impossible}

REC: ~~Ensure~~ Ensure containers for solid Accum. are closed to tip ^{impossible} over.

~~Per Supp Subpart CC requirements~~

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Facility Name: Sumo D Company

EPA ID#: NC0 101 773 000

Inspection Date: 2/8/01

Site Deficiencies: None.

Recommendations: Ensure that containers are closed in waste solid recovery area per Subpart CE requirements.

[Signature] 2/8/01
Inspector (Date)

Denise S. Lee 2/8/01
Facility Contact (Date)

Follow Up Inspection:

Comments:

Inspector (Date)

Facility Contact

(Date)



SQUARE D COMPANY
GROUPE SCHNEIDER

1809 AIRPORT ROAD, P.O. BOX 5002, MONROE, N.C. 28110 704-283-7411 FAX 704-282-7425



October 12, 2001

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

NC Dept. of Environment and Natural Resources
Hazardous Waste Section
Division of Waste Management
919 North Main Street
Mooresville, NC 28115
ATT: Mr. Brad Murphy, Waste Mgmt. Specialist

Dear Mr. Murphy:

In our continuing effort to comply with the federal regulations regarding the generation of hazardous waste, I am forwarding to you – as a courtesy - an updated copy of Square D Company's "Emergency Response Plan. Do not hesitate to contact me (704-282-7404) should you have any questions after reviewing this information.

Sincerely,
SCHNEIDER ELECTRIC – SQUARE D COMPANY

Denise S. Lee, SH&E Manager

SQUARE D COMPANY
STANDARD PRACTICES
MONROE PLANT

SUBJECT: Emergency Response Plan Including Hazardous Waste Contingency Plan	EFFECTIVE DATE: 10/1/01 DATE: 7/85 SUPERSEDES: 10/1/00	NUMBER SP: 305-2.22 PAGE 1 OF 28 REV. LEVEL 12
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This manual is designed to identify and communicate the Square D - Monroe Emergency Response Plan, the procedures for responding to specific emergency situations and the personnel responsible for handling each type.

In the event of an emergency, refer to the **Quick Reference Guides** for each major situation. These guides are located in the front of the Plan for easy access. Each incident and the appropriate response is explained more fully in the write-ups following the **Quick Reference Guides**.

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Plan Including Hazardous Waste
Contingency Plan

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EMERGENCY RESPONSE PLAN
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QUICK REFERENCE GUIDE #1
*** Emergency Warning System**

SITUATION:

- 1) Environmental: Chemical Spill/Release
- 2) Medical Emergency
- 3) Bomb Threat
- 4) Smoke/Fire
- 5) Tornado / Severe Weather

WARNING:

- Alarm System and/or PA Announcement
- PA Announcement
- Alarm System and/or PA Announcement
- Alarm System and/or PA Announcement
- PA Announcement

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QUICK REFERENCE GUIDE #2
Incident Response
*** Chemical Spill (Less than 5 Gals)**

Stop the source of discharge if safe to do so.

Evacuate associates from the immediate area.

Contain the spilled material if safe to do so;
otherwise, rope off the area.

Use the PA System (89) to summon a Hazardous Waste Handler

Hazardous Waste Handler neutralizes, dilutes or
absorbs the spill and cleans up the waste.

Waste is containerized, securely closed and labeled
with the known contents, associate's name/clock number/date,
and transported to the hazardous waste storage area for disposal.

If the SH&E Manager is not involved in the clean-up,
s(he) must be notified of the spill as soon as possible.

A Chemical Spill Report will be completed and submitted
to the SH&E Manager.

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QUICK REFERENCE GUIDE #3

Incident Response

*** Chemical Spill (Greater than 5 Gals)**

Observer uses PA system (89) to summon Emergency Coordinator.

If unsafe to remain in area/building, Emergency Coordinator dials "333".

Switchboard Operator will either announce an area evacuation via telephone/PA system **OR** activate the alarm system in the event of a plant-wide evacuation.

Emergency Coordinator notifies Plant Manager via pager system (89) or telephone (x448).

Emergency Coordinator requests qualified first aider(s) via (89) paging system if needed for injury treatment.

Emergency Coordinator makes arrangements for outside assistance if needed per Service Agreements.

Qualified First Aider(s) continue to treat associate(s) until health provider arrives.

Qualified First Aider(s) brief health provider on treatment provided and symptoms.

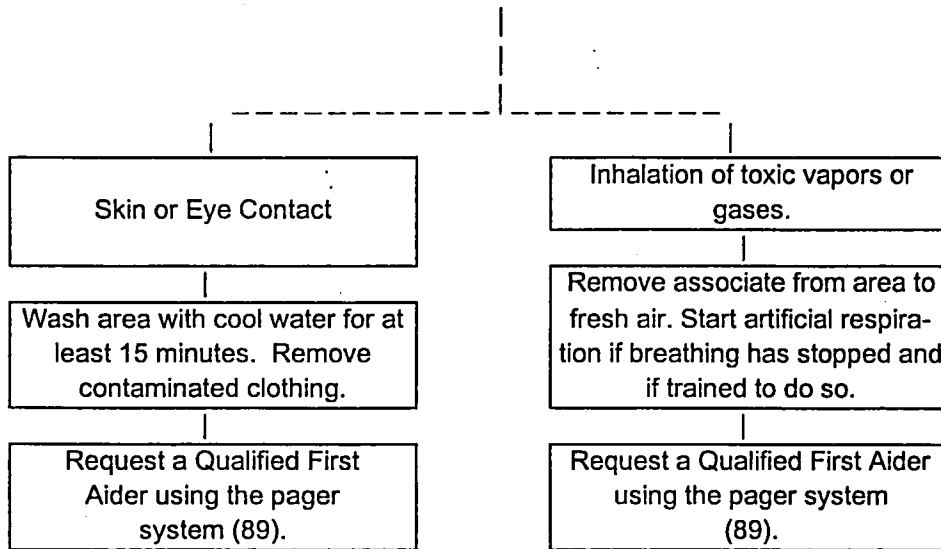
Emergency Coordinator determines when it is safe to re-enter and issues order.

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QUICK REFERENCE GUIDE #4
*** Incident Response**
Chemical Exposure

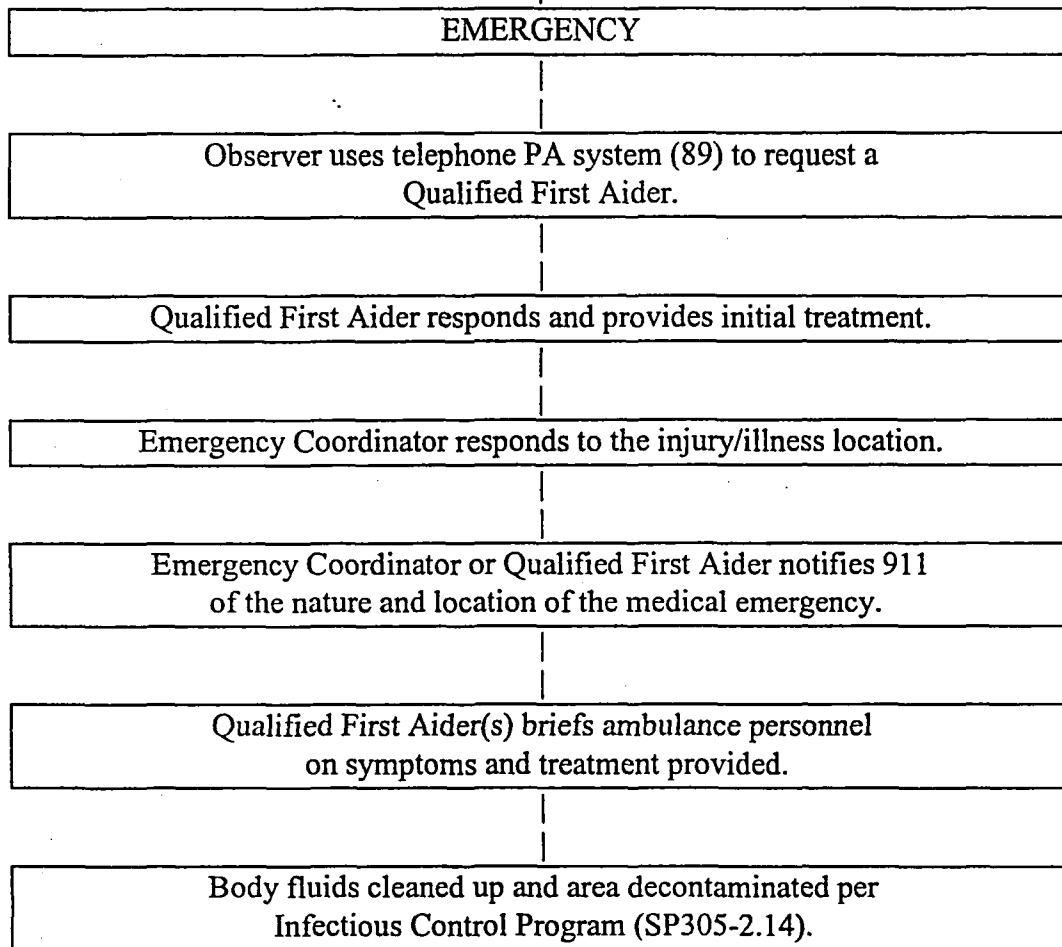


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QUICK REFERENCE GUIDE #5
Communications Flow Chart / Incident Response
*** Medical Emergency**



MEDICAL PA ANNOUNCEMENT

"Your attention, please. Your attention, please. I need a qualified first aider to come to the (Department/Area of plant). I need a qualified first aider to come to the (Department/Area of the plant)."

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**QUICK REFERENCE GUIDE #6
Incident Response / Bomb Threat**

If you receive a bomb threat:

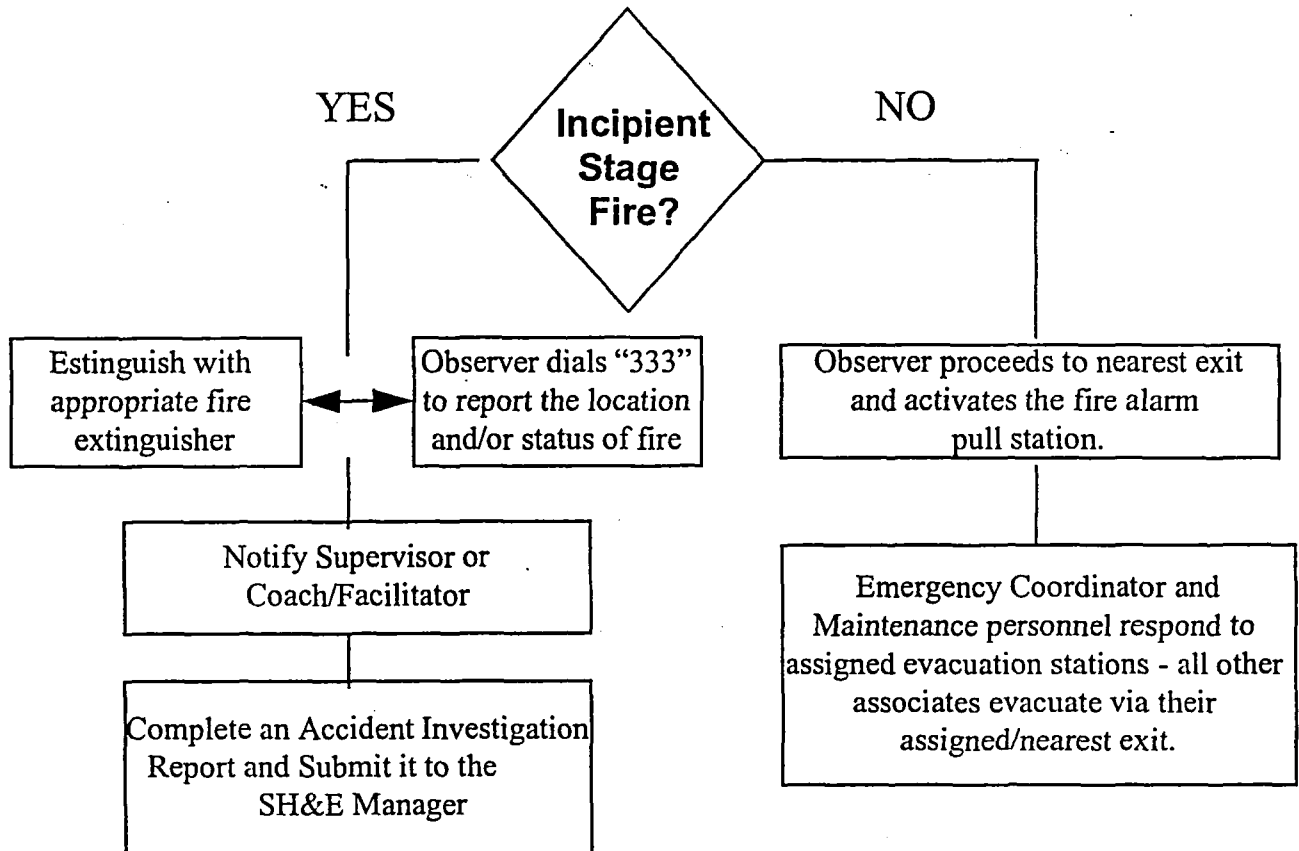
- * Remain calm
- * Keep the caller on the line as long as possible
- * Obtain as much information from the caller as possible:
 - What time the bomb will go off
 - Where the bomb is located
 - What kind of bomb it is, what will make it explode
 - What does the bomb look like
 - Why was the bomb planted
- * Pay particular attention to:
 - The exact words the caller used (ask the caller to repeat what he/she says)
 - The caller's age, sex, race, mental stability
 - If the voice sounds familiar, Who does it sound like?
 - If there is an accent or speech impediment
 - Background noises
 - Date, time of the call, extension called and the time the call ended
- * Do not hang up the phone while the caller will still talk
- * If another associate is nearby, motion to them while keeping the caller on the phone, and inform them of the call and the need to contact the Emergency Coordinator immediately.
- * If you are the recipient, contact the Emergency Coordinator and the Plant Manager immediately.
- * Do not discuss the bomb threat with anyone other than the Plant Manager, the Emergency Coordinator or his/her designee.

Bomb Threat Announcement issued via Plant Manager or Emergency Coordinator.

BOMB THREAT PA ANNOUNCEMENT

"Your attention, please. Your attention, please. It is necessary to evacuate the plant. It is necessary to evacuate the plant. All persons are to evacuate the building immediately. All persons are to evacuate the building immediately. Use the nearest exit. Evacuate immediately. Evacuate immediately. Assemble in the parking lot and await further instructions. Walk, don't run! Walk, don't run!"

QUICK REFERENCE GUIDE #7
Communications Flow Chart / Incident Response - Fire



FIRE ANNOUNCEMENT

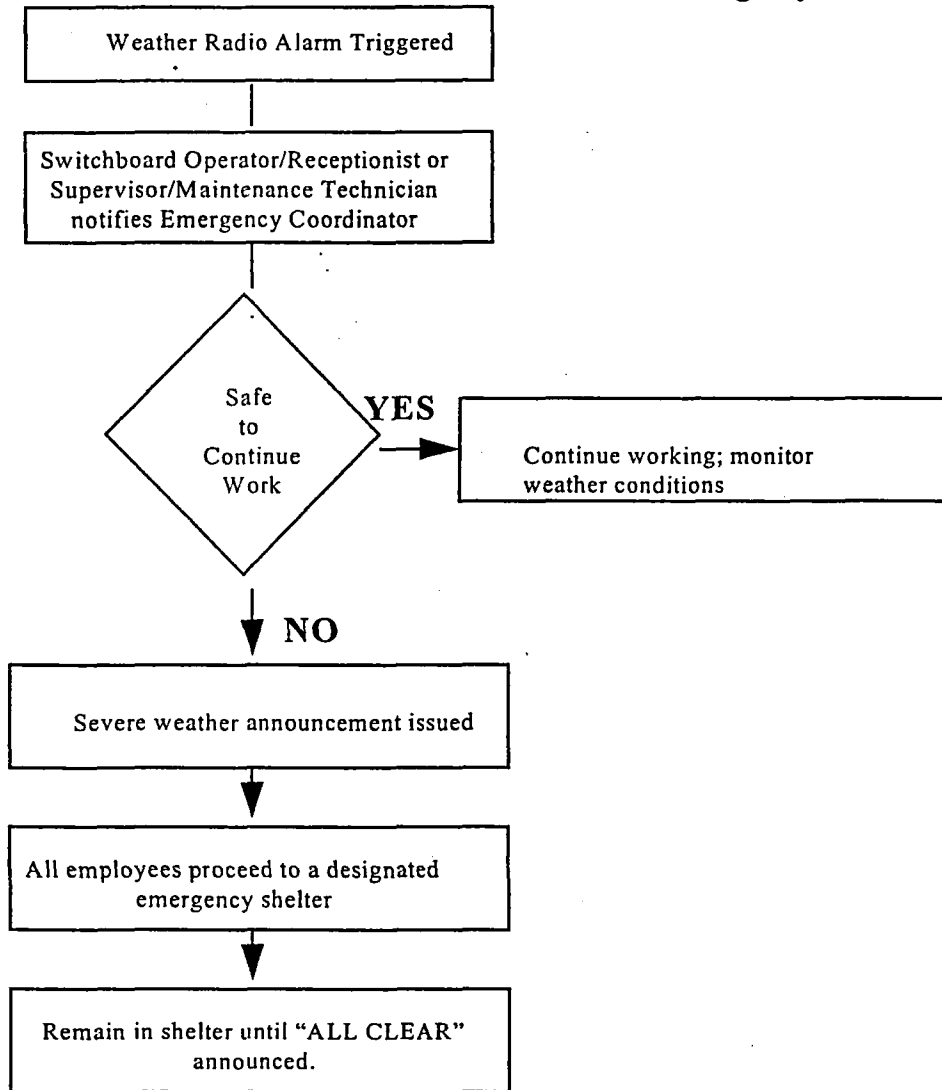
"Your attention, please. Your attention, please. It is necessary to evacuate the plant. It is necessary to evacuate the plant. All persons are to evacuate the building immediately. All persons are to evacuate the building immediately. Use the nearest exit. Evacuate immediately. Evacuate immediately. Assemble in the parking lot and await further instructions. Walk, don't run! Walk, don't run!"

