

Permit-Required Confined Space Entry

EHS Procedure EHS-SAF-21.3, Rev. 0

Effective Date: 09/01/2015

1.0 PURPOSE

This procedure is used for entry into permit-required confined spaces (PRCSs) at the National Cancer Institute (NCI) at Frederick and the Frederick National Laboratory for Cancer Research (FNLCR).

2.0 SCOPE

In accordance with 29 Code of Federal Regulations (CFR) 1910.146 and the American National Standards Institute/American Society of Safety Engineers (ANSI/ASSE) Z117.1, permit procedures are necessary to gain entry to PRCSs. The NCI at Frederick and FNLCR list of PRCSs is provided in the Confined Space Inventory Listing.

This procedure is used after it has been determined through a confined space hazard evaluation that the confined space is a PRCS, in accordance with EHS-SAF-21.2, *Hazard Evaluation and Determining the Appropriate Confined Space Entry Procedure*.

3.0 PROCEDURE

Procedures for entry to a PRCS must be followed whenever work that must be performed within the identified PRCS cannot be conducted without personnel entering the confined space. Entry is performed with a Confined Space Entry Permit (see Appendix A). An approved space-specific entry procedure is also required for entry.

Step	Job Role	Action
1	EHS	1.1 Issue Permit (see Appendix A) to Entry Supervisor upon review of purpose of entry. 1.2 Participate in remaining PRCS entry steps as needed.
2	Entry Supervisor	2.1 Assign and allow only trained and qualified personnel (i.e. Entrants) to perform entry. 2.2 Assign trained and qualified personnel to act as the Attendant. 2.3 Obtain a Confined Space Entry Permit (see Appendix A) from EHS. 2.4 Perform a pre-job briefing with the Entrants and Attendants to discuss the hazards, the space-specific entry procedure, and the work to be performed. 2.5 Verify that the means of contacting the Fire Department (i.e., telephone) is functional by notifying the Fire Department that an entry will be made. 2.6 Confirm that the Attendant has a means to summon the Fire Department in case of an emergency.
3	Entrants and Attendant	3.1 Participate in the pre-job briefing. 3.2 Verify that the means of contacting the Fire Department (i.e., phone) is functional.
4	Entry Supervisor	4.1 Implement the work requirements in the approved and current confined space-specific procedure. 4.2 Complete Sections 1-8 of the Confined Space Entry Permit (see Appendix A).
5	Entry Supervisor	5.1 Authorize entry by signing the Confined Space Entry Permit, Section 9 (see Appendix A). 5.2 Direct workers to perform the entry following the work requirements in the approved confined space-specific procedure and Permit.
6	Entrant	Perform entry as directed and trained.

Permit-Required Confined Space Entry

EHS Procedure EHS-SAF-21.3, Rev. 0

Effective Date: 09/01/2015

Step	Job Role	Action
7	Attendant	7.1 Perform attendant duties as directed and trained. 7.2 Complete Sections 10-11 of the Confined Space Entry Permit (see Appendix A). 7.3 If changed conditions create a deviation from acceptable conditions, order an immediate evacuation of the space and notify the Entry Supervisor. 7.4 If an air monitor alarms, order an immediate evacuation of the space, and request response from the Fire Department by calling 911 or other established means if necessary and/or personnel are unable to evacuate.
8	Entry Supervisor	If changed conditions create a deviation from acceptable conditions, order an immediate evacuation of the space and notify the Confined Space Coordinator and/or EHS.
9	Entrant	Immediately evacuate the space when an air monitor alarms and notify the Attendant.
10	Entry Supervisor	10.1 Review any changed condition and respond to air monitor alarms. 10.2 If needed, request response from the Fire Department by calling 911 or other established means. Also inform EHS.
11	Fire Department	Respond to emergency related to confined space entries and implement rescue of personnel as necessary (see Appendix B).
12	Entrant and Attendant	Notify the Entry Supervisor upon completion of the work.
13	Entry Supervisor	13.1 Notify the Fire Department and EHS upon completion of the work. 13.2 Hold post-job debriefing and close the Confined Space Entry Permit by completing Section 12 (see Appendix A). 13.3 Send the completed Confined Space Entry Permit to EHS.

