

Procedure for Construction & Maintenance Activity in Generation Facilities

Purpose: The purpose of this procedure is to ensure that plant staff is aware of construction and/or maintenance activities within the confines of a Generation facility property. This procedure is intended to ensure that these activities do not affect plant operations or continuity of plant services, and that safety, health, and environmental regulations and requirements specific to the plants are considered.

Application: This procedure applies to all construction and/or maintenance activities that are originated with or led by personnel who are not a part of the Generation facility organization, to include: Energy Delivery personnel, Facilities Maintenance personnel, Peoples Gas personnel, Planning, Engineering, & Construction personnel or any non-TECO Energy personnel.

1. All construction and/or maintenance activity on a Generation facility property must have a plant staff sponsor. If the work is not originated within the plant, a plant staff sponsor should be contacted by the Project Lead at least 2 weeks prior to the work scheduled start for assignment to the plant staff member. The best contact to identify the appropriate sponsor would be the Plant Maintenance Manager or the Contractor/Construction Supervisor. (Note: For Sebring, Phillips Station contact Polk Power)
2. Construction and/or maintenance work may not start until the plant staff member approves the work.
3. The plant staff member is responsible to review the work scope and determine the effect of the scope of work on Generation facility operations. The anticipated effect will determine any internal notifications that must be made, i.e. Operations Manager and/or Maintenance Manager.
4. The Project Lead must consider safety, environmental and security requirements. Points to consider, include but are not limited to the following:
 - i. Requirements for Contractor training (Energy Supply Contractor Safety Orientation)
 - ii. Requirements for security measures, i.e. positive identification for facility entrance
 - iii. Deliveries of materials and/or equipment to the site
 - iv. Requirements to locate and mark underground utilities
 - v. Requirements for permitting, i.e. hot work, excavation, restricted area access
 - vi. Requirements for hazardous energy control
 - vii. Requirements for Environmental procedures and/or permitting
4. Revisions to original project scope that may have an impact on the plant or the safety of plant and/or project personnel must be brought to plant staff member for review, prior to proceeding. Such changes may include, but are not limited to: revised/new digging location(s), revised/new tie-ins to plant equipment, revised/new material specifications, or revised/new equipment specifications.