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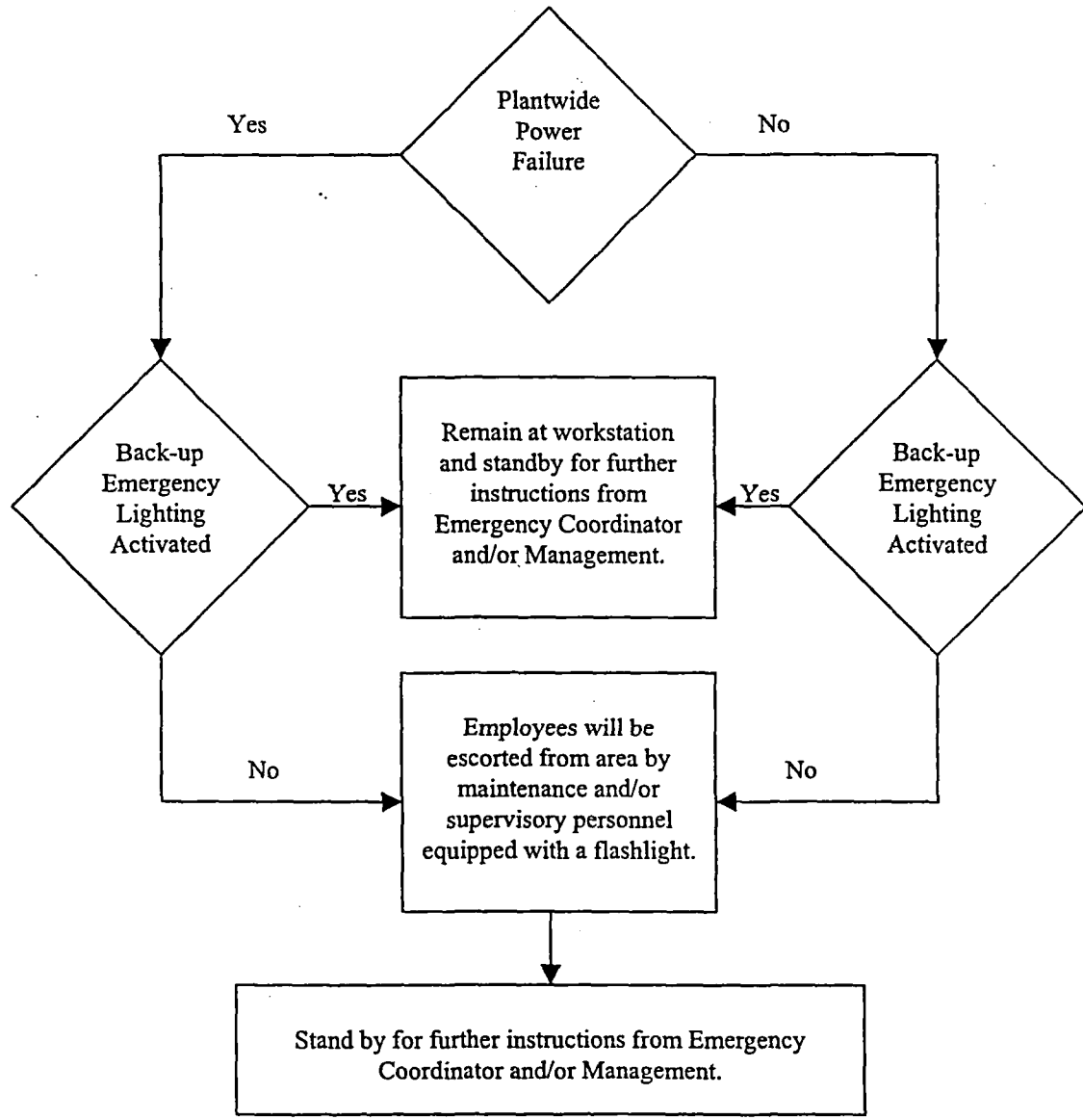
**QUICK REFERENCE GUIDE #8
Tornado/Severe Weather Emergency**



TORNADO/ SEVERE WEATHER EMERGENCY ANNOUNCEMENT

"Your attention, please. Your attention, please All persons are to immediately proceed to a designated emergency shelter. All persons are to immediately proceed to a designated emergency shelter. Walk, don't run! Walk, don't run!"

QUICK REFERENCE GUIDE #9
Power Outage



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1.0 PURPOSE:

The Square D Monroe Facility has developed this emergency response plan to serve as a functional handbook for handling many types of plant emergencies. The plan has been prepared as a working guide for all plant personnel so that we at the Square D Monroe Facility will be able to respond in an orderly and organized fashion to emergencies which might arise. In addition, this response plan is designed to provide an organization capable of effectively managing and directing emergency response activities.

Section 6.5 of this plan also fulfills our requirements under the Code of Federal Regulations Volume 40 Part 265 (40 CFR 265.51, 265.52, 265.53, 265.54, 265.55). As owners/operators of a facility which generates hazardous waste, we are required to design a contingency plan with the purpose of minimizing hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste. We have carried that requirement much further by including all types of emergency situations and response.

2.0 SCOPE:

This procedure applies to all Square D – Monroe employees, contractors and visitors as well as persons in the local community who may be impacted by the emergency.

3.0 REFERENCES:

- 3.1 40CFR Part 265 <http://www.epa.gov/>
- 3.2 ISO 14001: 1996(E) Environmental Management Systems – Specification with Guidance for Use
- 3.3 SP305-2.00 Management of Work Related Incidents [Isowork.doc](#)
- 3.4 SP 305-.208 Written Hazard Communication Program [Isohazco.doc](#)
- 3.5 SP305-2.14 Infectious Control Program for Prevention of Bloodborne Disease Transmission [ISOBLOOD.DOC](#)

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4.0 RESPONSIBILITIES:

- 4.1 Department Managers are responsible for insuring that the following plan is carried out in the event of an emergency.
- 4.2 Supervisors are responsible for insuring that all associates are aware of Emergency Response Procedures and that all associates are accounted for in the event of an evacuation.
- 4.3 All associates shall be knowledgeable of the emergency response plan and their individual responsibilities.
- 4.4 SH&E is responsible for the administration of this procedure and for corrections as weaknesses are identified.
- 4.5 Designation of Personnel
 - 4.5.a As required by the law (40 CFR 265.52cd), the plan must list names, addresses, and phone numbers of all persons qualified to act as emergency coordinator and this list must be kept current at all times. The responsibilities of such a coordinator must be on the facility premises or on call to respond to an emergency by reaching the facility within a short period of time with the responsibility for coordinating all emergency response measures. This emergency coordinator must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout.
 - 4.5.b Designation / Contacts for Emergency Coordinator (See Attachment A1)
 - 4.5.c Responsibilities of the Emergency Coordinator
 - 4.5.c(1) Authority: While acting as emergency coordinator that person is given by Square D Company all authority necessary to minimize threat to persons or property endangered in an emergency situation. That authority covers employees, property and resources of Square D Company.

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- 4.5.c(2) Decision Making Guidelines
(See Attachment B1 - B3)
- 4.5.c(3) Post Emergency Notification: In the event of a release to the environment of any material, the coordinator shall notify state, local and/or federal agencies of the release as required. Be sure that the notification is required before doing so and be sure the correct agency is notified. With many releases there is a time requirement as well, therefore you should do all notification within 8 hours of the emergency to insure compliance. (See Attachments B4 and B5)

Hazardous Waste Release:

National Response Center (Federal) 1-800-424-8802

- Information required:
1. Name and telephone number of reporter.
 2. Name and address of facility.
 3. Time and type of incident.
 4. Name and quantity of materials involved.
 5. Extent of any injuries.
 6. Possible hazards to health, property outside the facility.

NC Department of Environment & Natural Resources (State) 704-663-1699

State Emergency Response Commission (State) 1-800-662-7956

Union County Emergency Management (Local) 704-283-3536

Potable Water: Union County Public Works 704-283-3819

To fulfill the requirements of written notification, please review 40 CFR 265.56j and 40 CFR 304. <http://www.epa.gov/>

5.0 **DEFINITIONS:**

- 5.1 Emergency - Any situation that may endanger the safety and health of associates and require their immediate evacuation from the facility or work area. This will include, but not be limited to; fires, natural disasters, civil disorder, bomb threats, serious injury or illness requiring more than first aid treatment, chemical spills, utilities curtailment and air or water pollution incidents.
- 5.2 Evacuation - The orderly process of all associates immediately leaving the facility when a signal is activated.

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- 5.3 Evacuation Route - A predetermined path or route to be taken by a group or department to exit the facility.
- 5.4 Alternate Route - A predetermined path or route to be taken by a group or department in the event of blockage or obstruction of the evacuation route.

6.0 PROCEDURE:

6.1 General Procedures

6.1.a Facility Evacuation

- 6.1.a(1) Be familiar with the layout of the facility (Attachment C1) including emergency evacuation zones and exits (Attachments C3 - C7).
- 6.1.a(2) Exit the building via your assigned exit. In the event that the primary exit is inaccessible, exit the building via your assigned secondary exit. (NOTE: Should the need to evacuate the building occur when you are somewhere other than your assigned zone, exit the building via the NEAREST emergency exit.)
- 6.1.a(3) Once you are outside the building, walk to the nearest headcount assembly area. Please stay well away from the building as you walk to that location. If because of the emergency or emergency equipment you cannot reach your assigned assembly area, then stay in the nearest headcount assembly area and notify the group leader. Do not wander around the building!

6.1.b Partial Evacuation

- 6.1.b(1) Non-essential personnel must leave the affected area(s) to facilitate emergency response measures. Partial evacuations may be triggered by any of the following events, but not limited to one:
 - 6.1.b(1)(a) Spill or leak
 - 6.1.b(1)(b) Isolated controlled fire

6.1.b(1)(c) Leak or spill of a tanker truck or truck carrying hazardous waste/hazardous materials.

6.1.b(2) All non-essential personnel, including contractors and visitors, will be advised by the Emergency Coordinator or designee to move to an appropriate area, and to remain there until all personnel are accounted for. Such partial evacuations will typically involve only a small number of people, and in the case of an isolated spill or leak, no evacuation may actually take place. In any event, no person except essential emergency response, management personnel or personnel designated by the Emergency Coordinator, will be permitted to enter the affected area until specifically authorized by the Emergency Coordinator.

6.1.c Dire Emergencies

6.1.c(1) It is conceivable that a dire emergency could occur in a specific area of the plant that would require an immediate evacuation. If such a situation should occur, any Department Manager, supervisor or other person could order either a partial or total facility evacuation. Good judgement is required.

6.2 Group Leader Systems (See Attachments C2)

6.2.a Each zone will be assigned a group leader and an alternate. (Attachments C3 and C4)

6.2.b The group leader/alternate has the following responsibilities:

6.2.b(1) Maintaining an up-to-date list of all employees that work within his/her assigned zone and keep that list at the first aid cabinet in the zone.

6.2.b(2) Upon hearing the evacuation signal and/or PA announcement, (s)he should immediately pick up the employee list, leave the building and report to the designated headcount assembly area.

6.2.b(3) (S)he should immediately conduct a headcount. Any missing associates and their possible location should be reported to his/her maintenance representative (Attachment C3 and C4) who will relay this information to the Emergency Coordinator via radio. (NOTE: 3rd Shift This information should be relayed directly to the Emergency Coordinator.)

6.2.b(4) (S)he should keep his/her group together and in the designated assembly area until directed by the Emergency Coordinator to re-enter the building.

6.2.b(5) Evacuation Group Leaders
(See Attachment C2)

6.3 Emergency Warning System

6.3.a Fire/Evacuation Alarm (Refer to Quick Reference Guide #1)

6.3.a(1) Fire alarm pull stations are located adjacent to every emergency exit and inside the Switchboard/Receptionist's cubicle. They may be activated by pushing in and pulling downward on the red handle.

6.3.a(2) The alarm is intermittent in nature. It will continue to sound until the Emergency Coordinator advises maintenance that it may be silenced.

6.3.a(3) The alarm system is not to be misunderstood as a requirement for the Emergency Response Plan to be enacted or completed. It shall only be used as a notification to gain employees and /or visitors attention.

6.3.b PA System/Telephone Paging System

6.3.b(1) Dial 87 (in plant only) then speak slowly and distinctly into the telephone receiver. Repeat all messages twice! (Refer to Quick Reference Guides)

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6.3.b(2) 88 (office only) then speak slowly and distinctly into the telephone receiver. Repeat all messages twice! (Refer to Quick Reference Guides.)

6.3.b(3) 89 (entire facility) then speak slowly and distinctly into the telephone receiver. Repeat all messages twice! (Refer to Quick Reference Guides.)

6.4 Emergency Equipment (See Attachments D2a, D2b, D2c, D3 and D5)

6.4.a ABC Extinguishers - Dry powder type extinguishers located throughout the plant. For use on oil, grease, electrical, debris, wood, cloth and paper. To operate: hold upright, pull out ring pin, stand back six feet, aim nozzle at base of fire, squeeze handle and spray using side to side motion. We have 9, 10, 17 and 20 pound ABC extinguishers onsite.

6.4.b Halon Extinguishers - Gaseous type extinguisher located in computer areas and electrical rooms. For use on electrical fires. Same operating instructions. We have 5 and 12 pound halon extinguishers onsite.

6.4.c Hoses and fire valves for Fire Department use only.

6.4.d Telephones - All telephones located at desks are used by dialing a 9 and then the outside number. Plant telephones located at equipment are only capable of dialing inside the plant only. If, however, you need to call for the police, fire department or ambulance from these phones, just dial 9-911.

6.4.e Fire Alarm Pull Stations are located adjacent to every emergency exit and in the Switchboard Operator/Receptionist's cubicle at the main plant site. They may be activated by pushing in and pulling downward on the red handle.

6.4.f Sprinklers are located throughout the plant. They are activated by temperature rise.

6.4.f(1) Controls for the system are located in the Winding Supervisor's office.

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6.4.g Severe Weather Radios - [Refer to 6.9.a(1)]

6.5 Hazardous Waste Contingency Plan

6.5.a References:

6.5.a(1) 265.52(a) The contingency plan must describe the actions that facility personnel must take to comply with the law. This requirement is fulfilled in Section 3.0 Responsibility of this Emergency Response Plan.

6.5.a(2) 265.52(c) The plan must describe arrangements agreed to by local services in response to an emergency involving hazardous waste. This requirement is fulfilled in Section 7.0 Attachments (E1– E6).

6.5.a(3) 265.52(d) The plan must list names, addresses, etc. of those designated as emergency coordinator. This requirement is fulfilled in Section 4.5 Designation of Personnel (Attachment A1).

6.5.a(4) 265.52(e) The plan must include a list of all emergency equipment including phone locations with a description of each item listed. This requirement is fulfilled in Sections 6.0 Procedure and 7.0 (Attachments D1 - D5).

6.5.a(5) 265.52(f) The plan must include an evacuation plan. This requirement is fulfilled in Section 6.1 General Procedures.

6.5.b Locations/Chemicals of Risk (See Attachment F)

6.5.c Spill Response Procedure (See Quick Reference Guides #2 and #3)

6.5.c(1) Spills that are controlled by trained plant personnel and managed without threat to human health or the environment do not invoke this contingency plan.

- 6.5.c(2) Spills with the potential for threat to human health or the environment require the Emergency Coordinator to immediately assess the magnitude of the spill or release by reviewing the following:
- 6.5.c(2)(a) Profile Sheets or Material Safety Data Sheets (MSDS's) or other pertinent information regarding the chemicals spilled or released.
 - 6.5.c(2)(b) The source of the release or spill.
 - 6.5.c(2)(c) An estimate of the quantity released, the rate at which it is being released and the amount which potentially could be released.
 - 6.5.c(2)(d) The direction in which the spill or air release is heading, noting meteorological variables such as extent of clouds, wind speed and direction, precipitation and temperature.
 - 6.5.c(2)(e) The personnel who may be or may have been in contact with the material and possible injuries involved.
 - 6.5.c(2)(f) The potential for fire and/or explosion resulting from the incident.
 - 6.5.c(2)(g) An estimate of the area under possible influences of the spill or release.
 - 6.5.c(2)(h) An estimate of potential for contamination of surface water and contact with reactive and/or incompatible material as a result of the releases.
- 6.5.c(3) If the Emergency Coordinator determines that an emergency condition exists, the following actions will be taken:

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6.5.c(3)(a) If the spill or release involves a tank or the diked area of a tank, all lines to the tank will be closed by personnel at the direction of the supervisor responsible for the affected area or the Emergency Coordinator.

6.5.c(3)(b) Immediately after the spill is detected, efforts will begin to recover any standing liquids using intrinsically safe pumps.

6.5.c(3)(c) If, for some reason, a chemical spill is not contained within a dike, a perimeter of isolation will be established around the spill by constructing a second dike.

6.5.c(3)(d) If the spill results in the formation of a toxic vapor cloud (by reaction with surrounding materials or outbreak of fire), a plant evacuation should be initiated.

6.5.c(3)(e) All equipment and material used to clean up the spill will either be decontaminated and made fit for use prior to resumption of operations or will be containerized and disposed of in accordance with SP 305-2.39: Containerizing and Storage of Hazard, Non-Hazardous and Universal Waste (ISOCONTA.DOC) and SP 305-2.38: Disposition and Handling of Hazardous, Non-Hazardous Waste and Universal Waste (Isodispo.doc)

6.5.c(3)(f) All contaminated material will be handled, stored, transported and treated and/or disposed of as hazardous, non-hazardous or universal waste in accordance with state and federal regulations and SP 305-2.39: Containerizing and Storage of Hazard, Non-Hazardous and Universal Waste (ISOCONTA.DOC) and SP 305-2.38: Disposition and Handling of Hazardous, Non-Hazardous Waste and Universal Waste (Isodispo.doc)

6.5.c(4) As a means of protecting groundwater, interceptor ditches may be required downgradient of temporary impoundments constructed to contain and remove spilled liquids.

6.5.c(5) **Spill Containments**
The hazardous waste storage area is equipped with secondary spill containment. As the name suggests, spill containment is designed to contain spills in order to prevent the spread of contamination into the environment. Thus, it is important that spills or leaks of hazardous waste be removed and the affected containment area be decontaminated, immediately following remediation of the spill or leak at its source. Prompt and thorough decontamination of containment areas is also necessary to prevent contamination from stormwater run-off and to prevent the spread of contamination by workers walking through an improperly decontaminated area.

6.6 **Medical Emergency (Refer to Quick Reference Guides #4 and #5)**

In case of a medical emergency the following steps should be taken:

6.6.a The first person to arrive on the scene should:

6.6.a(1) Assess the severity of the situation instantly.

6.6.a(2) If the case is severe, use the telephone PA system or megaphone to request a qualified first aider.

6.6.a(3) Stay with the injured employee.

6.6.b Upon arrival of the qualified first aider that person should implement infection control procedures and provide initial treatment as training allows.

6.6.c Upon arrival of the Emergency Coordinator, that person or the qualified first aider should:

6.6.c(1) Call an ambulance by dialing 911 and state:

6.6.c(1)(a) Plant location: 1809 Airport Road, Monroe, NC

6.6.c(1)(b) Nature of emergency

6.6.c(1)(c) Number of people involved

6.6.c(1)(d) Ambulance entrance

6.6.c(2) Designate one associate to go to the road and direct the ambulance to the correct plant entrance.

6.6.c(3) Station a second associate at the appropriate door to direct ambulance personnel to the injured/ill associate.

6.6.c(4) Direct onlookers to return to their work area(s).

- 6.6.d Upon arrival of the ambulance, the qualified first aider should brief ambulance personnel on symptoms and treatment provided.
- 6.6.e Follow remaining procedures as noted in the "Management of Work Related Incidents" (SP 305-2.00) (Isowork.doc)
- 6.6.f Qualified First Aiders . (See Attachment G)
FIRSTAID.PPT

6.7 Bomb Threat (Refer to Quick Reference Guide #6)

- 6.7.a Emergency Procedure: The following procedure should be followed in the event you receive a bomb threat:
 - 6.7.a(1) Remain calm and keep the caller on the line as long as possible.
 - 6.7.a(2) If the caller threatens that the bomb will go off within ten minutes, immediately activate the nearest fire alarm pull station.
 - 6.7.a(3) If the threat is for a bomb to go off sometime later in the day, do not sound the evacuation alarm but rather contact the emergency coordinator and the Plant Manager as soon as you get off of the phone.
 - 6.7.a(4) Obtain the following from the caller:
 - 6.7.a(4)(a) When it will be detonated
 - 6.7.a(4)(b) Location of the bomb
 - 6.7.a(4)(c) Type of bomb and appearance
 - 6.7.a(4)(d) How it will be detonated
 - 6.7.a(4)(e) Reason for placing the bomb
 - 6.7.a(4)(f) The location and identity of the caller (sometimes not thinking, the caller will supply this information)
 - 6.7.a(5) Write down exactly what the caller says as best you can remember.
 - 6.7.a(6) Attempt to decide age, sex, race, mental stability of the person

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- 6.7.a(7) Listen for background noise to help determine where the caller is located
- 6.7.a(8) Try to pick up any accents, slurred language, speech impediments (i.e.lisp), etc.
- 6.7.a(9) Note the time of day, date and the phone number the person called to reach you.
- 6.7.a(10) The emergency coordinator's first response should be to ascertain whether or not the building should be evacuated and then to notify the authorities.

