Component Status Seals/Administrative Locks

Tank Farm Plant Operating Procedure  Effluent Treatment Facility

USQ Not Required – ETF is a < Hazard Category 3 Radiological Facility

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>
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<tr>
<td>A-3</td>
<td>09/26/2018</td>
<td>Operations Request</td>
<td>Increase level of detail and add flexibility statement</td>
</tr>
<tr>
<td>A-1</td>
<td>12/27/2016</td>
<td>Inconsequential Change</td>
<td>Updated records section.</td>
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<tr>
<td>A-0</td>
<td>03/21/2016</td>
<td>Conversion to WRPS Format</td>
<td>New Procedure – Supersedes Administrative Procedure LWFS-PRO-OP-51605</td>
</tr>
</tbody>
</table>

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure gives instruction for the use of component status seals and administrative locks within ETF facilities. Status seals provide an indication of a component’s current status, and are not permanent. Administrative locks provide management a tool to prevent inadvertent starting of equipment/systems by reliably keeping them out of service unless in use.

1.2 Scope

This procedure provides direction to install, manage, and reposition/remove component status seals. Component seals are generally used on infrequently operated and difficult to access components, but may be used on other components as determined by the SOM.

This procedure also provides the necessary steps and documentation to install, manage, and remove an administrative lock. Administrative locks are applied to equipment/system(s) that should not be accessed unless directed by procedure or management.

This procedure does not control the use of seals used on inventory-controlled cabinets, such as emergency equipment cabinets. The procedure is not to be used for the control of hazardous energy in conjunction with control organization lockouts or authorized worker lockouts.

DOE-0336, Hanford Site Lockout/Tagout Procedure, is used for any application where prevention of unexpected startup or release of stored energy that could result in injury or hazardous material exposure.
2.0 INFORMATION

2.1 Terms and Definitions

Status Seals  Devices used to indicate status of a component. These seals are typically color-coded, single-use, plastic seals. Status seals may indicate component identification, name, and status, but are not required to indicate such. Permanently installed component identification labels are not status seals.

Status seals are color coded to indicate component status. At ETF/TEDF/2025ED Load-In, red seals indicate CLOSED or OFF, green seals indicate OPEN or ON, and blue seals indicate THROTTLED valves. Seals may identify component by name, number, and status, but are not required.

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Radiation and Contamination Control

3.1.1 When this procedure is worked in radiological areas, an approved radiological work permit (RWP) is required. If radiological conditions or work performed falls outside the scope of the RWP, all work activities must be discontinued until a new or revised RWP has been issued in accordance with TFC-ESHQ-RP_RWP-C-03.

4.0 PREREQUISITES

4.1 Performance Documents

The following documents may be needed to perform this procedure:

- ETF-PRO-002, Effluent Treatment Facility Tags.
5.0 PROCEDURE

Special Instructions
Sections in this procedure may be performed in parallel, independently, sequentially or in any logical order as directed by SOM.

5.1 Installing Seals

NOTE - The SOM may direct throttled valves have two operators perform/witness initial positioning, and both sign as positioner. A third operator performs an independent verification, if necessary, by verifying correct installation of status seal.

5.1.1 (SOM) PROVIDE specific instructions concerning positioning of throttle valves.

5.1.2 CONFIRM component identification.

5.1.3 POSITION component in accordance with the guiding procedure or as directed by the SOM.

5.1.4 INSTALL status seal indicating current component status.

5.1.5 COMPLETE Data Sheet 1 to document installation of status seals.

Special Instructions
An independent verifier is required to perform steps 5.1.6 through 5.1.8.

5.1.6 VERIFY installation of status seals.

5.1.7 COMPLETE Data Sheet 1, documenting independent verification.

5.1.8 FORWARD Data Sheet 1 to SOM.
5.2 Checking Sealed Component Status

5.2.1 CHECK the following for valve status seal:
- Color of seal is correct for valve position
- Seal and breakaway seal are intact
- Breakaway seal in place on component operator.

5.2.2 IF component position is in question, CHECK position by using one or more of the following methods:
- Component position indicator
- Valve stem position
- Downstream pressure
- Downstream flow.

5.2.3 IF component position cannot be verified by status seal, INFORM the SOM.

5.2.4 (SOM) AUTHORIZE operation of normally sealed component AND RE-HANG seal as appropriate.

5.3 Repositioning/Removing Sealed Valves

Special Instructions

Specific authorization from the SOM is required for all manipulations of sealed components unless an emergency situation exists. In an emergency, personnel should position components with status seals to a safe configuration immediately.

5.3.1 (SOM) AUTHORIZE status seal removal by completing Data Sheet 1.

5.3.2 IF valve is in the required position, INDICATE component position on Data Sheet 1.

5.3.3 REMOVE status seal.

5.3.4 PLACE valve in the required position.

5.3.5 COMPLETE final position on Data Sheet 1.
5.4 Installing Administrative Locks

NOTE - The SOM performs steps 5.4.1 through 5.4.6.

5.4.1 INITIATE Data Sheet 2 - Administrative Lock/Tag Configuration Form for equipment and/or system that are identified for additional control during an out-of-service or no-use condition.

5.4.2 ENSURE component/system identified for lockout does not conflict with plant configuration needed for normal operations.

5.4.3 UPDATE Data Sheet 3 - Administrative Lock/Tag Index Form for all administrative lock/tag configuration changes initiated/removed AND PLACE all configuration forms (Data Sheet 2) in the administrative lock binder.

