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Companywide	Management Control Procedure	For Additional Info: http://EDMS	Effective Date: 07/31/12
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Manual: 9 - Operations

USE TYPE 3

Change Number: 337014

*The current revision can be verified on EDMS.

1. PURPOSE

This chapter provides the minimum standards for labeling equipment and piping to enable personnel to positively identify facility systems and equipment.

2. APPLICABILITY

The labeling requirements detailed in this chapter apply to equipment and piping that are normally installed as permanent fixtures in operating facilities. This chapter does not cover the package and container labeling required under the HazCom program. Also, this procedure does not apply to office areas unless it directly affects facility operations.

3. RESPONSIBILITIES/PREREQUISITES

3.1 Responsibilities

Performer	Responsibilities
Cognizant Manager or Supervisor	Ensure the proper field labeling of existing systems and equipment, and proper replacement of damaged, lost, or incorrect labels.
Operations Personnel	Perform labeling activities as specified.

3.2 Prerequisites

None

4. INSTRUCTIONS

4.1 Components Requiring Labeling

NOTE 1 *Systems and equipment installed in nonoperational (legacy) facilities do not require labeling. The facility manager should determine the scope and need for labeling of individual components.*

NOTE 2 *Systems not meeting requirements of STD-173, "ICP Architectural Engineering Standards – 260553 Identification for Electrical Systems" section 260553-2 due to changes in requirements since the system was built should be upgraded, if modified, using the Facility Change Form (Form 431.37) process.*

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NOTE 3 *Facility equipment and associated components should be labeled with sufficient information so they can be easily identified.*

4.1.1 Cognizant manager or supervisor: Determine the components to be labeled, using the following list as a guide:

- A. Valves
- B. Major equipment
- C. Switches
- D. Circuit breakers
- E. Fuse blocks or fuse locations
- F. Instruments and gauges
- G. Buses and motor control centers
- H. Electrical cabinets (including internal components)
- I. Room doors
- J. Emergency equipment
- K. Fire protection systems
- L. Piping.

4.2 Label Information

4.2.1 Cognizant manager or supervisor: Ensure labeling meets the following minimum requirements:

- A. Labels and their method of attachment are made from materials compatible with their applicable environment.
- B. Each component label lists a unique component number for that equipment or component.
- C. Where physical space is available, each label contains the noun name or description of the equipment, piping, or component.
- D. Each label lists the power supply (if applicable).
- E. Abbreviations and nomenclature are standardized.
- F. Labels are consistent with facility procedure valve lineup sheets, piping, and instrument diagrams.
- G. Labels are permanent and securely attached.
- H. Labels are distinguishable and easy to read.

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NOTE: *Color coding in accordance with Occupational Safety and Health Administration (OSHA) guidelines may be used.*

- I. If color coding is used, the colors are applied consistently and have only one meaning per color or combination.
- J. Piping is labeled to indicate the fluid contained and the normal flow direction.
- K. Pipes containing potentially radioactive fluids, toxic fluids, or explosive gases are uniquely marked.

4.3 Label Placement

4.3.1 Operations personnel: Place labels as follows:

- 4.3.1.1 Place labels on or as near as possible to the equipment to be labeled.
- 4.3.1.2 Orient the label in a manner that is easy to read and so that the correct component is readily identifiable.
- 4.3.1.3 Place labels so as not to interfere with equipment operation or obscure indicators.

4.4 Replacing Labels

- 4.4.1 Provide a method for operators to identify missing or damaged labels during normal tours and other routine activities.
- 4.4.2 Ensure that missing or damaged labels are replaced in a timely fashion.
- 4.4.3 Authorize the use of temporary labels until permanent labels can be attached.
- 4.4.4 Approve replacement labels.
- 4.4.5 Operations personnel: Independently verify the attachment of labels to the correct components.

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5. RECORDS

None

6. REFERENCES

DOE Order 422.1, “Conduct of Operations”

STD-173-260553, “ICP Architectural Engineering Standards – 260553 Identification for Electrical Systems”

7. APPENDIXES

Appendix A, Procedure Basis

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Appendix A

Procedure Basis

Step	Basis	Source	Citation
4.1	Components that require a label	DOE Order 422.1	Attachment 2, Appendix A, 2.r.(1)
4.2	Label information that uniquely identifies components and is consistent with regulations, standards, and facility documents	DOE Order 422.1	Attachment 2, Appendix A, 2.r.(2)
4.2.1.A, 4.2.1.G, 4.3	Durable and securely attached labels that do not interfere with controls or equipment	DOE Order 422.1	Attachment 2, Appendix A, 2.r.(3)
4.4	Administrative control of labels, including a process for promptly identifying and replacing lost or damaged labels, preventing unauthorized or incorrect labels, and control of temporary labels	DOE Order 422.1	Attachment 2, Appendix A, 2.r.(4)