Inhibit/Restore MCS Alarms at the 242-A Evaporator

Tank Farm Plant Operating Procedure

USQ # EV-18-1614-D, Rev. 0

CHANGE HISTORY (≤ LAST 5 REV-MODS)

<table>
<thead>
<tr>
<th>Rev-Mod</th>
<th>Release Date</th>
<th>Justification:</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-4</td>
<td>10/04/2018</td>
<td>Changes found in Periodic Review</td>
<td>Updated Terms and Definitions MCS. Step 4.3.1 formatting. Updated Records Section.</td>
</tr>
<tr>
<td>K-3</td>
<td>09/14/2017</td>
<td>Operations request to reflect current actions in the field.</td>
<td>In General information changed the time from Weekly to Monthly for the Shift Manager review of any alarms found to meet the criteria for returning to service in the inhibited alarm logbook.</td>
</tr>
<tr>
<td>K-2</td>
<td>07/12/2016</td>
<td>Inconsequential Change</td>
<td>Updated record section.</td>
</tr>
<tr>
<td>K-1</td>
<td>04/21/2015</td>
<td>Replaced Attachment 1 with Site Form A-6006-691</td>
<td>Deleted Attachment 1, updated to reference Site Form A-6006-691.</td>
</tr>
<tr>
<td>K-0</td>
<td>04/09/2015</td>
<td>Periodic review</td>
<td>Added GHA statement. Modified Records statement</td>
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for inhibiting alarms on the 242-A MCS and returning them to normal once the conditions requiring their inhibition are verified as terminated.

1.2 Scope

This procedure applies to alarms on the 242-A MCS.

2.0 INFORMATION

2.1 Terms and Definitions

- EPN - External Point Number
- MCS - Monitor Control System: NovaTech D/3 computerized control system which monitors and controls processes, systems, and components at the 242-A Evaporator.

2.2 General Information

2.2.1 The Shift Manager is responsible for verifying the prerequisites for inhibiting an alarm are met.

2.2.2 The Shift Manager must approve each alarm inhibition before using the Password Override Key.

2.2.3 A review of the 242-A INHIBITED ALARM LOGBOOK should be conducted on a daily basis. Any alarms found to meet the criteria for returning to service during the monthly Shift Manager review should be returned to normal as soon as possible.
3.0 PRECAUTIONS AND LIMITATIONS

3.1 Personnel Safety
The hazards associated with the performance of this procedure have been determined to be addressed by the GHA.

3.2 Equipment Safety

CAUTION - Failure to place Loop Maintenance in SCAN BLOCK before inhibiting an alarm could result in modifying/disabling software functions.

CAUTION - Failure to select "1" (alarm inhibit) in the SCAN BLOCK could result in disabling software functions.
4.0 PREREQUISITES

4.1 Special Tools, Equipment, and Supplies
The following supplies may be needed to perform this procedure:
- MCS Password Override Key.

4.2 Performance Documents
- Site Form A-6006-691, 242-A Inhibited Alarm Logbook Data Sheet.

4.3 Field Preparations

4.3.1 **DETERMINE** if an alarm may be inhibited. An alarm can be inhibited if one of the following conditions have been met:
- The alarm has gone off 10 times in a fifteen-minute period, with no cause determined, and the alarm is determined to be false by investigation in the field
- A scheduled maintenance job will activate the alarm repeatedly in a short period of time
- The system associated with the alarm is out of service, yet the out of service conditions repeatedly set off the alarm
- As directed by the Shift Manager.

4.3.2 **DETERMINE** if alarm(s) may be returned to normal **AND**

**REQUEST** approval from Shift Manager. Reasons an alarm may be returned to normal may include:
- Conclusion of scheduled maintenance work
- Correction of an abnormal condition revealed by further investigation of excessive alarm activation
- Return of the system associated with the alarm to service
- Test to see if condition that caused nuisance alarm has cleared.

4.3.3 **IF** inhibiting alarms that are identified as Environmental, **REQUEST** Shift Manager evaluate the need to notify the facility Environmental Representative.
5.0 PROCEDURE

NOTE - Section 5.1 and Section 5.2 may be performed in any logical order.