5.4.4 ASSIGN personnel to apply administrative lock/tag.

5.4.5 ENSURE key for installed lock is placed in administrative lock receptacle key box.

5.4.6 ENSURE component/system is tagged using information tag per ETF-PRO-002.

5.4.7 REVIEW configuration form (Data Sheet 2) prior to applying lock AND OBTAIN pre job brief from SOM as needed (graded approach commensurate with complexity of lockout involved).

5.4.8 CONFIGURE component/equipment/system in accordance with the guiding procedure or as directed by the SOM.

NOTE - The application of an administrative lock/tag does not require independent verification.

5.4.9 APPLY administrative lock/tag AND FILL OUT Data Sheet 3.

5.4.10 RETURN completed form to SOM.

5.4.11 INSTALL tag to component/system as directed by SOM per ETF-PRO-002.

5.4.12 NOTIFY CRO of configuration change AND REQUEST applicable logbook entry be made in the ETF Control Room Logbook.
5.5 Surveillance of Administrative Locks

5.5.1 **REVIEW (ANNUALLY AS A MINIMUM)** the following for accuracy to ensure all active and inactive forms are in the proper location:
- Index forms (Data Sheet 3)
- Administrative lock binder
- Active configuration forms (Data Sheet 2).

5.5.2 **ENSURE** all active administrative locks/tags are still in the location identified on the configuration form (Data Sheet 2) AND **COMPLETE** the surveillance box.

NOTE - Tags exposed to the elements may require more frequent inspection/replacement.

5.5.3 **REPLACE** tags identified for replacement.

5.5.4 **ENSURE** all discrepancies are properly corrected and noted on the configuration form (Data Sheet 2).

5.5.5 **REVIEW AND ENSURE** all active administrative locks are still required by plant configuration needs and additional control measures are necessary.

5.5.6 **AUTHORIZE AND REMOVE** any administrative locks that are no longer required after review.

5.5.7 **AUTHORIZE** removal of any information tags that are no longer required per ETF-PRO-002.
5.6 Removal of Administrative Locks

NOTE - The SOM performs this section unless otherwise noted.

5.6.1 WHEN the following no longer requires additional control measures (summarization of equipment):
- Component
- Equipment
- System

INITIATE applicable removal section of configuration form (Data Sheet 2).

5.6.2 OBTAIN applicable key from administrative lock receptacle key box.

5.6.3 ASSIGN applicable operations personnel to remove administrative lock.

5.6.4 UPDATE Data Sheet 3 in the administrative lock binder.

5.6.5 (Operator) REMOVE administrative lock AND SIGN configuration form (Data Sheet 2) for removal.

5.6.6 (Operator) NOTIFY CRO of any configuration change AND RETURN completed form, key, and lock to SOM.

5.6.7 REMOVE tag from component/system as directed by SOM per ETF-PRO-002.

5.6.8 ENSURE Data Sheet 3 is updated to reflect the removal.
Component Status Seals/Administrative Locks

5.7 Records

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

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

**OR**

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

5.7.1.2 **SUBMIT** the package 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>Data Sheets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Sheet 1 - Component Status Seal Log</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Sheet 2 - Administrative Lock/Tag Configuration Form</td>
<td></td>
<td></td>
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<tr>
<td>Data Sheet 3 - Administrative Lock/Tag Index Form</td>
<td></td>
<td></td>
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<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>
</tbody>
</table>

_________________________ / _________________________ / __________
Signature                  Print (First and Last)           Date
FWS/OE/Shift Manager

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.
## Data Sheet 1 - Component Status Seal Log

(May be duplicated as needed)

<table>
<thead>
<tr>
<th>Facility:</th>
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<tbody>
<tr>
<td>Room/Location:</td>
</tr>
<tr>
<td>Component Number</td>
</tr>
<tr>
<td>Component Description:</td>
</tr>
</tbody>
</table>

### Installation

<table>
<thead>
<tr>
<th>Component Position</th>
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<tr>
<td>/ /</td>
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Signature: Print (First & Last) Date

SOM

Signature: Print (First & Last) Date

Positioner

Signature: Print (First & Last) Date

Independent Verifier

### Removal

<table>
<thead>
<tr>
<th>Component Position</th>
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Signature: Print (First & Last) Date

SOM

Signature: Print (First & Last) Date

Positioner
# Data Sheet 2 - Administrative Lock/Tag Configuration Form

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Lock #:</th>
<th>Index Tracking #:</th>
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</table>

Application Reason:

<table>
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<tr>
<th>Component/Equipment/System Installation Information</th>
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<tbody>
<tr>
<td>ID/#:</td>
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<tr>
<td>Location:</td>
</tr>
<tr>
<td>SOM approval (sign/print (First &amp; Last)/date):</td>
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<tr>
<td>Installed by (sign/print (First &amp; Last)/date):</td>
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<table>
<thead>
<tr>
<th>Surveillance Data</th>
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<tbody>
<tr>
<td>Sign</td>
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Comments:

Removal approval (sign/print (First & Last)/date): |

Removal by (sign/print (First & Last)/date): |
## Data Sheet 3 - Administrative Lock/Tag Index Form

<table>
<thead>
<tr>
<th>Index Number (Facility-CY-XXX)</th>
<th>Component / Equipment / System Name</th>
<th>Date Installed</th>
<th>Date Removed</th>
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