6.8 Fire (Refer to Quick Reference Guide #7)

6.8.a Emergency Procedure

- 6.8.a(1) Visually inspect the severity of the fire and determine these things:
 - 6.8.a(1)(a) Is this fire causing immediate threat to employees' lives?
 - 6.8.a(1)(b) What material is burning?
- 6.8.a(2) If the fire presents an immediate threat due to its size or severity, then immediately proceed to the nearest exit and activate the fire alarm pull station.
- 6.8.a(3) If you determine that the fire can be easily controlled, dial "333" and report the location and status of the fire. Then locate a fire extinguisher (See Attachment D22) and put out the fire. ***(NOTE: You may reverse these steps. Exercise your best judgement!)*** Be sure to use the correct extinguisher for the material burning.
 - 6.8.a(3)(a) Minor fires should be reported to the supervisor once extinguished. Investigation will begin as to the cause of the fire, prevention, etc.

6.8.a(3)(b) Return the discharged fire extinguisher to the Supply Crib and exchange it for one that is fully charged.

6.8.a(3)(c) Submit a completed Accident Investigation Report to the SH&E Manager.

6.9 Tornado/Severe Weather Emergency (Refer to Quick Reference Guide #8)

6.9.a Emergency Procedure (First Shift)

6.9.a(1) Weather radios that alarm for severe weather conditions are located in the front office inside the switchboard operator/receptionist's cubicle, maintenance and PC Winding office. Should a severe weather warning be issued, the switchboard operator/receptionist will immediately notify the Emergency Coordinator.

6.9.a(2) The emergency coordinator will notify the department managers and a decision will be made by the coordinator as to what, if any, action should be taken. (NOTE: Options listed below.)

6.9.a(2)(a) Believing that employees are safer to continue working or that the warning is not imminent, the coordinator will give the directive to all department managers that work should continue.

6.9.a(2)(b) If danger is imminent, the emergency coordinator will issue the directive to proceed to a designated emergency shelter over the telephone PA System.

6.9.b Emergency Procedure (Second and Third Shift)

6.9.b(1) Weather radios that alarm for severe weather conditions are located in maintenance and PC Winding. Should a severe weather warning be issued, the Maintenance Technician or other associate hearing the alarm, should immediately notify the supervisor-in-charge or his/her designee.

6.9.b(2) If taking shelter is deemed necessary, the emergency response plan will be initiated by the supervisor-in-charge or his/her designee.

6.9.b(2)(a) The supervisor will give the directive over the telephone PA system to proceed to a designated emergency shelter.

6.9.c Shelter Areas (Attachment H)

6.9.c(1) If there is not enough time to reach a designated area, shelter can be taken under a table, desk or next to a large stationary piece of equipment.

6.9.c(1)(a) **STAY CLEAR OF ALL GLASS WINDOWS
AND DOORS**

6.9.d All Clear

6.9.d(1) The determination to announce the "ALL CLEAR" signal will be made by the same authority who issued the alert based on weather reports and/or visible conditions.

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6.10 Power Outage: (Refer to Quick Reference Guide #9)

6.10.a In the event of a power outage, employees are to stay at their work station and wait for the Emergency Coordinator and/or management to make an announcement as to what is to be done. Square D Company has a back-up emergency lighting system, therefore everyone will be able to see and if necessary leave the building.

6.10.a(1) In the event that the back-up emergency lighting fails to activate, employees will be escorted from the area by maintenance and/or supervisory personnel equipped with a flashlight(s).

6.10.a(1)(a) Employees will then standby for further instructions from the Emergency Coordinator and/or management.

6.10.b A maintenance response team will assess the situation by:

6.10.b(1) Notifying the appropriate utility (i.e., Duke Power vs. City of Monroe)

6.10.b(2) Begin troubleshooting procedures to determine source of the problem.

6.10.b(2)(a) Depending upon the source of the problem and the availability of needed parts, management will announce their decision as to whether to continue.

6.11 Training Requirements

6.11.a Fire Extinguisher Training

6.11.a(1) The SH&E Manager will be responsible for insuring that designated employees are instructed, at least annually, in the use of fire extinguishers. Training will be conducted by a qualified person, such as a representative from the Fire Department.

6.11.b Drills

6.11.b(1) Fire and/or other evacuation drills will be conducted annually (at a minimum). Drills will be coordinated by the SH&E Manager who is responsible for insuring that they are carried out in a safe and orderly fashion.

6.11.c Employee Training

6.11.c(1) Employees will be trained at least annually in the following areas:

6.11.c(1) (a) Their emergency evacuation routes (primary and secondary routes)

6.11.c(2) Responsibility for Training of Employees:

6.11.c(2)(a) This training will be incorporated into the monthly departmental safety meetings. In addition, the SH&E Manager will cover general emergency response procedures with newly hired employees during New Employee Orientation. Area specific procedures will be covered on the first day of employment by the respective supervisor .

7.0 Attachments

- | | | | |
|--|------|------------------------|--|
| | 7.1 | Attachment A1 | Designation/Contacts for Emergency Coordinator |
| | 7.2 | Attachment A2 | Maintenance Personnel |
| | 7.3 | Attachment B1 | Decision Making Guidelines |
| | 7.4 | Attachment B2 | Federal/State/Local Emergency Telephone Numbers |
| | 7.5 | Attachment B3 | NC Hazardous Materials Notification Chart |
| | 7.6 | Attachment B4 | Emergency Notification Time Periods |
| | 7.7 | Attachment B5 | Guidelines for Reporting Hazardous Substance Spills/Releases |
| | 7.8 | Attachment C1 | Layout: |
| | 7.10 | Attachment C2 | Evacuation Group Leaders |
| | 7.12 | Attachment C3 | 1st Shift/Maint. Personnel Emerg. Evacuation Stations |
| | 7.14 | Attachment C4 | 3rd Shift Emergency Evacuation Stations |
| | 7.18 | Attachment D1 | Maintenance Team Responsibilities |
| | 7.19 | Attachment D2a 1thru 3 | Fire Extinguishers |
| | 7.21 | Attachment D2b | Sprinkler System and Shut-Off Valves |
| | 7.23 | Attachment D2c | Fire Prevention Inspection |
| | 7.24 | Attachment D3 | Shop Floor Phones |
| | 7.26 | Attachment D4 | Power Shut-Down / Start-Up |
| | 7.27 | Attachment D5 | Emergency Spill Control/Communications Equipment |
| | 7.28 | Attachment E1 | Service Agreement: Ashland Chemical Company |
| | 7.29 | Attachment E2 | Service Agreement: Monroe Urgent Care |
| | 7.30 | Attachment E3a | Service Agreement: Monroe Fire Department |
| | 7.31 | Attachment E3b | Service Agreement: Monroe Police Department |
| | 7.32 | Attachment E4 | Service Agreement: Bakers Volunteer Fire Department |
| | 7.33 | Attachment E5 | Service Agreement: Union Regional Medical Center |
| | 7.34 | Attachment E6 | Service Agreement: OccMed@COS |
| | 7.35 | Attachment F | Locations/Chemicals of Risk |
| | 7.36 | Attachment G | First Responder List |
| | 7.37 | Attachment H | Emergency Shelter Locations |

FACILITY MGR	PROD.ENG MGR	SHE MGR	MFG MGR	MFG.SVC MGR	HR MGR	MKT REP.	PURCH MGR

**EMERGENCY PHONE NUMBERS
SQUARE D COMPANY - MONROE
DESIGNATION / CONTACTS FOR EMERGENCY COORDINATOR**

NAME	TITLE	RESPONSIBILITY	WORK #	HOME #
Denise S. Lee 504 S. Hayne Street Monroe, NC 28112	SH&E Mgr.	Primary	Ext. 404 Cell Phone	704-282-1445 704-254-5127
John Hudson 9039 Birch Court Indian Trail, NC 28079	Mfg. Svc. Mgr.	Secondary	Ext. 444	704-882-6394
Eddie Pace 1212 White Oakes Circle Monroe, NC 28110	Production Mgr.	Tertiary	Ext. 431	704-283-8902
Fred Mudge 1201 Emerald Lake Drive Matthews, NC	Facility Manager	Tertiary	Ext. 448 Cell Phone	704-907-9829

LOCAL EMERGENCY RESPONSE NUMBERS

Monroe Police Department		911 or 704-282-4700
Monroe Fire Department		911 or 704-282-4726
Union County Sheriff's Dept.		911
Union County EMS		911
NC DENR (24 Hour Emergency Number)		919-733-5291
NC DENR, Hazardous Waste Section (Regional Office) (Raleigh)		704-663-1699 919-733-2178
Union County Emergency Management		
Ashland Chemical Company/(Contracted Spill Clean-Up Service)	PRIMARY	800-637-7922 or 800-ASHLAND
OHM Remediation Service Corp. (Contracted Spill Clean-Up Service) Wells Fargo	SECONDARY	800-537-9540 800-526-8398

SAFETY HOTLINES

Chemical Emergency Preparedness Hotline	800-535-0202
Chemical Transportation Emergency Center (CHEMTREC)	800-424-9300
CMA (Chemical Referral Center)	800-262-8200
EPA, RCRA (Office of Solid Waste and Emergency Response)	800-424-9346
EPA (Small Business Hotline)	800-368-5888
National Response Center (Report Chemical Releases)	800-424-8802
National Safety Council.	312-527-4800
NIOSH (National Institute of Occupational Safety & Health)	800-356-4674
OSHA (Health Standards)	202-523-7075
Safe Drinking Water Hotline	800-426-4791
Substance Identification	800-848-6538
US DOT Hotline	202-366-4488

MAINTENANCE PERSONNEL

<u>NAME</u>	<u>HOME TELEPHONE #</u>
Summerlin, Clay	704-289-9161
Blakeney, James	704-764-2141
Birmingham, Joe	704-289-4371
Boyce, John	704-289-1639
Brewer, Billy	704-624-9186
Dixon, Doug	704-882-1690 or Pager 704-282-8890
Millican, Harold	704-225-1296
Newton, Mark	803-672-9117
Perez, Rene	704-226-9608
Ridenhour, Mark	704-882-0369
Turner, Jerry	704-982-0255
Usher, Jerry	704-843-9308
Vaughn, Donnie	704-385-8377

DECISION MAKING GUIDELINES

- Immediately assess the situation and decide what emergency response is necessary at the scene of the emergency.
- Insure that emergency response at the scene is happening.
- Emergency coordinator shall activate whatever internal alarms applicable with the purpose of notifying all employees and begin plant-wide action if necessary.
- Immediately notify appropriate state, local or federal agencies that can respond to the situation if their help is needed. Use reference information listed under the appropriate type of emergency.
- Use the contingency plan to follow step by step response to the emergency.
- Once immediate response has been completed, determine the next phase of response. Phase II should cover the hours immediately following the emergency. Decisions will have to be made such as: can employee begin work, should employees leave the property, should the surrounding community be evacuated, etc.
- Take whatever steps necessary to see that Phase II is carried out.
- Pull together lists of pertinent data:
 - Name and quantity of released material
 - Name and extent of injuries
 - Equipment damage
 - Building damage
- Emergency coordinator must provide for the containment, packaging, labeling and disposal of any associated wastes, as well as insure that all response equipment is prepared for the next emergency.
- The emergency coordinator should pull together all the facts of the incident and meet with Plant Manager and/or Product Managers to insure that the details, causes, etc. of the incident have been reviewed and corrected if possible.

ATTACHMENT B2 – FEDERAL / STATE / LOCAL EMERGENCY TELEPHONE NUMBERS

Air Hot Line
1-800-296-1996
540-0888 (Research Triangle Park)

Air Permits
Air Quality
Division of Environmental Management (DEM)
(DEHNR)
919-733-3340

Asbestos Program
Occupational Health Section (DEHNR)
Pat Curran
919-733-2321

Drinking Water
Environmental Health
919-733-2321

Drinking Water (Safe)
EPA Hotline
1-800-426-4791

Emergencies 24 hours
1-800-662-7956
1-800-858-0368

Energy Division Hotline (7:30am-12pm)
NC Commerce Dept.
1-800-662-7131

Environmental Education

Office of Environmental Education
919-733-0711

NC Cooperative Extension Service

Some Available Publications:

- Household Hazardous Waste
- Septage
- Used Oil Videos
- Water Quality & Waste Management

919-515-2770 (NCSU) or County Agent

Environmental Profiles for Property
ERI Scan (\$75 each)
1-800-989-0402

Federal Registers (copies)
1-800-424-9346

Freon
Air Quality
Donnie Redmond
919-733-3340

Groundwater
(DEM), (DEHNR)
919-733-3221

Hazardous Waste
Hazardous Waste Section, (DEHNR)
919-733-2178

Hazardous Waster Information or Documents
RCRA Hotline
1-800-424-9346

Household Hazardous Waste
Solid Waste, (DEHNR)
919-733-0692

Indoor Air Pollution
(IAQ INFOR Clearing House)
1-800-438-4318

Lead Abatement

Environmental Health
Ed Norman
919-715-3293

Certification Program
Chris Lovelace
919-733-0820

LEAD Information Center Hotline
1-800-LEAD-FYI (National)
1-800-532-3394

Medical Waste
Solid Waste Section, (DEHNR)
Ernie Lawrence
919-733-0692

OSHA Assistance
Susan Happy
919-662-4659

PCB's

TSCA, EPA Region IV
Mark Bloeth, Stuart Perry
404-347-1033

FEDERAL / STATE / LOCAL EMERGENCY TELEPHONE NUMBERS – Cont'd

Fluorescent Light Disposal/Greenlights
Hotline: 202-775-6650

Pesticides
N.C. Department of Agriculture
Dr. William T. McClelland
Pesticide Disposal Specialist
919-733-7366

Public Comment Period Notifications
Public Information Office
(DEHNR)
919-733-4984

Pesticide (National) Telecommunication Network
1-800-858-7378

Public Water Supply
Environmental Health
Dick Casper
919-715-4700

Public Right to Know/Employee Right to Know
OSHA, Dept. of Labor
Les Kafel
919-733-2486

Radioactive Materials
Radiation Safety Section, (DEHNR)
010-571-4141

Run Off, Water Quality, DEM (DEHNR)
Greg Thorpe
919-733-5083

Safety Hotline
1-800662-7952

SARA Title III
Emergency Planning &
Community Right to Know
Release Reporting
Emergency Management
Emily Kilpatrick
1-800-451-1403 (24 hours)
919-733-3865

Sewer Tanks and Other Low Pressure
Subsurface On Site Treatment System
Environmental Health
Steve Berkowitz
733-2895

TSCA Hotline
1-800-835-6700

Small Business Ombudsman (EPA)
1-800-368-5888

Solid Waste
Municipal Landfills, County Government and
Solid Waste Section (DEHNR)
919-733-0692

Stormwater
Water Quality, DEM (DEHNR)
Colleen Sullins
919-733-5083

Superfund
Superfund Section, (DEHNR)
Federal Superfund, Pat DeRosa
State Inactive Sites, Charlotte Jasneck
919-733-2801

Toxicology
Epidemiology, DEHNR
Drs. Ken Rudo or Luanne Williams
919-733-3410

Transportation of Hazardous Waste
Division of Motor Vehicle, (DOT)

US – DOT Regulations
Yolanda Wilson
919-856-4360

Placarding
Keith Smith
919-856-4378

Underground Storage Tanks (UST)
DEM, DEHNR
Bob Tabor or Bob Lucas
919-733-8488 or 733-8486

Waste Exchange
Southeast Waste Exchange, Urban Institute
UNC-Charlotte
Maxi May
704-574-4289

Waste Minimization
Office of Waste Reduction, (DEHNR)
919-571-4100

Wetlands EPA Hotline
1-800-832-7828

MASTER COPY

N. C. HAZARDOUS MATERIALS NOTIFICATION CHART *

FOR INCIDENTS INVOLVING	CALL	
	Work Hours	24 Hour
RADIOACTIVE MATERIALS	(919) 571-4141	(800) 858-0369
OIL/CHEMICAL RELEASE/SPILLS	(919) 733-5291	(800) 858-0368
EXPLOSIVES	(919) 862-4500	(919) 862-4500

U. S. EPA National Response Center (800) 424-8802
 The answering party you are reporting a hazardous materials incident
 Provide answers to questions listed on the reverse side of this card.

This card was developed for use by firefighters, police and other
 personnel in emergency services as a guide for initial actions to be
 taken to protect themselves and the public when they are called to
 handle incidents involving hazardous materials.

ATTACHMENT B3
 SP 305-222
 REV. 1

FOR ADDITIONAL INFORMATION

Emergency Management Coordinator N. C. Department of Crime Control and Public Safety Emergency Management Division (919) 733-3200 (919) 733-9970 (800) 858-0268	Water Supply N. C. Dept. of Environment and Natural Resources Environmental Health Division (919) 733-2321 (800) 458-0368 (800) 412-1584 - Reper
Oil/Chemical Spill & Air/Water Pollution N. C. Dept. of Environment and Natural Resources (919) 733-5291 (800) 858-0268	Radioactive Materials N. C. Dept. of Environment and Natural Resources Radiation Protection Division (919) 571-4141 (800) 858-0368
Toxicities N. C. Dept. of Agriculture Nursing Service (919) 733-3132 - work hrs (800) 858-0168	Hazardous Waste Disposal N. C. Dept. of Environment and Natural Resources Hazardous Waste Section (919) 733-5178 (800) 458-0368
Police N. C. Recruit Control Center (800) 816-5745 24 Hour Emergency Number	Explosives N. C. Dept. of Justice-59 Homeland Security Unit (919) 862-4500
	Special Chemicals CI CAS/CC (800) 424-9700

*Chart issued August 1998

This wallet card printed by the HAZARDOUS WASTE SECTION, DENR

CHECKLIST FOR REPORTING INCIDENTS

Provide as much of the following as possible.

1. Give your name, job title and telephone number where you can be reached.
2. Describe the hazardous material event (e.g., highway accident, train wreck).
3. Give specific location of incident.
4. Report the presence of fire, if any.
5. Report what hazardous materials are involved.
6. Describe the hazardous material's, i.e., quantity involved, amount spilled, other observed facts.
7. Report any warning placards or labels on vehicle or cargo; give color, symbols, or any written warnings; check manifest & bill of lading.
8. Report number of persons injured, exposed, or contaminated, and number subject to potential exposure, if any.
9. Describe population of immediately adjacent area (e.g., rural, residential, commercial, heavily populated).
10. Describe the weather (temperature, precipitation, wind speed and direction).
11. Report if hazardous materials is in or near any stream or water body (how close; what water body).
12. Provide the name and phone number of the carrier vehicle, identification number, and shipper, if available.
13. Report what personnel and equipment are at the scene, and what corrective measures are underway.
14. Give your opinion on the seriousness of the incident; (a) minor incident; (b) serious but under control; (c) need assistance.

EMERGENCY NOTIFICATION TIME PERIODS

The National Response Center 800-424-8802 must be notified within a 24 hour period of any release of a hazardous substance in a quantity equal to or exceeding the reportable quantity.