4.0 RECORDS

The following records are relevant to this procedure:

Record	Custodian	Storage Medium
Confined Space Inventory Listing	EHS	Electronic
Confined Space-Specific Entry Procedures	EHS	Electronic
Confined Space Entry Permits	EHS	Electronic

5.0 RELATED DOCUMENTS

The following documents provide requirements and background information relevant to all confined space entry procedures of this Program:

- [29 CFR 1910.146](#), *Permit-Required Confined Spaces*
- [ANSI/ASSE Z117.1](#), *Safety Requirements for Confined Spaces*

The following documents provide background information relevant to the subject of this procedure:

- EHS-SAF-21.1, *Confined Space Entry Program Overview*
- EHS-SAF-21.2, *Hazard Evaluation and Determining the Appropriate Confined Space Entry Procedure*

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6.0 DEFINITIONS

Definitions applicable to all confined space entry procedures are provided in EHS-SAF-21.1, *Confined Space Entry Program Overview*.

7.0 ABOUT THIS PROCEDURE

Issuing organization:	EHS
Final approver:	Terri Bray
Subject matter expert:	Michael Gearheart
Review cycle (months):	12
Date last revised:	initial issue
Date last reviewed:	initial issue

8.0 SUMMARY OF CHANGES IN THIS VERSION

None. Initial issue. Replaces portions of EHS Compliance Manual Chapter C-15.

9.0 APPENDICES

Appendix A: Confined Space Entry Permit

Appendix B: Emergency Response

Confined Space Entry Permit Information and Conditions

General

1. Before entering the confined space, can this job be done from outside the space?
2. The Entry Supervisor must complete the Permit in consultation with the person(s) performing the work; the Attendant may keep the entry log and the monitoring log.
3. The conditions of issue and defined controls must be complied with for the duration of the work.
4. Entry can only occur with the required controls in place and a safe atmosphere confirmed.
5. Entry to the confined space shall only be performed by competent persons (Entrant) in the presence of a competent stand-by person (Attendant).
6. The Permit is only valid for the date of issue. The Permit must be cancelled by the Entry Supervisor immediately after the work is finished or within 8-hours, whichever occurs first. No further entry is allowed on another day without a new permit being issued
7. This Permit must be posted at the work location and, on completion of the work, it must be returned to the Entry Supervisor and EHS for closure.
8. This permit must be used to minimize the risk during the activity.

LOTO

9. Energy sources are to be managed by isolating / making safe according to EHS-SAF-40.1 thru 40.9.

Rescue and Emergency

10. At NCI-F, Fort Detrick Fire Department requires notification before and after entrance at (301) 619-2528.
11. At ATRF and VCP, United Steam Fire Engine Company 3 requires notification before and after entrance at (301) 600-1711.

Logs

12. The atmospheric monitoring results must be recorded every time the confined space is entered and on a frequent basis, as identified in the confined space-specific procedure (typically no less frequent than every 15 minutes).
13. By signing the entry log, it is acknowledged that the entrant has been advised of and understands the safety precautions and control measures to be observed with the entry and work in the confined space covered by the Permit. The entrant also confirms by signing that he or she has been trained to work in confined spaces and considers the space covered by the Permit safe to enter.
14. By signing out of the entry log, the entrant confirms that he or she has left the confined space and is aware that re-entry requires signing in again.

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APPENDIX B: EMERGENCY RESPONSE

The Fire Department rescue training and capabilities must be compliant with Occupational Safety and Health Administration expectations. As part of their emergency response duties, the Fire Department must:

- Demonstrate the ability to respond to a rescue summons in a timely manner.
- Practice making confined space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, mannequins, or actual persons from representative spaces.
- Have equipment available and suitable to perform all types of rescue operations from the NCI at Frederick and FNLCR confined spaces and maintain that equipment in proper calibration, as required.
- Be trained in the use of rescue equipment necessary for making rescues from confined spaces.
- Be trained in basic first aid and in cardiopulmonary resuscitation.
- Document all training given and received.
- As requested, review confined space procedures for adequacy of the rescue planning and concur by signing the procedure document.

EHS will meet with the Fire Department(s) on an annual basis to discuss their roles and capabilities.