

Permit-Required Confined Space Entry with Lockout/Tagout

EHS Procedure EHS-SAF-21.4, Rev. 0

Effective Date: 09/01/2015

1.0 PURPOSE

This procedure is used for entry into permit-required confined spaces (PRCSs) that require lockout/tagout (LOTO) 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 with LOTO.

Entry to a PRCS with LOTO refers to confined spaces that can either (1) have their hazards isolated without entry to the confined space, or (2) cannot have their hazards isolated without entry to the confined space.

A PRCS with LOTO is a permit-required confined space until the hazard is eliminated. Once the hazard is eliminated, the space may be temporarily reclassified as a non-permit required confined space (non-PRCS). This is consistent with 29 CFR 1910.146(c)(7)(iii).

This procedure is used after it has been determined through a confined space hazard evaluation that the confined space is a PRCS with LOTO, in accordance with EHS-SAF-21.2, *Hazard Evaluation and Determining the Appropriate Confined Space Entry Procedure*. The NCI at Frederick and FNLCR list of PRCSs with LOTO is provided in the Confined Space Inventory Listing.

3.0 PROCEDURE

3.1 LOTO without Entry

Where the hazards of the confined space can be isolated through LOTO without entry to the confined space, follow the LOTO procedures as provided in EHS-SAF-41.1 thru EHS-SAF-41.9. In spaces such as these and by this procedure, a Confined Space Entry Permit is not required.

Step	Job Role	Action
1	Entry Supervisor	1.1 Identify a PRCS-LOTO that can have its hazards isolated without entering the confined space in consultation with Environment, Health, and Safety (EHS) Directorate. 1.2 Isolate the hazards according to EHS-SAF-41.1 thru EHS-SAF-41.9.

3.2 LOTO by Entry

Whenever LOTO cannot be conducted without personnel entering the confined space, entry is first performed with a Confined Space Entry Permit as described in EHS-SAF-21.3, *Permit Required Confined Space Entry Procedure*, and an approved space-specific entry procedure. Once the hazard is eliminated in the PRCS through the implementation of LOTO according to EHS-SAF-41.1 thru EHS-SAF-41.9, the space may be temporarily reclassified as a non-PRCS.

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Step	Job Role	Action
1	Entry Team	<p>1.3 Identify a PRCS-LOTO that cannot have its hazards isolated without entering the confined space in consultation with EHS.</p> <p>1.4 Fulfill the requirements of EHS-SAF-21.3 and complete a Confined Space Entry Permit prior to confined space entry.</p> <p>1.5 Isolate the hazards in the confined space according to EHS-SAF-41.1 thru EHS-SAF-41.9.</p> <p>1.6 Document the reclassification on a Temporary Reclassification Certificate (see Appendix A), and complete the work tasks.*</p> <p>1.7 Forward a copy of the Temporary Reclassification Certificate (see Appendix A) to EHS when the job is closed.</p>

* During reactivation of the temporarily reclassified space, whereby the entrant will place the electrical or mechanical system back in operation when work is completed, the confined space becomes a PRCS again, and the initial Confined Space Entry Permit is reactivated.

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
Temporary Reclassification Certificate	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, *Determining the Appropriate Confined Space Entry Procedure*
- EHS-SAF-21.3, *Permit-Required Confined Space Entry*
- EHS-SAF-41.1 thru EHS-SAF-41.9, *LOTO Procedures*

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

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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: Temporary Reclassification Certificate

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TEMPORARY RECLASSIFICATION CERTIFICATE		CERT # _____	
CAUTION!!! THIS IS NOT A CONFINED SPACE ENTRY PERMIT			
<p>This form must be filled out and signed by the Confined Space Entry Supervisor. Reclassification of a Permit Required Confined Space to a Non Permit Required Confined Space is valid only for a single shift. The following evaluation is consistent with OSHA 29 CFR 1910.146(c)(7).</p> <p>Entry Supervisor – Complete the following:</p>			
Confined Space ID #:	YES	NO	Comments/Results
Location:			
Is the space free of actual or potential atmospheric hazards (including, not limited to drifting vapors from tanks, pipes, or sewers)?			
Considering industrial or other discharges, is this area likely to remain free of air contaminants while occupied? (Consider the potential of equipment failure, other activities happening near the space, etc.)			
Have all sources of hazards been isolated from the confined space without personnel entry? (All hazardous energy is controlled, lockout/tagout procedures are in use, etc.)			
<p><i>The Entry Supervisor must notify EHS of the scheduled entry and reclassification prior to entry activities.</i></p>			
ENTRY SUPERVISOR AUTHORIZATION			
<p>If the answer to any of the above question is "No" then the space cannot be reclassified from Permit Required Confined Space to Non Permit Required Confined Space and entry must be performed under permit conditions.</p> <p>A copy of this form must remain at the entry site for the duration of the entry or shift, whichever is shorter. This reclassification is considered valid for no greater than 1 shift or 8 hours. A copy of this form must be provided to EHS upon completion of entry into the space.</p>			
Name:		Signature:	Date: / / Time:
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