The nearest Area Director of the Occupational Safety and Health Administration, US Department of Labor, must be notified, either orally or in writing, within 8 hours after the occurrence of any employment accident which is fatal to one or more employees or which results in hospitalization of three or more employees.

The NC Department of Environment, Health and Natural Resources (NCDEHNR), per an understood agreement, shall be notified within 24 hours after the occurrence of any release of a hazardous substance in a quantity equal to or exceeding the reportable quantity, fire, fatality, or injury or illness which results in the hospitalization of five or more employees.

Within 15 days after the incident, the owner or operator must submit a written report on the accident to the Regional Administrator of the Environmental Protection Agency and to the Director of the NC Department of Environment, Health & Natural Resources (NCDEHNR).

A release of hazardous material equal to or greater than the reportable quantity under 40 CFR 302 will be reported to the Regional Administrator within 24 hours of its detection. Within 30 days a written report will be submitted to the Regional Administrator in accordance with 40 CFR 265.197(c)(3).

**GUIDELINES FOR REPORTING HAZARDOUS SUBSTANCE
SPILLS/RELEASES**

Initial Notification:

1. The name & title of the person making the report
2. The chemical name or identify (i.e. trade name) and an estimate of the quantity released into the environment.
3. The time and duration of the spill/release
4. Where the spill/release took place
5. What list the hazardous substance appears on (i.e., CWA Section 311, RCRA hazardous waste, etc.)
6. The substance's reportable quantity (RQ)
7. To what part of the environment the release escaped (i.e., air, water, ground)
8. Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advise regarding medical attention needed for exposed individuals.
9. Proper precautions to take as a result of the spill/release's effect(s)
10. Remedial actions taken to control or mitigate the release's effect(s)
11. The name(s) and telephone number(s) of the person(s) to be contacted should further information be required.

Final Notification:

This after-the-fact report updates the initial notification with greater detail & includes Steps 8-10 above.

Sample Release Record:

1. Telephoned report to National Response Center made by:
Name: _____ Signature: _____
Title: _____ Location: _____
Date: _____ Time: _____
2. Name(2) and estimated amount(s) of hazardous substance(s)
(Superfund" definition) released: _____

3. Geographical location of release: _____

4. Listing used to classify material released as hazardous (e.g.,
CWA, Section 311, RCRA etc.): _____

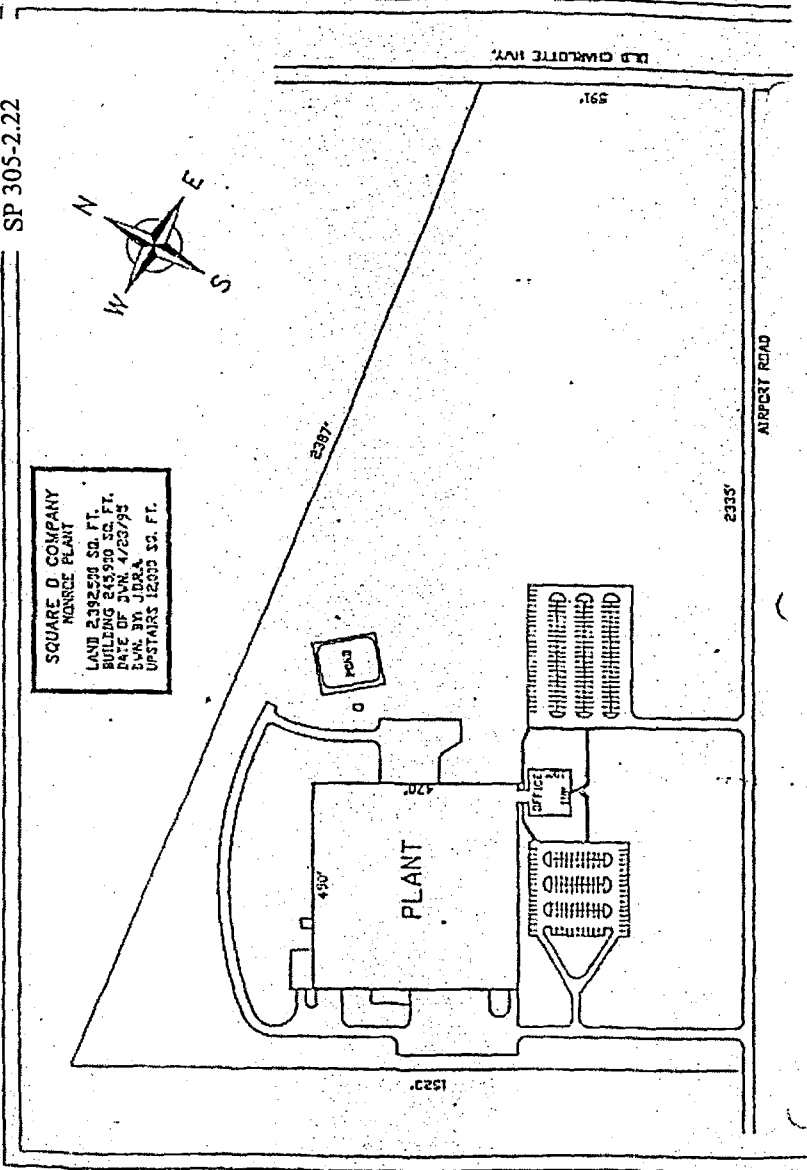
5. The reportable quantity(ies) for substance(s) involved: _____
6. Release was to (air, water, ground): _____
7. Date, time and duration of release: _____
8. Remedial actions taken to control, and/or mitigate the effects of,
the release: _____

9. Name and title of person at NRC to whom report was made:

10. Other regulatory groups contacted (if any):
_____ DATE & TIME: _____
_____ DATE & TIME: _____
Approved: _____
Location Executive

Attachment C1
SP 305-2.22

SQUARE D COMPANY
NONRICE PLANT
LAND 2,392,299 SQ. FT.
BUILDING 243,900 SQ. FT.
DATE OF PLAN 4/23/75
EAK BY JDR
UPSTAIRS 12,000 SQ. FT.



MAIN PLANT SITE
EVACUATION GROUP LEADERS

First Shift

<u>Zone Number</u>	<u>Group Leader</u>	<u>Alternate</u>
1	Terri Dunlap	Gloria Pope
2	Terry Goodin	Donna Greene
3	Stephanie Thomas	Sheila Clemons
4	Joyce Wooten	John Arnold
5	Mike Dover	John Moore
6	Larry Maner	Joe Bull
7	Rodney Taylor	Willie Davis
8	James Brewer	Sylvia Crowder
9	Don Griffin	Bo McWhorter
10	N/A	N/A
11	Boyd Greene	Reecie Hunter

NOTE: Doug Dixon (Maintenance) stationed at Electrical Room.

Third Shift

<u>Zone Number</u>	<u>Group Leader</u>	<u>Alternate</u>
1	N/A	N/A
2	N/A	N/A
3	N/A	N/A
4	Jason Mackey, Jr.	Karen Griffin
5	Melvin Barrett	Phil Hancock
6	Darial Home	Rodney Godwin
7	N/A	N/A
8	N/A	N/A
9	Jerry Bundy	Angelita Sutton
10	David Williams	Christine Mooneyham
11	N/A	N/A

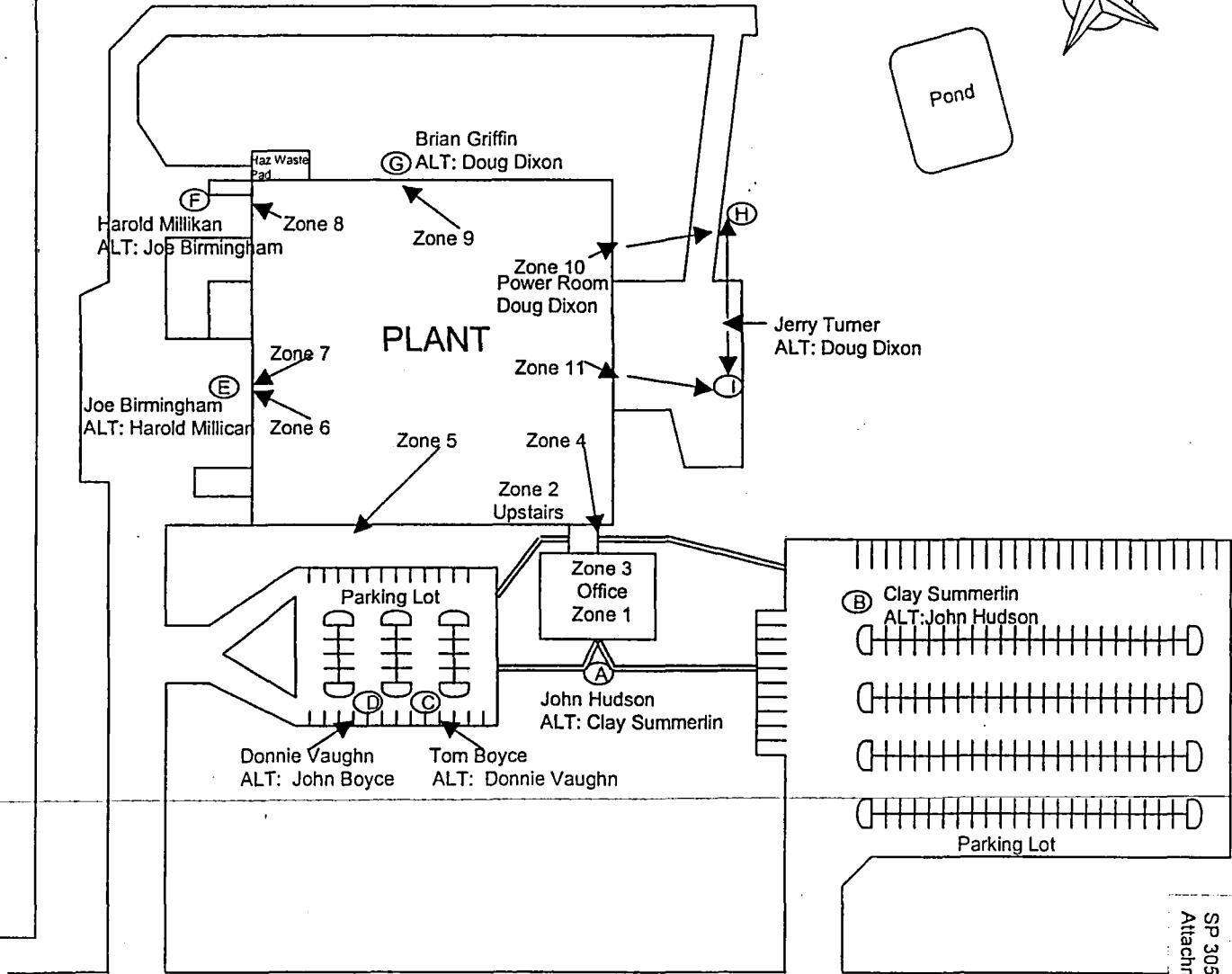
NOTE: Mark Newton (Maintenance) stationed at Electrical Room.

Supervisor-in-Charge: Bill Phillips (Alternate – Charlie Yates)

First Shift / Maintenance Personnel Emergency Evacuation Stations Primary Exits Shown

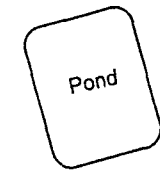
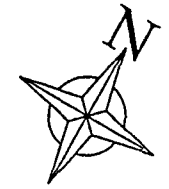
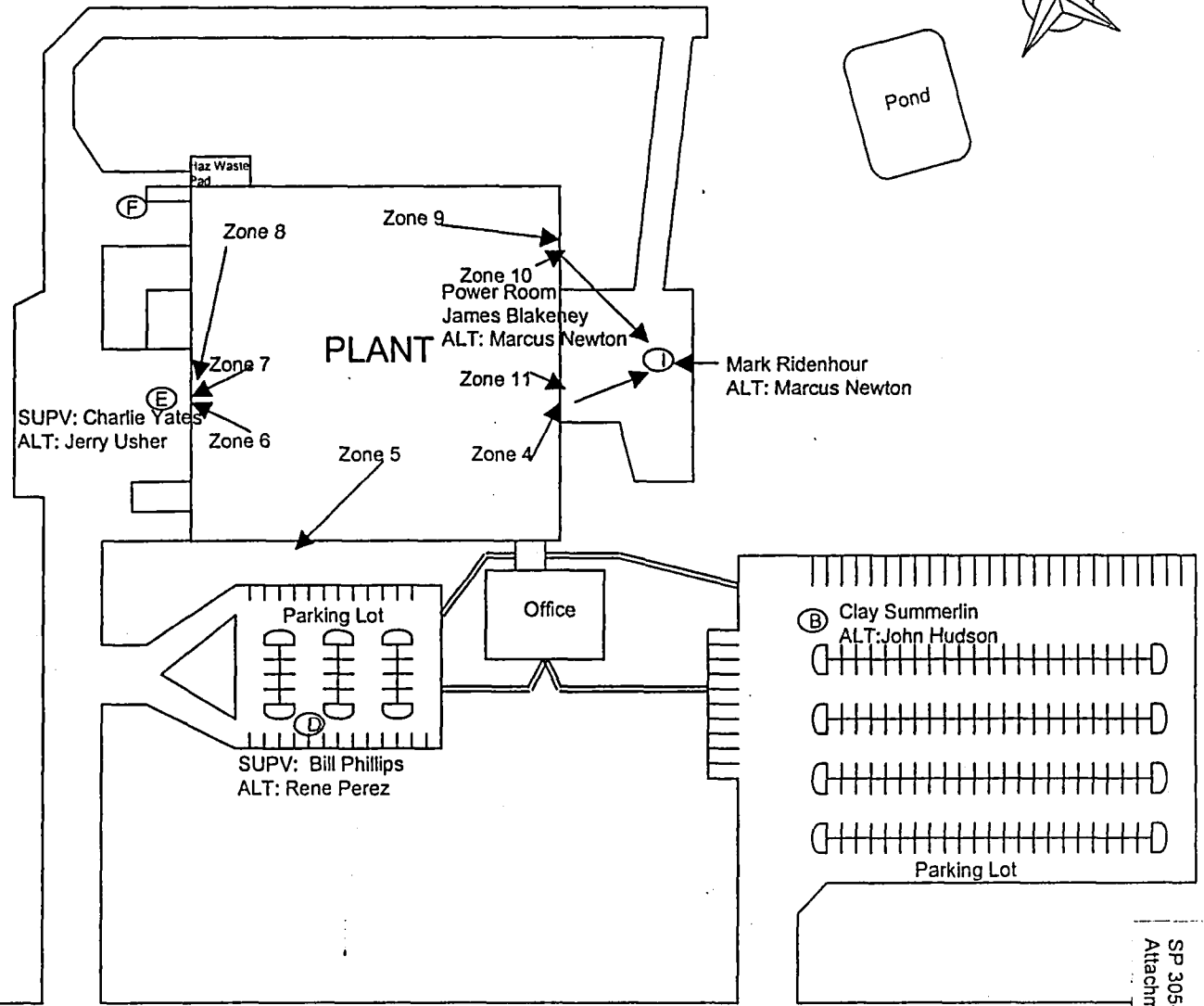


ZONE	AREA(S)	EXITS	
		PRIMARY	SECONDARY
1	Customer Service Order Services Administration MN-MFG Sys Support/IS AFP - Engineering	A	C
2	Upstairs Office Areas	C	B
3	SHE Human Resources Prod. Engineering Cafeteria Marketing	C	A
4	FD Winding Materials Lab Mfg. Svc/QE Fitness Center	B	I
5	PC Winding Glass Cutting FD Assembly FD Stacking VR	D	B
6	Maintenance Materials/Prod. Qt. Receiving Fabrication Supply Crib	E	D
7	Weld/Paint Shotblast	E	D
8	Shipping Final Assembly	F	H
9	Test PC Assembly / Core & Coil Casting	G	H
10	Core Stacking Georg	H	G
11	Wire Wrap Core Steel Storage	I	H



Third Shift / Maintenance Personnel Emergency Evacuation Stations Primary Exits Shown

ZONE	AREA(S)	EXITS	
		PRIMARY	SECONDARY
1	Customer Service Order Services Administration MN-MFG Sys Support/IS APP - Engineering	A	C
2	Upstairs Office Areas	C	B
3	SHE Human Resources Prod. Engineering Cafeteria Marketing	C	A
4	FD Winding Materials Lab Mfg. Svc/CE Fitness Center	B	I
5	FC Winding Glass Cutting FD Assembly FD Stacking VPI	D	B
6	Maintenance Materials/Prod. Cl. Receiving Fabrication Supply Orb	E	D
7	Weld/Paint Shotblast	E	D
8	Shipping Final Assembly	F	H
9	Test FC Assembly / Core & Coil Casting	G	H
10	Core Stacking Georg	H	G
11	Wire Wrap Core Steel Storage	I	H



The Emergency Coordinator or the Authority Having Jurisdiction (i.e., Fire Marshall) will notify Maintenance Team members when action should be taken.

MAINTENANCE TEAM RESPONSIBILITIES:

NATURAL GAS:

At the main plant, gas should be shut off at the main service disconnect of the building along the wall by the cafeteria. Service should be shut off using the wrench located in Clay Summerlin's office and/or maintenance.

SPRINKLERS:

Attachment D2b indicate the location of the shut-off valves.

Closing a valve will shut off the water supply to that area. Valves will normally be shut off ONLY when excess water damage is likely (i.e., due to a broken sprinkler head or once a fire has been extinguished).

Valves are located outside on the wall. A display shows whether they are open or closed. All valves remain open unless there is an emergency. To close a valve, remove the lock and chain and turn the wheel in a clockwise direction until it cannot be turned anymore.

A key can be found in the lock box located in Maintenance.

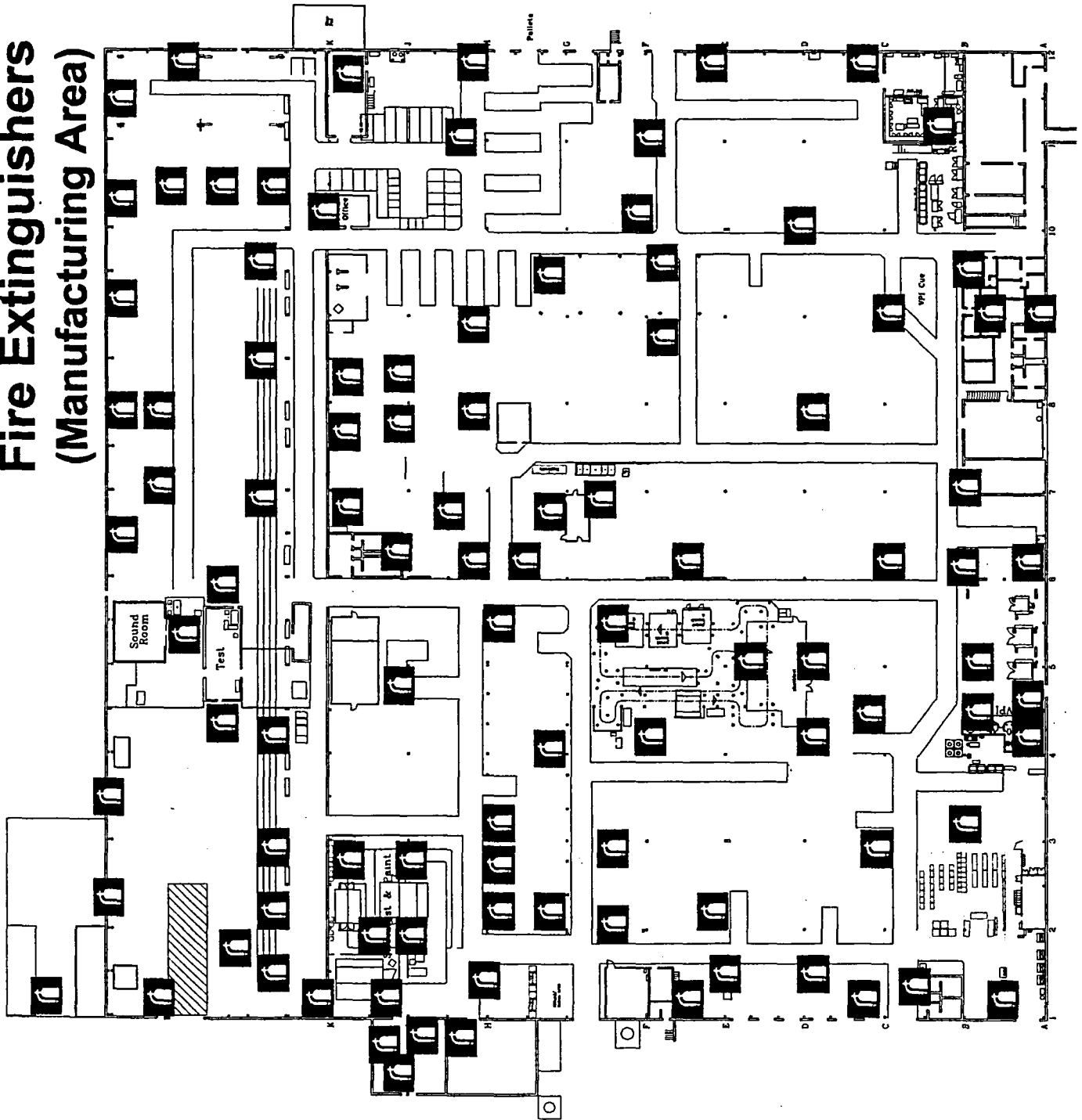
NOTE: Emergency Coordinator must be notified immediately if a sprinkler is shut off!

