

1.0 PURPOSE AND SCOPE

(5.1.1)

This standard describes the Tank Operations Contractor (TOC) organizational roles and responsibilities for implementing DOE-0360, “Hanford Site Confined Space Procedure.” DOE-0360 describes the process used by Hanford-site prime contractors and subcontractors performing confined space activities. In addition, this standard provides specific means for implementing portions of DOE-0360. This standard supplements but does not replace or supersede DOE-0360.

2.0 IMPLEMENTATION

This standard is effective on the date shown in the header.

3.0 STANDARD

3.1 Roles and Responsibilities

This section provides an overview of roles and responsibilities in the implementation of DOE-0360. Prior to performing confined space activities, all requirements applicable to the scope of work, as described in DOE-0360, shall be reviewed to ensure that appropriate requirements are implemented.

3.1.1 Facility Manager

The Facility Manager will ensure that areas within their jurisdiction are evaluated to determine if there are any confined spaces. Confined spaces will be documented by completing the Hanford Confined Space Entry Permit (A-6005-717) and posting it after completion of the construction activities.

3.1.2 Project/Construction Manager

The Project/Construction Manager will evaluate any space created by a modification, construction or maintenance activities and will determine whether the requirements for confined space apply to the anticipated work.

At project completion, the Project Construction Manager must also coordinate the ownership of confined spaces to the Facility Manager.

3.1.3 Safety and Health Professionals

Safety and Health professionals will perform and document confined space hazard evaluations using the Hanford Confined Space Hazard Identification Form (A-6005-724). All active confined space hazard evaluation ID forms will be reviewed every 6-months. The review will consist of updating the hazard ID form to the latest form revision (if needed) and a review of assigned work areas to ensure all confined spaces have been properly identified. This 6-month review will be documented on the confined space hazard ID tables located on the Confined Space website. In-active or legacy confined space hazard evaluation ID forms will be updated prior to entry into the space.

For permanent locations other than crawl spaces associated with mobile offices, the confined space identification (CS ID) is the equipment identification number (EIN) consistent with drawings, procedures, round sheets, and piping and instrument diagrams (P&IDs) as defined by TFC-ENG-STD-12.

For crawl spaces associated with mobile offices, the CS ID is the mobile office number (e.g., MO-283/200E/crawlspace).

For temporary confined spaces created because of a modification, construction, or maintenance activity, Industrial Hygiene Records Management will assign a unique identifier, if the space has not already been assigned an EIN.

When the form is completed, it will be forwarded to the industrial hygiene record custodian (MSIN S7-70) for inclusion into the WRPS Confined Space Inventory. As applicable, copies of the cancelled Hanford Confined Space Entry Permits (A 6005-717) will be forwarded to the industrial hygiene record custodian as well

The Safety and Health professional may also assist in determining on the appropriate confined space retrieval systems.

An annual assessment of the implementation of the site-wide confined space program, including canceled permits and hazard ID forms will be conducted and, if necessary the implementation process will be revised.

3.1.4 Industrial Hygiene

Industrial Hygiene will determine and document the atmospheric testing and Industrial Hygiene Sampling Plan requirements for confined space entries. Industrial Hygiene must also review and approve atmospheric testing records in accordance with TFC-ESHQ-S_IH-C-46.

3.1.5 Industrial Hygiene Technicians (IHTs)

The Industrial Hygiene Technicians will conduct atmospheric monitoring in accordance with TF-OPS-IHT-007.

The IHTs will record the direct reading instrument (DRI) functional test data and the atmospheric monitoring results in Section 7 of the Hanford Confined Space Entry Permit (A-6005-717).

The initial Atmospheric test results will be recorded in section 3 of the Hanford Confined Space Entry Permit (A-6005-717).

The Field observations will be entered into the Industrial Hygiene database, in accordance with TFC-ESHQ-S_IH-C-46.

3.1.6 Confined Space Entry Supervisor

Ensure all documents generated during performance of DOE-0360, Section 4.0 are managed in accordance with TFC-OPS-MAINT-C-01. These documents may include any of the following: Hanford Confined Space Hazard Identification Form (A-6005-724), Hanford Confined Space Entry Permit (A-6005-717), Hanford Confined Space Entry Log (A-6005-719), and Hanford PRCS Entry Notification – Hanford Fire Department (A-6005-718)

3.1.7 Industrial Hygiene Record Custodian

The industrial hygiene record custodian shall maintain “Hanford Confined Space Hazard Identification” forms for each identified confined space as the inventory for PRCSs and non-permit confined spaces for each facility/operation. The industrial hygiene record custodian shall also maintain copies of completed Confined Space Entry Permits.

3.2 Procedure

DOE-0360, “Hanford Site Confined Space Procedure,” is available on the Procedures website under “Other Hanford Prime Contractors Documents.”

3.3 Records

The following records are used this standard (in conjunction with DOE-0360):

- Hanford Confined Space Hazard Identification Form (A-6005-724)
- Hanford Confined Space Entry Permit (A-6005-717)
- Hanford Confined Space Entry Log (A-6005-719)
- Hanford PRCS Entry Notification – Hanford Fire Department (A-6005-718)
- MOPs documenting annual Confined Space Permits reviews
- IH DRI Monitoring Field Log (A-6003-860)

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

4.0 DEFINITIONS

Terminology used in this procedure is defined in DOE-0344, Appendix B.

5.0 SOURCES

5.1 Requirements

1. DOE-0360, Hanford Site Confined Space Procedure, current revision, U.S. Department of Energy, Richland Operations Office, Richland, Washington.

5.2 References

1. TFC-ENG-STD-12, “Tank Farm Equipment Identification Numbering and Labeling Standard.”
2. TFC-ESHQ-S_IH-C-46, “Industrial Hygiene Reporting and Records Management.”
3. TF-OPS-IHT-007, “Using Direct Reading Instruments.”
4. TFC-OPS-MAINT-C-01, “Tank Operations Contractor Work Control.”