5.1 Inhibit Alarm

5.1.1 REQUEST permission from Shift Manager to inhibit the alarm when an alarm meets inhibit criteria of Step 4.3.1.

5.1.2 RECORD Faceplate Number, EPN Number, description of alarm, and cause for inhibit on 242-A Inhibited Alarm Logbook Data Sheet.

5.1.3 REQUEST Shift Manager approve inhibiting alarms by signing and dating SHIFT MANAGER APPROVAL TO INHIBIT block on 242-A Inhibited Alarm Logbook Data Sheet.

5.1.4 INSERT AND TURN Password Override Key in slot on right side of MCS keyboard until red "PASSWORD OVERRIDE" light illuminates.

5.1.5 INHIBIT alarm as follows:

5.1.5.1 BACKLIGHT faceplate for EPN to be inhibited AND SET to LOOP MAINTENANCE.

CAUTION

Failure to place Loop Maintenance in SCAN BLOCK before inhibiting an alarm could result in modifying/disabling software functions.

5.1.5.2 IF a SCAN BLOCK is available, SET the EPN in Loop Maintenance to SCAN BLOCK.

CAUTION

Failure to select "1" (alarm inhibit) in the SCAN BLOCK could result in disabling software functions.

5.1.5.3 PRESS “SELECT”, “1” and “ENTER”.

5.1.5.4 PRESS “MODIFY” once.

5.1.5.5 VERIFY "INHA" is displayed in grid.
5.1 Inhibit Alarm (Cont.)

5.1.6 REPEAT Step 5.1.5 for each alarm to be inhibited.

5.1.7 TURN Password Override Key counterclockwise until red PASSWORD OVERRIDE light goes out AND

REMOVE key from slot.

5.1.8 ENTER time the alarm was inhibited on the 242-A Inhibited Alarm Logbook Data Sheet AND

RECORD initials in the OPER. INIT column.
5.2 Return Alarm to Normal

NOTE - Inhibited alarms may be returned to normal once the conditions requiring their inhibition are verified as terminated.

5.2.1 REQUEST Shift Manager sign and date SHIFT MANAGER APPROVAL TO RETURN block on the 242-A Inhibited Alarm Logbook Data Sheet.

5.2.2 INSERT AND TURN Password Override Key in slot on right side of keyboard until red "PASSWORD OVERRIDE" light illuminates.

5.2.3 RETURN alarm to normal as follows:

5.2.3.1 BACKLIGHT faceplate for EPN to be de-inhibited AND

SET to LOOP MAINTENANCE.

CAUTION
Failure to place Loop Maintenance in SCAN BLOCK before returning an alarm to normal could result in modifying/disabling software functions.

5.2.3.2 SET the EPN in Loop Maintenance to SCAN BLOCK.

CAUTION
Failure to select "1" (alarm inhibit) in the SCAN BLOCK could result in disabling software functions.

5.2.3.3 PRESS “SELECT”, “1” and “ENTER”.

5.2.3.4 PRESS “MODIFY” once.

5.2.3.5 VERIFY "INHA" is no longer displayed in grid and "DIS" is not displayed.

5.2.4 REPEAT Step 5.2.3 for each alarm to be returned to normal.

5.2.5 TURN Password Override Key counter-clockwise until red "Password Override" light goes out AND

REMOVE key.

5.2.6 ENTER time of return on the 242-A Inhibited Alarm Logbook Data Sheet.
5.3 Records

5.3.1 **PERFORM** the following for records identified within this procedure.

5.3.1.1 **RECORD** the number of times the record was generated in applicable column

OR

**PLACE** a check mark (✓) in the N/A column.

5.3.1.2 **SUBMIT** the package for verification of completed records.

<table>
<thead>
<tr>
<th>Records Submittal Checklist</th>
<th>Number of times completed</th>
<th>N/A (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Form A-6006-691, 242-A Inhibited Alarm Logbook Data Sheet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FWS/OE/Shift Manager <strong>SEND</strong> the completed records to the Central Shift Office for records retention.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>___________________________/ ___________________________/ ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Print (First and Last)</td>
<td>Date</td>
</tr>
<tr>
<td>FWS/OE/Shift Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.