ELECTRICAL:

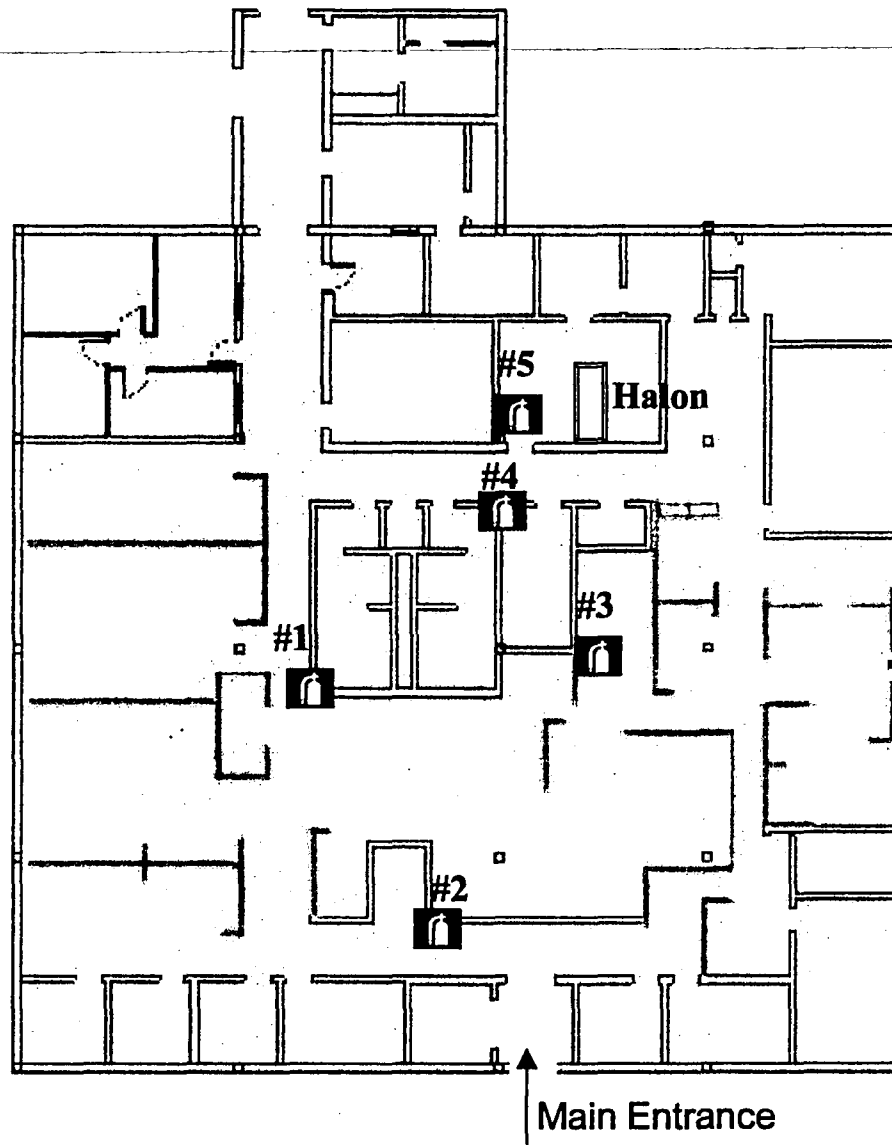
In the event of a fire, electrical equipment must be shut down using a local disconnect. Once the fire has progressed from the source, power must be shut off at either the main breaker or at the pole by a utility company representative (i.e., Duke Power vs. City of Monroe).

All building power should only be turned off by trained and authorized personnel at the switchgear located in the Power Room. It is critical that correct procedures be followed when shutting down ALL main power due to high voltage. (NOTE: All telephones will remain in service for approximately 30 minutes once the power has been shut off. Subsequently, only pay telephones will remain functional.)

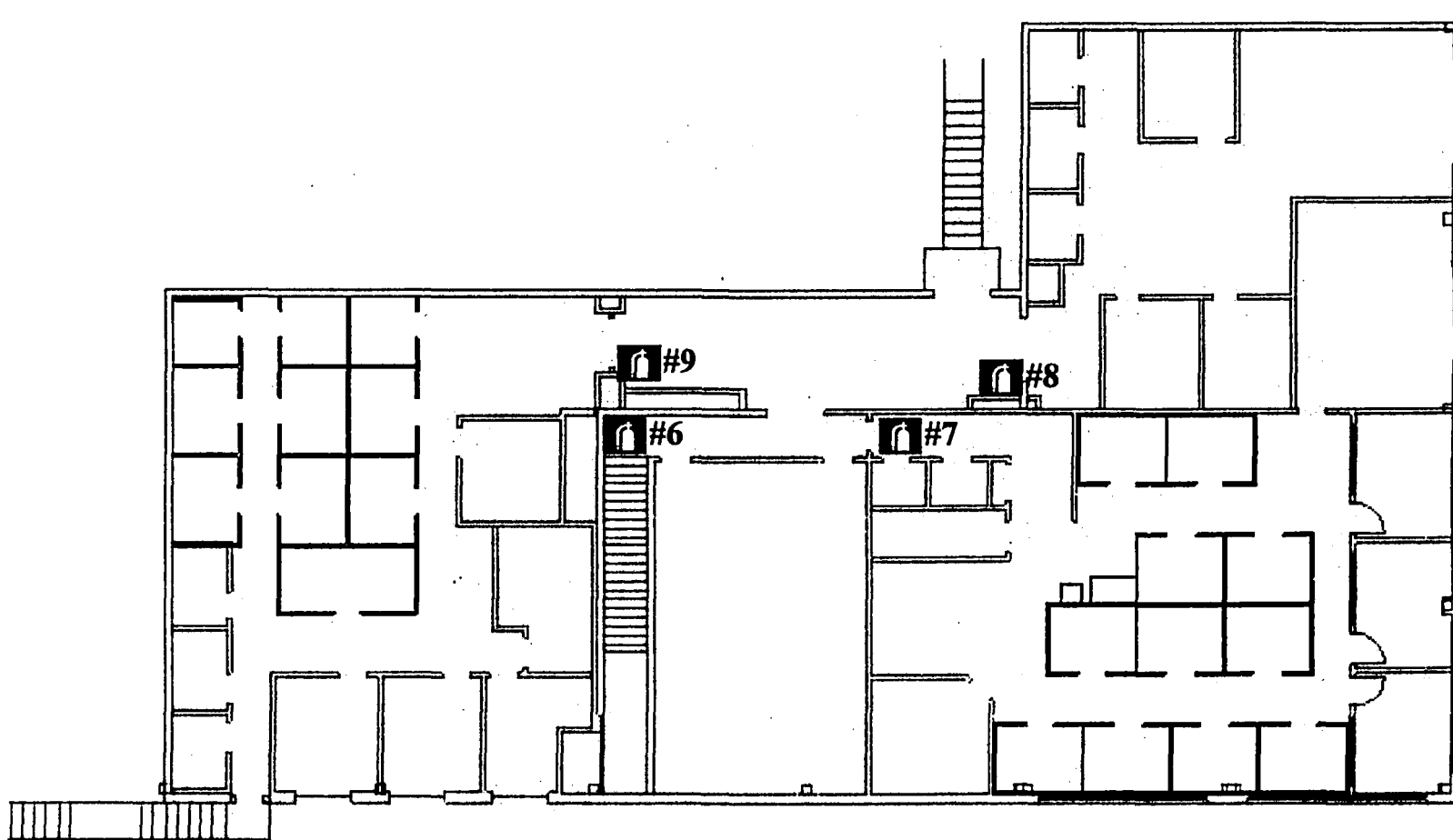
Fire Extinguishers (Manufacturing Area)



Fire Extinguishers (Downstairs Office Areas)

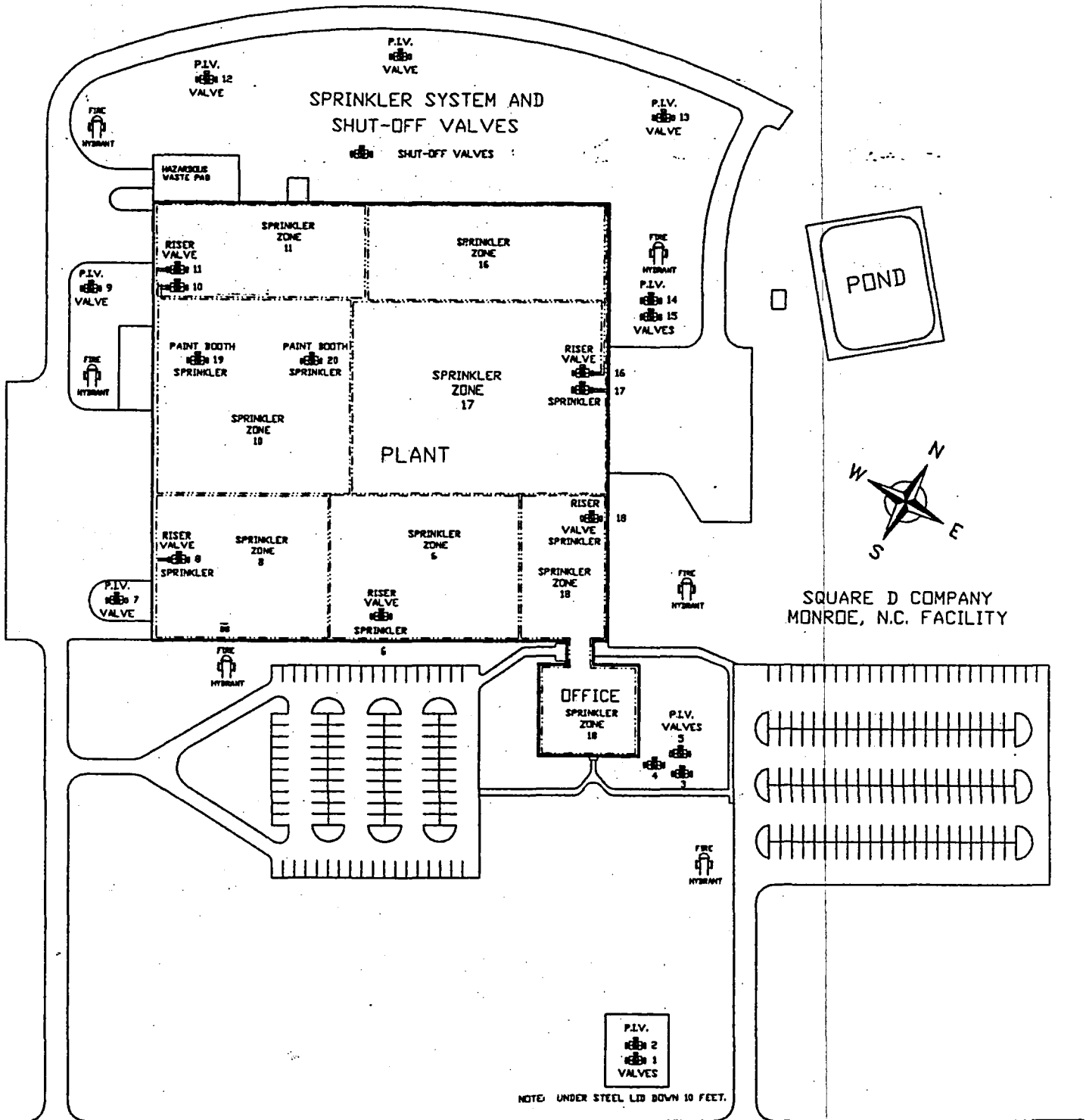


Fire Extinguishers (Upstairs Office Areas)



MASTER COPY

ATTACHMENT D2b
SP 305-2.22
REV. 2



AIRPORT ROAD

Factory Manual
Fire Prevention Inspection
 Square D/Monroe

Weekly inspection valve listed below

<u>NO. VALVE LOCATION</u>	<u>AREA CONTROLLED</u>	<u>OPEN</u>	<u>SHUT</u>	<u>LOCKED</u>	<u>PSI</u>
<u>MAIN PLANT SITE</u>					
1. City Valve Pit	City Water to Plant				
2. City Valve Pit	City Water to Plant				
3. PIV SE of Office	City Water to Plant				
4. PIV SE of Office	West Loop Divisional				
5. PIV SE of Office	East Loop Divisional				
6. * Wall PIV SE of Office	South Side of Main Bldg.				
7. PIV SW of Main Bldg.	South Side of Main Bldg.....				
8. * Wall PIV of SW of Main Bldg.	SW Side of Main Bldg.				
9. PIV SW of Hi Bay	SW Side of Main Bldg.				
10. * Wall PIV SW of Hi Bay	West Side of Hi Bay.....				
11. * Wall PIV SW of Hi Bay	West Side of Hi Bay.....				
12. PIV NW of Hi Bay	NW Divisional				
13. PIV N of Hi Bay	N/A				
14. PIV NE of Main Bldg.	Divisional For Pump Tie In ...				
15. PIV NE of Main Bldg.	Divisional For Pump Tie In ...				
16. * Wall PIV NE Main Bldg.	East Hi Bay				
17. * Wall PIV NE Main Bldg.	NE Main Bldg.				
18. * Wall PIV NE Main Bldg.	East Main Bldg.				
19. LF Paint Booth	Paint Booth				

Name: _____

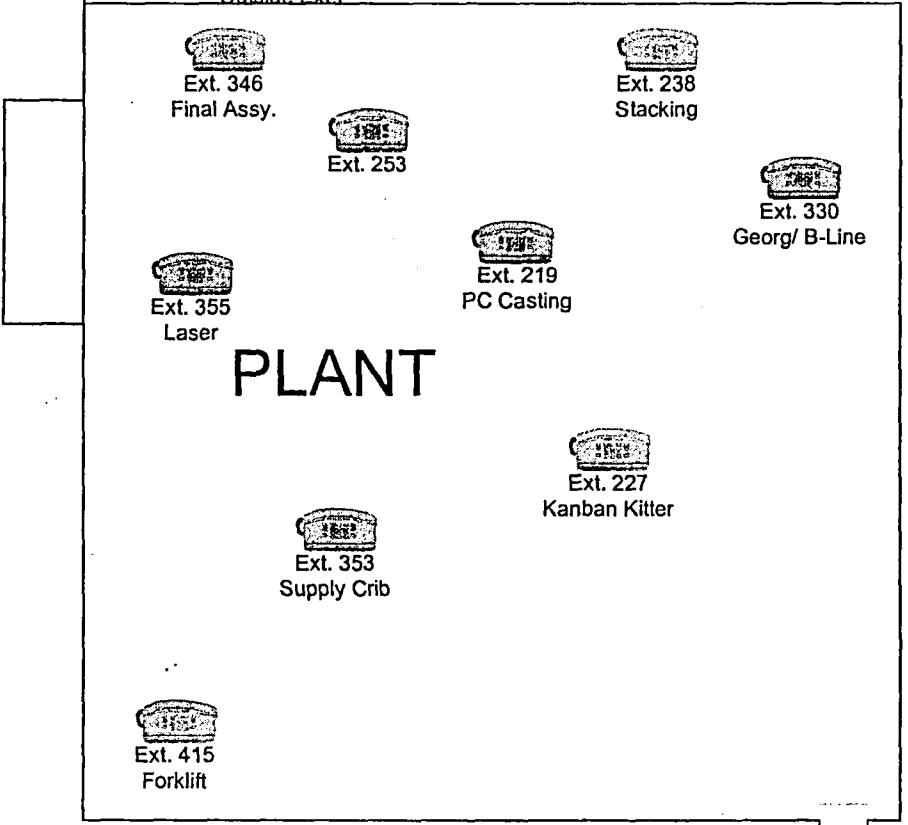
Date: _____

Approved by: _____

Date: _____

**SHOP FLOOR PHONES
SQUARE D MONROE FACILITY**

Hazardous Waste Pad
Ext. 346
Outside Ext.



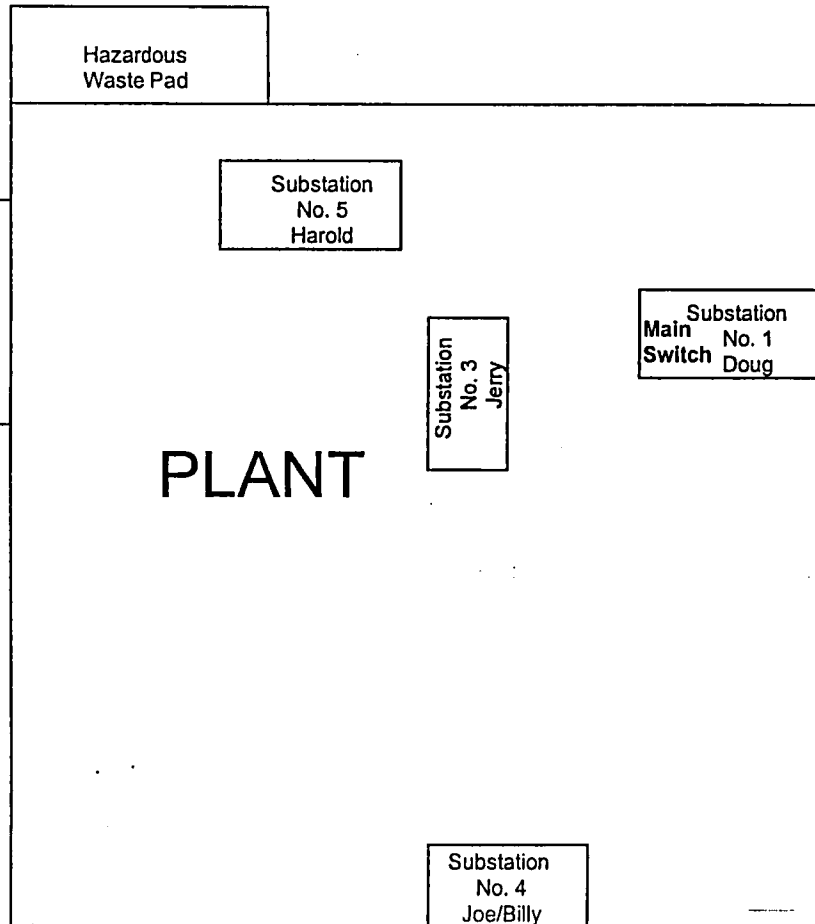
OFFICE
Ext. 333
Emergency

SP 305-2-22
Attachment D3

POWER SHUTDOWN / START-UP SQUARE D MONROE FACILITY

POWER SHUT-DOWN

1. Open all branches
2. Open substations secondaries
3. Open main bays
4. Open main
5. Check city water flow
6. Call ADT and Fire Dept.
(Down for more than 3 hours)



POWER START-UP

1. Close main
2. Close bay mains
3. Close substation secondaries
4. Close switches one minute
in station number order.
5. Close branches
6. Check annealing oven pumps
7. Check air compressor and
cooling towers
8. Check all pumps in Paint Room.
9. Maintenance specialists to
check their key equipment.
10. Check EPE and telephones
11. Check Whitney easy
executive.
12. Call ADT and Fire Dept. if we
called previously to report
shutdown.

DUKE POWER
ADT
FIRE DEPT.
CLAY SUMMERLIN

704-382-0512
1-800-526-8398
704-282-4700
704-289-9161

OFFICE

SP 305-2.22
Attachment D4

**EMERGENCY SPILL CONTROL COMMUNICATIONS
 EQUIPMENT**

<u>Material / Equipment</u>	<u>Location</u>	<u>Capabilities</u>
1) Spill Cart: (Portable) a) 2 - 40# Bags Oil Dry b) 10 - Sorbent Socks c) 8 - Safety Glasses d) 2 - Tyvek Coveralls e) 2 - 1/2 Mask APR's (Medium) f) 1 - Pig Putty g) 1 - Shovel (Non-sparking) h) 1 - Broom i) 1 - DOT 1A2 Drum j) Plastic Disposal Bags k) Material Safety Data Sheets (MSDS's) l) Hazardous Waste Labels m) Spill Reports n) Drum Repair Kig (assorted screws, washers, wooden wedges, etc.) o) Drum Wrench p) Hammer/Mallet (Non-sparking) q) Screwdrivers (1-flathead, 1-Phillips) Non-sparking	Adjacent to entrance into Paint Rooms	Spill containment
2) Spill Kit: (Stationary) a) 20 - Sorbent Socks b) 20 - Sorbent Pads c) Chopped Sorbent d) 1 - DOT 1H2 Drum	Shipping	Spill Containment
3) Spill Kit: (Stationary) a) 2 - 40# Bags Oil Dry b) 10 - Sorbent Socks c) 1 - Shovel d) 1 - Broom e) 1 - DOT 1A2 Drum	Hazardous Waste Storage	Spill Containment Area
4) Spill Kit (Stationary) a) 10 - Sorbent Socks b) 10 - Sorbent Pads c) 1 - Shovel d) 1 - Broom e) 1 - DOT 1H2 Drum	Receiving	Spill Containment
5) Miscellaneous: 1- 40# Bag Magicsorb Absorbent	SHE Manager's Office	Spill Containment
6) Communications System a) Hand Held Radios	SH&E Manager and Designated Personnel Have Radios Throughout the Facility	Immediate Communication Within the Facility
b) Telephone System	Throughout the Facility (Attachment D2)	Internal and External Communication
c) Severe Weather Radios Receptionist,	SHE Manager's Office, Maintenance Office, and PC Winding Office	Notification of Severe Weather

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

Ashland Distribution Company
Environmental Services
3930 Glenwood Drive
Charlotte, NC 28208
1-800-637-7922 or 704-391-6605
Fax 704-391-6809
Our Contact: Marshall Matheny, Steve Fisenne

Services Provided:

- arrangement for immediate (2-4 hours) and ongoing containments clean-up with OHM Remediation Service Corp, Covington, GA.
- analysis of waste
- disposal of waste
- over the phone advice for handling situation

Ashland Distribution Representative

Date

Square D Company Representative

Date

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

Monroe Urgent Care
613 E. Roosevelt Blvd.
Monroe, NC 28110
(704) 283-8193
Our Contacts: Dr. H. D. Belk

Services Provided:

- medical attention to all those brought to the clinic

Monroe Urgent Care Representative

Date

Square D Company Representative

Date

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

Monroe Fire Department
P. O. Box 69 Crowell Street
Monroe, NC 28110
(704) 282-4700
Our Contacts: Chief Ron Fowler

Services Provided:

- Emergency response in terms of fire control and hazmat response
- All services rendered to businesses/people in the community of jurisdiction

Monroe Fire Department

Date

Square D Company Representative

Date

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

Monroe Police Department
P. O. Box 69 Crowell Street
Monroe, NC 28110
(704) 282-4700
Our Contacts: Chief Bobby Haulk

Services Provided:

- Emergency response in terms of crowd control and criminal follow-up
- All services rendered to businesses/people in the community of jurisdiction

Monroe Police Department

Date

Square D Company Representative

Date

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

Bakers Volunteer Fire Department
2116 Rocky River Road North
Monroe, NC 28110
(704) 283-1591
Our Contacts: Mr. Ken Long

Services Provided:

- Emergency response in terms of fire control
- Any other services rendered to businesses/people in the community of jurisdiction

Baker Volunteer Fire Dept.

Date

Square D Company Representative

Date

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

Union Regional Medical Center
P. O. Box 5003
Monroe, NC 28111
(704) 283-3100
Our Contacts: Sandra Butler, VP Human Relations

Services Provided:

- medical attention to all those brought to the hospital

Union Regional Medical Center Representative

Date

Square D Company Representative

Date

SERVICE AGREEMENT

As part of the Hazardous Waste Contingency Plan (40 CFR Part 265), Square D Company, 1809 Airport Road, Monroe, NC does contract with the below service company to perform the below listed services in the event of a hazardous waste spill or other emergency.

Service Company:

OccMed@COS
1450 Matthews Township Parkway Suite 250
Matthews, NC 28105
(704) 330-1712
Our Contacts: Nancy E. Bizzell, MD or David M. Peterson, MD.

Services Provided:

- medical attention to all those brought to the doctor's office

OccMed@COS

Date

Square D Company Representative

Date

ATTACHMENT F
SP 305-2.22

Can be located as document:

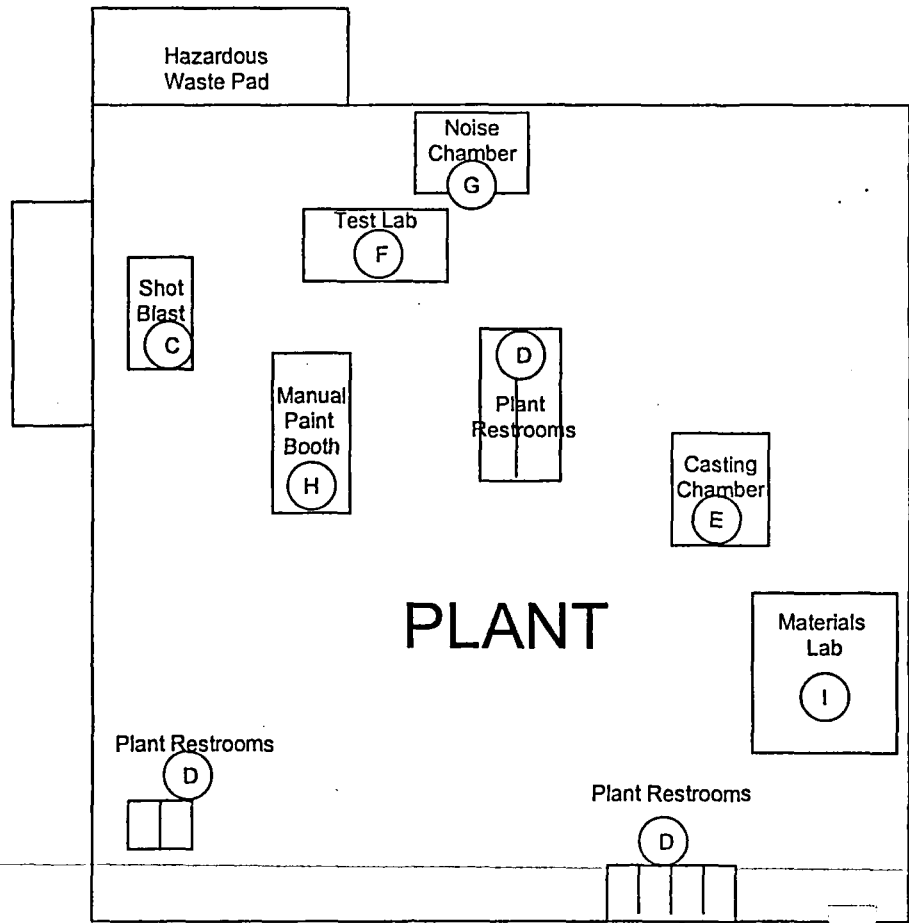
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ATTACHMENT G
SP 305-2.22

See HYPERLINK:

FIRSTAID.PPT

EMERGENCY SHELTER LOCATIONS SQUARE D MONROE FACILITY



<u>EMERGENCY SHELTER</u>	<u>LOCATION</u>
Small Restroom	A
Main Restrooms	B
Shotblast Room (Keep small door open for ventilation)	C
Plant Restrooms	D
Casting Chamber (Keep small door open for ventilation)	E
HV Test Lab	F
Noise Chamber (Keep small door open for ventilation)	G
Manual Paint Booth	H
Materials Lab	I

SP 305-2.22
Attachment H

ATTACHMENT D2a 1 – 3
ATTACHMENT C3
ATTACHMENT C4
ATTACHMENT D3
ATTACHMENT D4
ATTACHMENT H
SP 305-2.22

See HYPERLINK:

[Site Map SP305-222 Isoemerg Attachments.ppt](#)

**EMERGENCY PHONE NUMBERS
SQUARE D COMPANY - MONROE
DESIGNATION / CONTACTS FOR EMERGENCY COORDINATOR**

NAME	TITLE	RESPONSIBILITY	WORK #	HOME #
Denise S. Lee 504 S. Hayne Street Monroe, NC 28112	SH&E Mgr.	Primary	Ext. 404	282-1445
Larry Watt 1312 Kensington Place Monroe, NC 28112	Maintenance Supv.	Secondary	Ext. 497	226-0188
Eddie Pace 1212 White Oakes Circle Monroe, NC 28110	Production Mgr.	Tertiary	Ext. 431	283-8902
Bill Hinton 2167 Commerce Dr. Monroe, NC 28110 <i>11812 Pheasant Lane Charlotte, NC 28277</i>	Production Mgr.	Tertiary	Ext. 410	296-0511 Pager 282-8995
Fred Mudge 1201 Emerald Lake Drive Matthews, NC	Facility Manager	Tertiary	Ext. 448 Cell Phone	704-907-9829

LOCAL EMERGENCY RESPONSE NUMBERS

Monroe Dept. of Public Safety	Crowell Street, Monroe, NC	282-4700
Union County Sheriff's Dept.		911
Union County EMS		911
NC DENR (24 Hour Emergency Number)		919-733-5291
NC DENR, Hazardous Waste Section (Regional Office) (Raleigh)		663-1699 919-733-2178
Union County Emergency Management		
Ashland Chemical Company/(Contracted Spill Clean-Up Service)	PRIMARY	800-637-7922 or 800-ASHLAND
OHM Remediation Service Corp. (Contracted Spill Clean-Up Service) Wells Fargo	SECONDARY	800-537-9540 800-526-8398

FACILITY INFORMATION:	Submittal Information	Initial By- Date -	Corrected By- Date -
	EPA ID Number: <u>NC0101773000</u>	RCRA Comp. Section: Received: Entered/ Returned:	____ / ____ / ____ ____ / ____ / ____ ____ / ____ / ____

Facility Name: Square J Company City: Winston, N.C.

EVALUATION DATA: New: Change: Delete: (: Required)

Agency: 5 Date: 10/21/18 / 11/8 / 1918 Type: C/E/D Control Number Data Entry Personnel:

Person: 10310 Reason:

Evaluation Comments:
(74) 1: In Compliance
2: _____

SNC DETERMINATION: If this evaluation resulted in a SNC determination, fill in this block. (NOTE: SNC determinations are SNY/SNN evaluations. The SNY/SNN evaluation can also be submitted later on a separate form.)

Facility is (Check one) Date of determination:
 - a SNC (SNY evaluation) Same as above eval.: or
 - no longer a SNC (SNN eval.)

VIOLATION DATA: New: Change: Delete:

Agency: Type: Date (mdy) Determined: / / Class:
 Priority: Branch: Person: Seq. Number (Data Entry):
 Return to Compliance: / / -- Scheduled -- Actual: / /
 Reg. Type: Reg. Description (30): _____
 Comment (72): _____

Agency: Type: Date (mdy) Determined: / / Class:
 Priority: Branch: Person: Seq. Number (Data Entry):
 Return to Compliance: / / -- Scheduled -- Actual: / /
 Reg. Type: Reg. Description (30): _____
 Comment (72): _____

Agency: Type: Date (mdy) Determined: / / Class:
 Priority: Branch: Person: Seq. Number (Data Entry):
 Return to Compliance: / / -- Scheduled -- Actual: / /
 Reg. Type: Reg. Description (30): _____
 Comment (72): _____

RCRA INSPECTION REPORT

1. **Facility Information:** Square D Company
1809 Airport Road
Monroe, N.C. 28110
NCD101773000, Generator
2. **Facility Contact:** Ms. Denise Lee - Safety, Health, and Environmental Manager
704/283-7411
3. **Survey Participants:** Denise Lee, Bob Griffin, Brent Burch
4. **Date of Inspection:** February 18, 1998
5. **Purpose of Inspection:** To determine compliance with 40 CFR 262, 265, and 268.
6. **Facility Description:** Square D Company manufactures electrical equipment and components consisting of power cast, liquid-filled, power dry, and unicast transformers. Transformers are fabricated, welded, painted, cores cut, assembled and tested. The facility is classified as a large quantity generator due to paint related waste.

7. **Type Waste:** D001 - paint wastes

8. Areas of Inspection

(Yes = compliance, no=violation, na=not applicable)

- Emergency Preparedness: Yes
- Inspection Records: Yes
- Contingency Plan: Yes
- Training Records: Yes
- Manifests/LDR: Yes

-90/180 Day Storage Area: The facility maintains a <90 day storage area. The storage area is an enclosed structure. A telephone is located directly outside the storage area. The building was posted with No Smoking signs. At the time of the inspection, seven 55 gallon containers of hazardous waste were located in the storage area. All containers were closed, labeled, and dated properly.

-Satellite Accumulation Area: The facility maintains four locations for satellite accumulation. The four areas where these containers are located are the In Line Dry Type Paint Booth, the Old Paint Room, the Flow Coat Paint Line, and the Liquid Filled/Final Paint Area.. Each 55 gallon container is used to accumulate waste paint, or waste paint related material. All containers were closed and labeled properly.

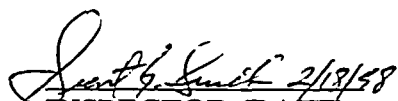
-External Facility Condition: Good condition

Page Two
Square D Company
NCD101773000
February 18, 1998

-Other HW Units: NA

9. **Waste Minimization:** The facility maintains a written waste minimization plan. In 1997 the facility installed a new automated paint line and new equipment that regulates paint flow. These new systems improved the efficiency of the processes. The facility has also substituted methylene chloride with NMP to clean paint lines. NMP is not regulated as a hazardous waste.

10. **Site Deficiencies:** The facility was found to be in compliance.


INSPECTOR (DATE)

sent certified mail
FACILITY CONTACT

State of North Carolina
Department of Environment, Health, and Natural Resources
Division of Solid Waste Management
Hazardous Waste Section

SITE SAFETY PLAN (SSP) UPDATE FORM
(Regulated Facility)

(A) Facility Name: Square D Company EPA ID# NC0101773000
Address: 1809 Airport Rd., Monroe, N.C. 28110 Phone# 704/283-7411
Contact: Ms Denise Lee Phone# 704/283-7411
Facility Safety Designee: Denise Lee
HWStaff: Brent Burch, 030 Date: 2/18/98

(B) REVIEW AND CHANGES

SSP Reviewed: SSP Changed: (1) SSP Unchanged:

Comments: _____

(1) NOTE: Any changes made in the facility process descriptions or health and safety considerations section of the SSP must be shown on a new SSP.

(C) EMERGENCY INFORMATION

Ambulance: Monroe Public Safety Telephone# 911
Hospital: Monroe Medical Center, Union Regional Telephone# 704-283-8193/911
Police: Monroe Public Safety Telephone# 911
Fire Dept.: Monroe Public Safety Telephone# 911
Fire & Emergency Signals Reviewed: yes
Site Evacuation Plan Reviewed: yes

SAFETY OFFICER: _____ DATE: _____

COMPLIANCE Y/N

Date: 2/18/88

Inspector# 030

GENERATOR SURVEY

Name: Square D Company

Type: LOG/SQG

Address: 1809 Airport Rd

Sector: _____

Monroe, NC 28110

New-Notifer Y/N

EPA ID# NC D 101773000

SIC _____

Inspected Before? Y/N

Received Compliance Assistance? Y/N

Compliance Assistance in the form of? HWS Course _____ When _____ How many _____
or, Contractor, On-site, Phone, Other

How was information /assistance used:

Notification: Y/N (i.e., did they notify as result of this CA?)

Regulatory: Y/N (i.e., waste management changes due to CA?)

Emissions/Discharges: Y/N (i.e., actual reduction, elimination or
proper management of waste as the result of CA?)

If yes, list type of waste and volume(s) _____ / _____
_____ / _____
_____ / _____

Have you ever requested Compliance Assistance from this agency under the "Policy on
Compliance Assistance for Small Business? Y/N

If not in Compliance, why? _____

Top management commitment to compliance/waste minimization? Y/N

Any community based outreach efforts conducted? Y/N If yes,
what? Chamber of Commerce environmental, tech. adv. for other business, IEP

ENDER:

- Complete items 1 and/or 2 for additional services.
- Complete items 3, 4a, and 4b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. Addressee's Address
2. Restricted Delivery

Consult postmaster for fee.

3. Article Addressed to:

MS DENISE LEE
 SQUARE D COMPANY
 1809 AIRPORT ROAD
 MONROE NC 28110

4a. Article Number

Z 287 398 649 (02/19/98)

4b. Service Type

- | | |
|---|---|
| <input type="checkbox"/> Registered | <input checked="" type="checkbox"/> Certified |
| <input type="checkbox"/> Express Mail | <input type="checkbox"/> Insured |
| <input type="checkbox"/> Return Receipt for Merchandise | <input type="checkbox"/> COD |

7. Date of Delivery

2-23-98

5. Received By: (Print Name)**8. Addressee's Address (Only if requested and fee is paid)****6. Signature: (Addressee or Agent)**

X *Denise Lee PSM*

Is your RETURN ADDRESS CORRECT?

Thank you for using Return Receipt Service.

UNITED STATES POSTAL SERVICE



First-Class Mail
Postage & Fees P
USPS
Permit No. G-10

● Print your name, address, and ZIP Code in this box ●

NCDENR - HAZARDOUS WASTE SECTION (BGB)
919 NORTH MAIN STREET
MOORESVILLE NC 28115

Square D NCD 101773000

Transfer - Ashland Chemical Co - NCD 061263315
Disposal - " " " " " "

Waste 0001 - waste paint
0001 - waste paint

Transfer - Tri-State Motor Transit Co - MOD 15038998
Disposal - Bethlehem Apparatus Co Inc. - PAD 00239096

Waste - 0009 - light bulbs

No longer have F002 using NMP and no lab pack waste

RCRIS

EPA ID #: NCD101773000

FACILITY NAME: Square D Company

CITY: Monroe, NC

EVALUATION DATA:

NEW: X CHANGE: DELETE:

PERSON: 025

BRANCH: 01

AGENCY: STATE

REASON:

SUPERVISOR NOV TRACKING INFO

TYPE:CEI

INITIAL INSPECTION DATE: July 1, 1997

DOCKET:

REINSP DATE:

COMMENTS: No Violations Noted at Time of the Inspection

GENERATORS:

GBF: GER: X GGR: X GLB: X GMR: X GOR: GPT: X GRR: X GSC: GSQ:

TRANSPORTERS:

TGR: TMR: TOR: TRR: TWD:

TSD's

DBF: DCH: DCL: DCP: DFR: DGS: DGW: DIN: DLB: DLF: DLT:

DMC: DMR: DOR: DOT: DPB: DPP: DSI: DTR: DTT: DWP:

USED OIL:

TUO: TFO: BUO: MUO: PUO: RUO:

VIOLATION DATA: New: Change: Delete:

1. Agency: State Type: Date Determined:
 Class: Priority: Seq#
 Returned to Compliance:
 Actual Date:
 Req. Description:
 Comment:

2. Agency: State Type: Date Determined:
 Class: Priority: Seq.#
 Returned to Compliance:
 Actual Date:
 Reg. Description:
 Comment:

RCRA INSPECTION REPORT

General Information

Facility Name: Square D Company

Location: 1809 Airport Road

Mailing Address: Post Office Box 5002, Monroe, NC 28110

EPA I.D.#: NCD101773000

Phone #: 704/283-7411

Contact/Title: Ms. Denise Lee

Inspection Date: July 1, 1997

Last Inspection: April 12, 1995

Status: LQG

Type of Inspection: CEI

Waste Management Specialist(s): Jesse W. Wells (025)

Present at Inspection: Denise Lee

Type of Business: Square D Company manufactures electrical equipment and components consisting of power cast, liquid-filled, power dry, and unicast transformers. Transformers are fabricated, welded, painted, cores cut, assembled and tested. The facility is classified as a large quantity generator primarily due to paint related type waste.

Waste Generated: D001 paint wastes, F002-casting chamber cleanup waste, Lab Pack wastes

Manifest

Approved Transporters ? Yes

Approved TSDF's? Yes

Signed Copies? Yes

Filled Out Correctly? Yes

LDR Notification Attached? Yes

Waste Minimization:

Written Program: Yes

How: The facility has in place an excellent waste minimization program. The facility has made significant strides in reducing hazardous waste in the past years. The facility attempts to identify markets for all its solid wastes including pallets, LCMs, computers, etc. The facility has installed new equipment which regulates paint flow and has installed a new automated paint line. This equipment has and will result in greater efficiency in the area of paint application. The facility continues to investigate product substitution and product reformulation to reduce toxicity of incoming materials. The facility maintains a tracking mechanism such that minimization efforts can be measured from year to year.

Hazardous Waste Inspection Records

Inspection on Storage Area: Yes

Inspection on H.W. Tank(s): N/A

Inspection on Ancillary Equipment:

Contingency Plan

On Site: Yes

Any Changes to Facility/Processes or Emergency Coordinators Since Last Review: No

Contingency Plan Used: No

(If Yes, Was It Adequate):

Agreements with Emergency Responders: Yes

Page Two

Facility Name: Square D Company

Inspection Date: July 1, 1997

EPA LD. #: NCD101773000

Employee Interview

Name(s): Bob Griffin

Trained: Yes

Annual Report Submitted: Yes

Copy at Facility: Yes

Emergency Preparedness

Facility Maintained and Operated to Prevent Releases: Yes

Internal Communications or Alarm Present: Yes

Device in Area of Operation to Summon Outside Help: Yes

Portable Fire Extinguishers and/or Fire Control Equipment: Yes

Spill Control Equipment: Yes

Adequate Water Volume, Foam, Equipment, or Auto Sprinkler: Yes

All Equipment/Alarms Tested and Maintained: Yes

All Personnel Handling H.W. have Access to Alarm Device: Yes

Aisle Space in Area of Facility Operations: Yes

Satellite Accumulation Area(s) Number: Four Areas

Location(s): Flow Coat, Automated Paint Line (New), Paint Room(Solids), Old Paint Line

The facility maintains "work containers" which are emptied each shift. Written documentation is maintained between shifts of the containers being emptied

Containers:

Closed? Yes Labeled? Yes <55 gallons? Yes Stored <3 days if full? N/A

Storage Area(s) Number: One

Description: The facility maintains an enclosed <90 day storage area. A telephone is located just outside the storage area. Two drums were in storage at the time of the inspection. All warning signs were in place (ie No Smoking)

Containers: Closed? Yes Aisle Space? Yes Labeled? Yes Releases? No

Dated? Yes

<90 Days? Yes Good Condition? Yes

Other H.W.Units (Applicable Regulations)

Description of Unit: N/A

External Facility Condition: Good Condition.

Site Deficiencies: None Noted at the Time of the Inspection

J. M. Wells 7/2/97
RCRA Inspector (Date)

Mailed to Facility
Facility Contact (Date)



SQUARE D COMPANY
GROUPE SCHNEIDER

TRANSFORMER BUSINESS

1809 AIRPORT ROAD, P.O. BOX 5002, MONROE, N.C. 28110 704-283-7411 FAX 704-282-7425

October 2, 1996

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

NC Dept. Of Env., Health & Natural Resources
919 N. Main Street
Mooresville, NC 28115
ATT: Jesse Wells



Dear Mr. Wells:

In our continuing effort to comply with the federal regulations regarding the generation of hazardous waste, I am forwarding to you an updated copy of Square D Company's "Emergency Response Plan." We hope that this document will make it as straight forward as possible for your business to service this facility in the event of an emergency.

In addition, you will find a new "service agreement." Please sign and return it in the enclosed self-addressed stamped envelope. It will be maintained on file, by Square D Company, along with the original Emergency Response Plan.

Do not hesitate to contact me (704-282-7404) should you have any questions after reviewing this information.

Sincerely,

Denise S. Lee

SH&E Manager

dsI

Attachments x2



STATE OF NORTH CAROLINA
 Department of Environment, Health,
 and Natural Resources
 919 North Main St.
 Mooresville, N.C. 28115
 (704)663-1699/ FAX 663-6040

Hazardous Waste Section File Access Record

Time/ Date 3-12-97 / 1:45 pm
 Name Phillip K Plyler
 Representing Subsurface Engineering PC

Guidelines for Access:

The staff of the Mooresville Regional Office is dedicated to making public records, in our custody, readily available to the public for review and copying. We also have the responsibility to the public, to safeguard these records, and to carry out our day-to-day program obligations. Please read carefully, the following guidelines before signing this form:

1. We prefer that you call at least a day in advance to schedule an appointment to review the files. Appointments will be scheduled between 9:00 am and 4:00 pm. Viewing time ends at 5:00 pm. Anyone arriving without an appointment may view the files to the extent that time and staff supervision is available.
2. You must specify the files you want to review by facility names. The number of files that you may review at one time will be limited to five (5).
3. You may make copies of a file when the copier is not in use by the staff, and if time permits. Access to the copy machine may be limited after 2:00 pm, due to heavy staff use. Cost per copy is ten (10) cents; payment may be made by check, money order, or cash at the reception desk. Checks should be made payable to the Dept. of Environment, Health, and Natural Resources, or DEHNR.
4. **FILES MUST BE KEPT IN THE ORDER YOU FOUND THEM.** Files may not be taken from the State office. To remove, alter, deface, mutilate, or destroy material in one of these files is a misdemeanor for which you can be fined up to \$ 500.00.

	<u>Facility Name</u>	<u>County</u>
1.	<u>Square "D" Company</u>	<u>Union</u>
2.		
3.		
4.		
5.		

Phillip Plyler / Subsurface Engineering PC 3-12-97 1:40
 Signature & Name of Firm/ Business Date Time In/ Time Out

(Please Attach a Business Card to This Form)



SQUARE D COMPANY
GROUPE SCHNEIDER

1809 AIRPORT ROAD, P.O. BOX 5002, MONROE, N.C. 28110 704-283-7411 FAX 704-282-7425

May 4, 1995

Mr. Jesse Wells
NC Dept. of Environment, Health and
Natural Resources
919 N. Main Street
Mooresville, NC 28115

Dear Mr. Wells:

The attached documents should satisfy your requirements in reference to section 6.0 which was discussed the day of your inspection.

Please advise if additional information is required.

Regards,

SQUARE D COMPANY

Denise S. Lee
Loss Control Manager

DSL:tld

**SQUARE D COMPANY
DEPARTMENT PROCEDURES
MONROE PLANT**

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 1 OF 11 REV.LEVEL 4
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1.0 PURPOSE

- 1.1 To provide a quality painted part that meets Engineering Standards.

2.0 SCOPE

- 2.1 Applies to the Power Cast Paint System.

3.0 DEFINITIONS

- 3.1 Adhesion - The act of adhering (sticking or bonding) to a surface.
- 3.2 Binder - The substance that joins the pigment and any additives into a solid.
- 3.3 Chipping - The breaking away of paint from a surface due to the inelastic characteristics of the paint.
- 3.4 Cobwebbing - Strings of paint on the surface of the unit.
- 3.5 Corrosion - Oxidation (rusting) of the metal.
- 3.6 Cracking - Breaking apart of the paint.
- 3.7 Finish - The final topcoat of paint.
- 3.8 Fisheyes - Cratering or depressions in the paint film due to poor surface preparation.
- 3.9 Fogging - Low gloss area (appears muddy looking).
- 3.10 Orange Peel - Paint irregularity resulting from the paint inability to level out--resembles the surface of an orange.

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 2 OF 11 REV.LEVEL 4
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- 3.11 Overspray - Paint that misses the area being sprayed and falls onto surrounding surfaces. Overspray (sometimes called dryspray) is characteristic by rough low gloss areas.
- 3.12 Peeling - Flaking away of paint due to the lack of adhesion.
- 3.13 Primer - A base coat applied underneath the finish coat.
- 3.14 Run - A thick narrow stream of paint.
- 3.15 Sagging - Downward movement of paint due to the paint being applied to heavy or improper viscosity.
NOTE: A sag differs from a run in that it measures longer in the horizontal direction than in the vertical direction.
- 3.16 Top Coat - The final (finished) coat of paint.
- 3.17 Viscosity - The property of a fluid that resist flow.
- 3.18 Wrinkling - Rolling appearance of the top coat.

4.0 PROCEDURE

- 4.1 Check milestone to determine which unit to paint.
- 4.2 Check job package to see if all the parts are on the kit.
- 4.3 Safely secure parts on the paint line to assure that all areas of the metal can be coated properly.
- 4.4 Bases shall be suspended using shackles and wire ropes. (Do not double loop wire ropes.) No I-Beam bases shall be loaded on the Power Cast paint line. Do not load any base or part that has a total weight of more than 800 lbs.

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 3 OF 11 REV.LEVEL 4
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- 4.5 I-Beam bases shall be loaded on the Liquid Filled paint line using two (2) trolleys, shackles, and wire rope.
- 4.6 Bases shall be suspended using holes provided in the base reinforcements.
- 4.7 Using materials provided, all threaded studs and ground pads shall be masked leaving the surrounding welds unmasked to be painted.
- 4.8 All Power Cast cabinet parts and ATC's shall be suspended from two (2) points using hooks, wire ropes or other provided materials.
- 4.9 Using materials provided, all threaded studs shall be masked.
- 4.10 The operator shall use an OSHA approved ladder in safe working condition to gain access to the base or cabinet in order to attach the wire ropes or hooks. Under no circumstances shall an operator use a broken or damaged ladder, a ladder not approved by OSHA, stand on any part of a fork lift or stacker, stand (or ride-up) on the lift table or use any object which is not intended for use as a ladder (e.g., paint drums, trash cans, or transformer parts).
- 4.11 Before continuing, the operator shall check to insure that all parts are safely suspended.
- 4.12 Review/check bill of material for paint instructions: mileage requirements, color, undercoating requirements, and paint type.
- 4.13 Record unit number and paint instructions on inspection sheet. (Fig. 1)
- 4.14 Blow off excess shotblast media from parts with high pressure, regulated air hose.
- 4.15 All abrasive blasted areas shall be clean and free from dust (either dust from abrasive blasting or dust from paint overspray) and residual abrasive grit.

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 4 OF 11 REV.LEVEL 4
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- 4.16 Any surface which does not meet the above specification shall be cleaned with a stream of clean, dry, compressed air until all traces of dust are removed.
- 4.17 All abrasive blasted areas shall be free from all visible traces of oil (including, but not limited to, hydraulic oil, punch lubricant, grease, and oil from skin).
- 4.18 Prime all parts to required milage as specified by Engineering.
- 4.19 Using good technique and properly adjusted equipment, the painter shall apply a coat of primer to all surfaces requiring paint.
- 4.20 Any area which is especially difficult to paint shall require additional attention by the operator.
- 4.21 One or more coats of primer shall be applied to achieve the dry film thickness as specified by Engineering.
- 4.22 The wet film thickness gauge may be used to check the film thickness on the first coat of primer.
- 4.23 Cure primer in oven prior to topcoating.
- 4.24 Between coats of primer or before topcoating, the painter shall visually check for areas which appear to have a low film thickness of which have bare metal showing. These areas must be recoated with primer before topcoating and recured in oven.
- 4.25 Before topcoating, the operator shall visually check all surfaces requiring painting for any areas which appear to have a low film thickness or which have bare metal showing. These areas must be recoated with primer before topcoating.
- 4.26 Topcoat all parts to required milage as specified by Engineering.

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 5 OF 11 REV.LEVEL 4
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- 4.27 Using good technique and properly adjusted equipment, the painter shall apply a coat of topcoat to all surfaces requiring paint.
- 4.28 Any area which is especially difficult to paint shall require additional attention by the operator.
- 4.29 One coat of topcoat shall be applied to achieve the dry film thickness not to exceed 1.5 mils.
- 4.30 Cure topcoat in oven.
- 4.31 After each coat of the topcoat, the operator shall visually check for areas which appear to have a low film thickness or which have primer showing. These areas shall be recoated with topcoat and recured in oven.
- 4.32 Inspect appearance of paint and complete inspection sheet for each unit, if unit passes inspection. If the unit does not pass inspection, repair and/or correct where required. (Use form in Department Procedure 371-5.02 Rev. 1.)
- 4.33 The operator shall visually inspect all painted parts after each coat for areas which have not been properly coated. These improperly coated areas will include bare metal showing, primer showing through topcoat, or areas which appear to have low film thickness.
- 4.34 The operator shall visually inspect all painted parts for areas which have excessively high film thickness. These areas should be noted as they are subject to problems arising from incomplete curing.
- 4.35 The operator shall visually inspect all painted parts for runs, sags, fish-eyes, orange peel, and dry-spray. Areas with the above shall be corrected
- 4.36 If base and air terminal chamber requires tar, apply now: check specifications for amount of tar; using masking tape, tape off area to be tared.
- 4.37 Apply to area with a brush or roller, getting all surfaces coated with tar.

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 6 OF 11 REV.LEVEL 4
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- 4.38 Cycle base or ATC back through oven, baking tar until dry.
 - 4.39 Under no circumstances will tar band be painted over. If overspraying is found on tar band, operator will touch up tar band to required specifications.
 - 4.40 When unit is cured and cooled down unload part off paint line and deliver to proper department where used.
 - 4.41 Clean all paint equipment used during the shift.
 - 4.42 Remove all paints from the paint pots, cover and store in fire proof cabinets.
 - 4.43 Flush all lines and paint pots with solvents.
 - 4.44 Pour waste solvent into container to be recycled. Pour waste primer and topcoats into hazardous waste container.
 - 4.45 Turn off air make-up, exhaust, lights and paint gun power supply in the paint booth.
 - 4.46 Clean up the immediate area surrounding the paint booth.
- 5.0 OPERATION OF OVEN AND AUTOMATIC MIXING EQUIPMENT
- 5.1 Oven Start Up
 - 5.1.1 Turn flame out and alarm off.
 - 5.1.2 Press oven start button.
 - 5.1.3 Watch burners for 100% burner start.
 - 5.1.4 If burners does not start - oven control panel - press fail safe reset.
 - 5.1.5 Repeat 5.1.2 - 5.1.4 until 100% burner start.
 - 5.1.6 Turn flame out and alarm on.
 - 5.2 Priming Parts
 - 5.2.1 Turn on primer line to down stream regulator on paint gun supply line.
 - 5.2.2 Turn on mixer block on primer mixer by pushing lever down at mixer.
 - 5.2.3 Turn off solvent flush line and turn on epoxy resin line. (Select red oxide from fluid line or select special epoxy from pot supply).

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 7 OF 11 REV.LEVEL 4
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- 5.2.4 Flush line until all traces of solvent are replaced with mixed primer.
- 5.2.5 Set down stream regulator for fluid spray - (higher pressure settings delivers more fluid).
- 5.2.6 Follow procedure outline in section 4.0 for application.
- 5.2.7 Line Flush:
 - a. During shift turn off mixer block, turn air/paint valve to air position, flush paint from the line until all the paint is removed, turn air/paint valve to paint position, turn on solvent flush valves (each side of mixing block) to flush, flush until clear solvent comes from paint gun.
 - b. For end of shift flush - turn off epoxy line and cat line (pot or fluid lines), turn on solvent line, turn on mixer block and flush until clear solvent comes from paint gun. Turn off mixing block by pushing lever up. Turn on solvent flush valves (each side of mixing block) and flush paint line until all solvent and catalyst mix is removed.
 - c. If epoxy comes from pot line, depressurize pot, remove resin bucket - cover and store in fire proof cabinet, place empty bucket in pot and replace pot lid. Open pot line and back flush pot line until clean solvent comes out pick up tube. Turn on pot and wash out resin. Cover and pressurize pot (do not exceed 20 psi) leaving stirring motor on. Turn off pot line valve at mixer.
- 5.2.8 Turn off epoxy line valve at down stream regulator.

5.3 TOPCOATING PARTS

- 5.3.1 Turn on topcoat line to down stream regulator on paint gun supply line.
- 5.3.2 Turn on mixer block on top coat mixer by pushing lever down on mixer.
- 5.3.3 Turn off solvent flush line and turn on urethane color line - select pot (special colors), 61 or 49 grey.
- 5.3.4 Flush line until all traces of solvent are replaced with mixed top coat.
- 5.3.5 Set down stream regulator for fluid supply - (higher pressure settings delivers more fluid).
- 5.3.6 Follow procedure outline in section 4.0 for application.

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 8 OF 11 REV.LEVEL 4
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5.3.7 Line Flush:

- a. During shift - turn off mixer block by pulling lever up. Turn air/paint valve to air position, flush paint from the line until all paint is removed, turn valve back to paint position, turn on solvent flush valve (each side of mixer block), flush paint line until clear solvent comes from paint gun.
- b. End of shift - turn off polyurethane and cat line (pot or fluid delivery), turn on solvent lines, turn on mixer block and flush until clear solvent comes from paint gun.
- c. If topcoat resin comes from pot line, depressurize pot, remove resin bucket - cover and store in flame proof cabinet, place epoxy bucket in pot and replace pot lid, open pot line and back flush pot line until clean solvent comes out pick up tube. Turn on pot (do not exceed 20 psi) and wash out resin. Cover and pressure pot leaving string mode on. Turn off pot line valve at mixer.

5.3.8 Turn off topcoat line valve at down stream regulator.

6.0 MAK and PAINT FLUSH DISPOSAL PROCEDURE

- 6.1 "MAK FLUSH" sticker (NFPA 704 Diamond Attachment 1) must be on the bucket. The bucket must have a lid and be grounded at all times.
 - 6.1.1 At the end of each shift at a minimum, the bucket must be emptied into the 55 gallon drum at the satellite station and signed off in the log book. Painters coming behind the previous shift must check to make sure the bucket is emptied and initial the log book for verification.
- 6.2 The hazardous waste drum must then be labeled with the correct hazardous waste label (see Attachment 2). When the container is completely full, that person must write the date and their clock number on the drum label and immediately move the drum to the hazardous waste pad. Whoever writes the date and their clock number on the label must move the drum!

SUBJECT: Power Cast Paint	EFFECTIVE DATE 4/28/95 NUMBER 371- DATE: 4/24/91 5.03 SUPERSEDES 2/14/95 PAGE 9 OF 11 REV.LEVEL 4
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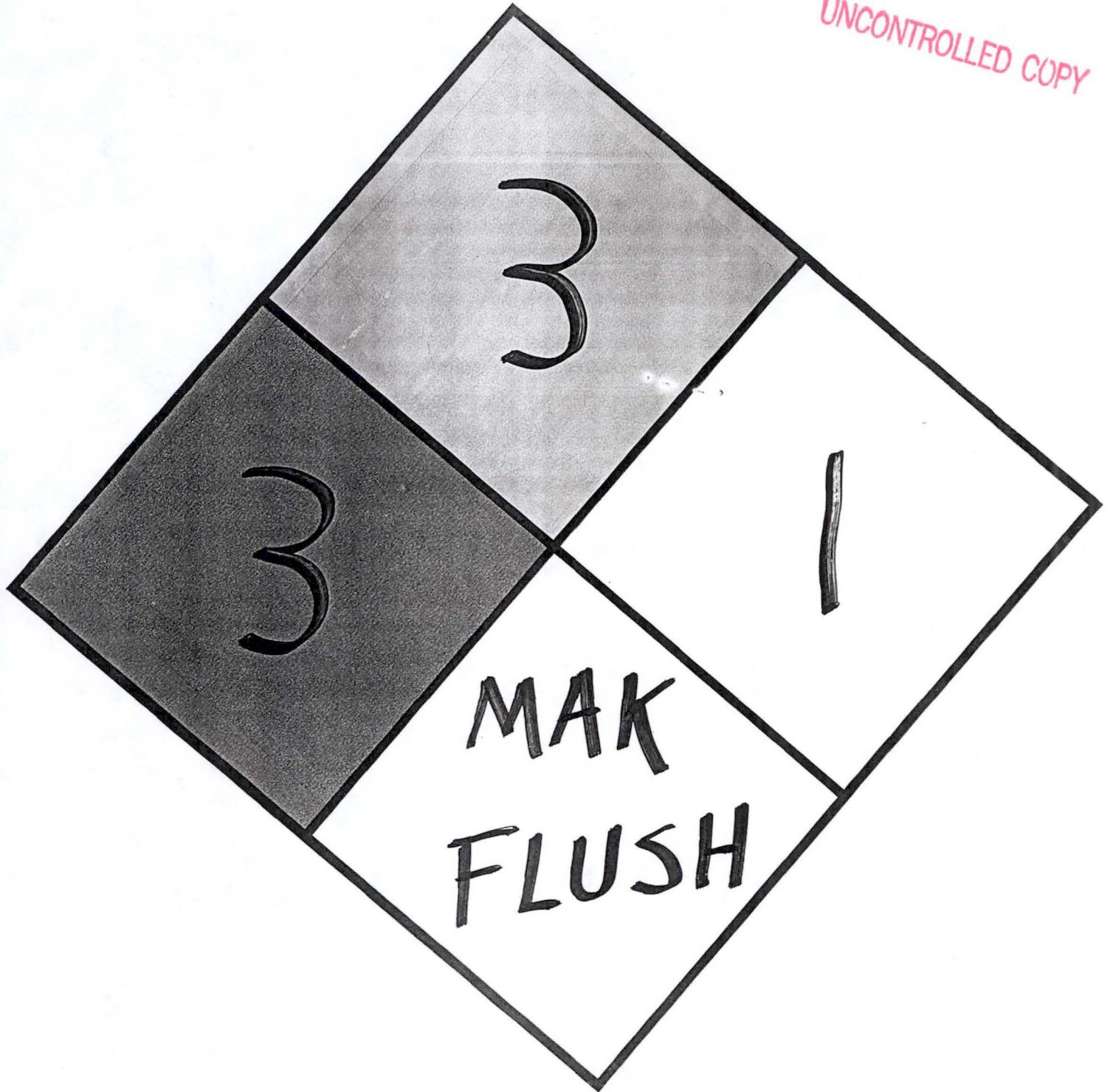
SIGNATURES:

Dennis S. Lee

TITLE:

Res. Control Manager

UNCONTROLLED COPY



HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY,
OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

UNCONTROLLED COPY

GENERATOR INFORMATION:

NAME SOURCE D

ADDRESS 1209 AIRPORT ROAD TELEPHONE 704-232-7163

CITY MONROE STATE NC ZIP 28110

EPA ID NO(S) NC0101773000 MANIFEST DOCUMENT NO. _____

ACCUMULATION START DATE _____ EPA WASTE NO.(S): F003 D005 D001

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

F003
RD WASTE FLAMMABLE LIQUID, N.O.S.
(TOLUENE, XYLENE)
3 UN1993 PG II ERG # 27
(D001, F005) RCN 50-3347 R#9400-5108

HANDLE WITH CARE!

F-2P

Printed by: Mesa Label Express, 8525 Arjons, Ste. T, San Diego, CA 92126 (619) 693-4988



HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY,
OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

UNCONTROLLED COPY

GENERATOR INFORMATION:

NAME SQUARE D

ADDRESS 1809 AIRPORT 2000 TELEPHONE 704-282-7463

CITY MONROE STATE NC ZIP 28110

EPA ID NO(S) NCD10177-000 MANIFEST DOCUMENT NO. _____

ACCUMULATION START DATE _____ EPA WASTE NO.(S): D001 F005 F003

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

D035
RQ WASTE PAINT RELATED MATERIAL
3 UN 1263 PG III DRG #2C
(D001, F005) PSY 88-3378 P*9406-4649

HANDLE WITH CARE!

F-2P

Printed by: Mesa Label Express, 8525 Arjons, Ste. T, San Diego, CA 92126 (619) 693-4988



SUBJECT: Liquid Filled Paint	EFFECTIVE DATE 4/27/95	NUMBER 371-
	DATE: 4/24/91	5.02
	SUPERSEDES 2/14/95	PAGE 5 OF 12
		REV.LEVEL 5

- 4.27 The wet film thickness gauge may be used to check the film thickness on the first coat of primer.
- 4.28 Cure Primer in Oven.
- 4.29 Between coats of primer or before topcoating, the painter shall visually check for areas which appear to have a low film thickness of which have bare metal showing. These areas must be recoated with primer before topcoating.
- 4.30 Before topcoating, the operator shall visually check all surfaces requiring painting for any areas which appear to have a low film thickness or which have bare metal showing. These areas must be recoated with primer before topcoating and be recured in the oven.
- 4.31 Topcoat all parts to required mileage as specified by Engineering.
- 4.32 Using good technique and properly adjusted equipment, the painter shall apply a coat of topcoat to all surfaces requiring paint.
- 4.33 Any area which is especially difficult to paint shall require additional attention by the operator.
- 4.34 One coat of topcoat shall be applied to achieve the dry film thickness not to exceed 1.5 mils.
- 4.35 After the coat of the topcoat is applied, the operator shall visually check for areas which appear to have a low film thickness or which have primer showing. These areas shall be recoated with topcoat and be recured in the oven.
- 4.36 Inspect appearance of paint and complete inspection sheet for each unit, if unit passes inspection. If unit does not pass inspection, repair and/or correct where required.
- 4.37 The operator shall visually inspect all painted parts after each coat for areas which have not been properly coated. These improperly coated areas will include bare metal showing, primer showing through topcoat, or areas which appear to have low film thickness.

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- 4.38 The operator shall visually inspect all painted parts for areas which have excessively high film thickness. These areas should be noted as they are subject to problems arising from incomplete curing.
- 4.39 The operator shall visually inspect all painted parts for runs, sags, fish-eyes, orange peel, and dry-spray. Areas with the above shall be corrected
- 4.39.1 The painter will be responsible for making sure all sheets are filled out correctly. If not completed correctly, he will take it back to responsible person and get it filled out.
- 4.39.2 Painter will make a complete inspection of unit and list any problem(s) and record them on sheet so assembler will know that he is aware of the problem(s) and that they will be fixed after unit is dry enough to sand and repaint.
- 4.39.3 No unit will be taken off line without audit sheet. If assembler takes unit off line without an Audit Sheet he/or she has full responsibility for any mistakes on the unit.
- 4.39.4 The painter is accountable for making sure all of these procedures are done correctly.
- 4.40 When unit is dry, unload part off paint line and deliver to proper department where used.
- 4.41 If unit requires tar, apply at this time. Using masking tape, tape off area to be tared. (Ex. 2" from floor up to be taped off.)
- 4.42 Using sand paper, rough up top coat in affected area so tar will adhere to tank, if unit is not too large for oven, sanding may be omitted and tar can be baked on. Apply with brush or roller, getting all surfaces coated with tar.
- 4.43 Under no circumstances will tar band around tank be painted over. If overspray around tar band, operator will touch up the band to required specifications.
- 4.44 Clean all paint equipment used during the shift.
- 4.45 Remove all paints from the paint pots, cover and store in fire proof cabinets.

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- 4.46 Flush all lines and paint pots with solvents.
- 4.47 Pour waste solvent into container to be recycled. Pour waste primer and topcoats into hazardous waste container.
- 4.48 Turn off air make-up, exhaust, lights and paint gun power supply in the paint booth.
- 4.49 Clean up the immediate area surrounding the paint booth.

5.0 OPERATION OF OVEN AND AUTOMATIC MIXING EQUIPMENT

5.1 Oven Start Up

- 5.1.1 Turn flame out and alarm off.
- 5.1.2 Press oven start button.
- 5.1.3 Watch control panel for blue burner light indicator to come on.
- 5.1.4 For LF select cure cycle, for final set timer to 90 min.
- 5.1.5 Turn flame out and alarm on.

5.2 Priming Parts

- 5.2.1 Turn on primer line to down stream regulator on paint gun supply line.
- 5.2.2 Turn on mixer block on primer mixer by pushing lever down at mixer.
- 5.2.3 Turn off solvent flush line and turn on epoxy resin line. (Select red oxide from fluid line or select special epoxy from pot supply).
- 5.2.4 Flush line until all traces of solvent are replaced with mixed primer.
- 5.2.5 Set down stream regulator for fluid spray - (higher pressure settings delivers more fluid).
- 5.2.6 Follow procedure outline in section 4.0 for application.
- 5.2.7 Line Flush:
 - a. During shift turn off mixer block, turn air/paint valve to air position, flush paint from the line until all the paint is removed, turn air/paint valve to paint position, turn on solvent flush valves (each side of mixing block) to flush, flush until clear solvent comes from paint gun.

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- b. For end of shift flush - turn off epoxy line and cat line (pot or fluid lines), turn on solvent line, turn on mixer block and flush until clear solvent comes from paint gun. Turn off mixing block by pushing lever up. Turn on solvent flush valves (each side of mixing block) and flush paint line until all solvent and catalyst mix is removed.
- c. If epoxy comes from pot line, depressurize pot, remove resin bucket - cover and store in fire proof cabinet, place empty bucket in pot and replace pot lid. Open pot line and back flush pot line until clean solvent comes out pick up tube. Turn on pot and wash out resin. Cover and pressurize pot (do not exceed 20 psi) leaving stirring motor on. Turn off pot line valve at mixer.

5.2.8 Turn off epoxy line valve at down stream regulator.

5.3 Topcoating Parts

5.3.1 Turn on topcoat line to down stream regulator on paint gun supply line.

5.3.2 Turn on mixer block on top coat mixer by pushing lever down on mixer.

5.3.3 Turn off solvent flush line and turn on urethane color line - select pot (special colors), 61 or 40 grey.

5.3.4 Flush line until all traces of solvent are replaced with mixed top coat.

5.3.5 Set down stream regulator for fluid supply - (higher pressure settings delivers more fluid.)

5.3.6 Follow procedure outline in section 4.0 for application.

5.3.7 Line Flush:

- a. During shift - turn off mixer block by pulling lever up. Turn air/paint valve to air position, flush paint from the line until all paint is removed, turn valve back to paint position, turn on solvent flush valve (each side of mixer block), flush paint line until clear solvent comes from paint gun.

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- b. End of shift - turn off polyurethane and cat line (pot or fluid delivery), turn on solvent lines, turn on mixer block and flush until clear solvent comes from paint gun.
- c. If topcoat resin comes from pot line, depressurize pot, remove resin bucket - cover and store in flame proof cabinet, place epoxy bucket in pot and replace pot lid, open pot line and back flush pot line until clean solvent comes out pick up tube. Turn on pot (do no exceed 20 psi) and wash out resin. Cover and pressure pot leaving string mode on. Turn off pot line valve at mixer.

5.3.8 Turn off topcoat line valve at down stream regulator.

6.0 MAK and PAINT FLUSH DISPOSAL PROCEDURE

6.1 "MAK FLUSH" sticker (NFPA 704 Diamond Attachment 1) must be on the bucket. The bucket must have a lid and be grounded at all times.

6.1.1 At the end of each shift at a minimum, the bucket must be emptied into the 55 gallon drum at the satellite station and signed off in the log book. Painters coming behind the previous shift must check to make sure the bucket is emptied and initial the log book for verification.

6.2 The hazardous waste drum must then be labeled with the correct hazardous waste label (see Attachment 2). When the container is completely full, that person must write the date and their clock number on the drum label and immediately move the drum to the hazardous waste pad. Whoever writes the date and their clock number on the label must move the drum!

SIGNATURES:

Dennis S. Lee

TITLE:

Loss Control Manager

PAINT DEPARTMENT CONFORMANCE REPORT

FACTORY ORDER NO: _____

TOPCOAT COLOR: _____

TAR REQMT: _____

PAINT INSTR. NO.(s): _____

PART NAME (Circle):

PC CAB

LF HOOD

LF DOORS

B.TI ATO

FLANGE

PC BASE

LF FRAME

LP-TANK

ATB

THROAT

WET MIL MEASUREMENT

	OPERATOR NAME	DATE APPLIED	MEASURED	REQUIRED
PRIMER 1st			<input type="text"/> <input type="text"/> <input type="text"/>	4.0 TO 5.0 1st Pass 3.0 TO 3.0 2nd Pass
PRIMER 2nd			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	SPEC REQ: _____ TO _____
PAINT:			<input type="text"/> <input type="text"/> <input type="text"/>	4.0 TO 5.0
DRY MIL:			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	SPEC REQ: _____ TO _____
TAR COAT SETTING:				

FINISH SURFACE QUALITY

NO RUNS

NO PRIMER SHOWING

NO SAGS

NO CRACKING,
ORANGE PEEL OR
FISH EYES

NO OVERSPRAY

NO BARE METAL
EXCEPT AREAS
WHERE MASKED

COMMENTS

INSPECTED BY: _____

UNCONTROLLED COPY



UNCONTROLLED COPY

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY,
OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

GENERATOR INFORMATION:

NAME SQUARE D

ADDRESS 1800 AIRPORT ROAD TELEPHONE 704 233-7167

CITY MONROE STATE NC ZIP 28110

EPA ID NO(S) NC0101773000 MANIFEST DOCUMENT NO. _____

ACCUMULATION START DATE _____ EPA WASTE NO.(S): F005 0001 0001

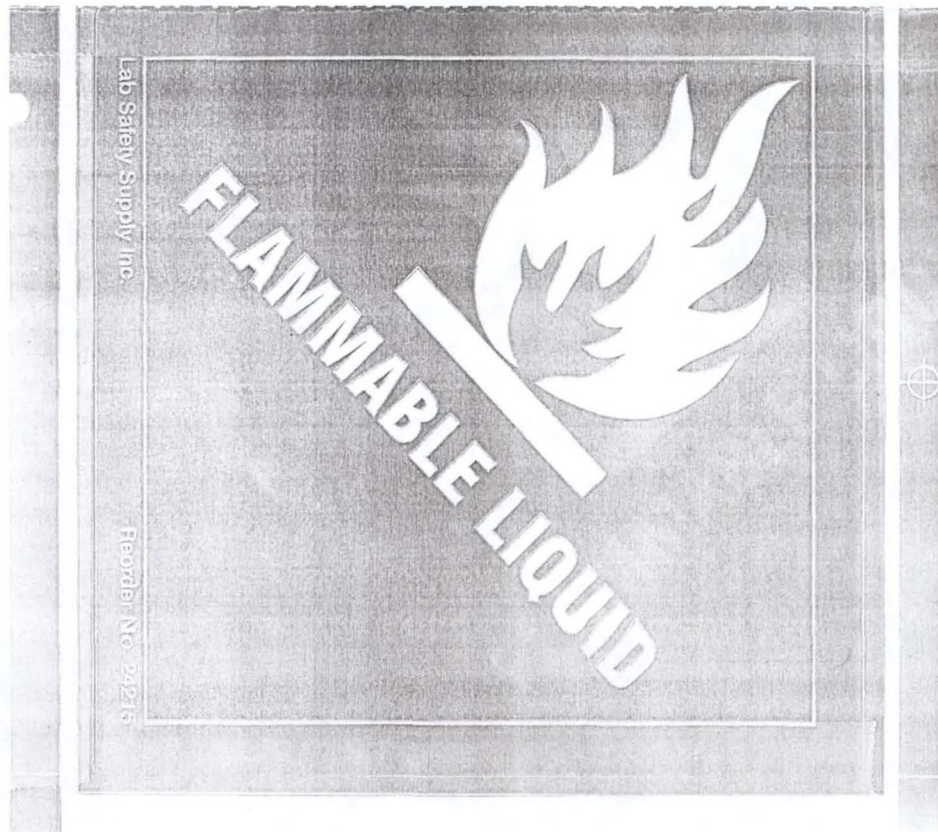
D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

F005
RD WASTE FLAMMABLE LIQUID, N.O.S.
(TOLUENE, XYLENE)
3 UN1993 PG II ERG # 27
(D001, F005) ASH 80-3347 P#9406-5100

HANDLE WITH CARE!

F-2P

Printed by: Mesa Label Express, 8525 Arjons, Ste. T, San Diego, CA 92126 (619) 693-4988



UNCONTROLLED COPY

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY,
OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

GENERATOR INFORMATION:

NAME SQUARE 2

ADDRESS 1009 ALBERTA TELEPHONE 334-1111

CITY MONROE STATE LA ZIP 70001

EPA ID NO(S) NC1010001 MANIFEST DOCUMENT NO. _____

ACCUMULATION START DATE _____ EPA WASTE NO.(S): 1001, 1002

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

DATE
NO WASTE PAINT
3 UN 1263
(0001, 0002)

HANDLE WITH CARE!

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