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

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<th>Rev-Mod</th>
<th>Release Date</th>
<th>Justification</th>
<th>Summary of Changes</th>
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<td>A-2</td>
<td>07/09/2018</td>
<td>Operations Request</td>
<td>Update Rad Con Statement. Add Note to allow flexibility within sections. Change Attachment to Figure. Update Record Section.</td>
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<td>A-1</td>
<td>12/27/2016</td>
<td>Inconsequential Change</td>
<td>Updated records section</td>
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<td>A-0</td>
<td>03/28/2016</td>
<td>Conversion to WRPS Format</td>
<td>New Procedure – Supersedes Administrative Procedure PRC-PRO-OP-23749</td>
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure establishes the single ETF process for tags not associated with controlling hazardous energy (DOE-0336, Hanford Site Lockout/Tagout Procedure), OSHA Accident Prevention tags (29 CFR 1926.200 and 203, Accident Prevention Signs and Tags), Quality Assurance tags (TFC-ESHQ-Q_INSP-C-04, Inspection and Test Status Indicators), Radiological Control Program (HNF-5183, Tank Farms Radiological Control Manual), Inspection and Test Status Indicators described in (TFC-ESHQ-Q_INSP-C-04), or Hanford Fire Department tag (BT-6000-782) and HNF-RD-7899, Fire Protection System Testing/Inspection/Maintenance/Deficiencies.

1.2 Scope

This procedure applies to the administration of, operating configuration of active equipment and systems, and for the identification and communication of deficient equipment at ETF. Permanent labeling will be installed per TFC-OPS-MAINT-C-01, Tank Operations Contractor Work Control.

DOE-0336 should be used for any application where prevention of unexpected startup or release of stored energy that could result in injury or hazardous material exposure is required. This procedure does not apply to applications where equipment/components have been taken out of service, and permanent labels have been attached designating the equipment as permanently out of service.

This document covers the following types of tags (see Attachment 1 - Tag Examples):

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Tags</td>
<td>A general all-purpose tag that conveys needed information that is not provided by other tags in this procedure.</td>
</tr>
<tr>
<td>(BT-6003-933)</td>
<td></td>
</tr>
<tr>
<td>Deactivation Tags</td>
<td>Used when equipment, components, or systems have been removed from service, isolated, or disconnected from an active system.</td>
</tr>
<tr>
<td>(BT-6003-934)</td>
<td></td>
</tr>
<tr>
<td>Lay-up Tags</td>
<td>Used for systems that have been removed from service prior to decommissioning, but which may require reactivation to fulfill known mission requirements. Equipment in lay-up may require periodic surveillance to ensure future operability.</td>
</tr>
<tr>
<td>(BT-6003-935)</td>
<td></td>
</tr>
<tr>
<td>Out-of-Service Tags</td>
<td>Applied to components/facility equipment to indicate it is temporarily unavailable for use.</td>
</tr>
<tr>
<td>(BT-6003-936)</td>
<td></td>
</tr>
</tbody>
</table>
2.0 INFORMATION

2.1 Terms and Definitions

- **FMP - Facility Modification Package**
- **OOS - Out Of Service.**
- **Abandoned in Place -** For this procedure the term "abandoned in place" is interpreted to be synonymous with "deactivated." The wiring has been disconnected from its source of power. The purpose of the tag used is to ensure the wire is not inadvertently reconnected by error. The use of the deactivation tag meets the intent of the NFPA requirement.
- **Deactivated Tags -** Applied to equipment, components, or systems that have been removed from service isolated or disconnected from an active system as part of a deactivation project.
- **Environment-Tolerant -** The preferred method of attaching tags to the component is with the use of tie-wraps. In some cases, alternate methods of attachment (e.g., duct taped) may also be considered for use.
- **Information Tags -** A general all-purpose tag that conveys any needed information other than controls needed to protect personnel or equipment. Tags for protection of personnel/equipment from hazardous energy are administered in accordance with DOE-0336.
- **Lay-up Tags -** Used for systems which have been removed from service prior to decommissioning, but may require reactivation to fulfill mission requirements.
- **Out-of-Service Tags -** Applied to components/facility equipment to indicate it is temporarily unavailable for use.

2.2 General Information

2.2.1 Facilities may elect to use locking devices in conjunction with the application of tags. The locking devices shall be different than those defined in DOE-0336.

2.2.2 OOS tags are only required when the presence of the tag adds value to alert affected individuals that facility equipment is not available for use. For example if an item that is out of service is attended during a PM or maintenance or if some other mechanism exists (e.g., permanent labeling or equipment segregation) that provides the status information, the OOS tag is 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:

- Information Tags (BT-6003-933)
- Deactivation Tags (BT-6003-934)
- Lay-Up Tags (BT-6003-935)
- Out-of-Service Tags (BT-6003-936).
5.0 PROCEDURE

Special Instructions

Sections 5.2 through 5.7 of this procedure may be performed independently or in any order as directed by the ETF SOM.

The ETF SOM has the responsibility for the implementation, control, and oversight of this procedure.

The SOM will perform each procedure step unless otherwise noted.

5.1 General ETF Tag Activities

NOTE - A database that can be sorted/searched may be utilized in lieu of log sheets.

5.1.1 MAINTAIN a log sheet that is specific to information tags, deactivation tags, lay-up tags, and OOS tags.

5.1.2 APPLY tag as close as possible to the affected component without obscuring instrumentation with an environment-tolerant means (e.g., tie wraps).

5.1.3 IF the size of a component prevents direct attachment of a tag, MOUNT the tag next to the component.

5.1.4 IF a component is inaccessible for tagging but is visible (such as in a glove box), PLACE the tag as close to the component as possible and in line of sight or point of readout.

5.1.5 EVALUATE impacts which can occur following Operations’ tagging of the component.
5.2 Installation of Information Tags (BT-6003-933)

5.2.1 WHEN a component/system/item is discovered that needs an information tag, ISSUE the next sequential tag number from the applicable log/database (see Figure 1 - Typical Log Sheet (Example)).

5.2.2 FILL OUT the information tag with the required information.

5.2.3 VERIFY information is correct AND SIGN the information tag.

5.2.4 AUTHORIZE installation of the tag.

5.2.5 (Installer) ATTACH the information tag AND SIGN AND DATE the information tag.
5.3 Installation of Deactivation Tags (BT-6003-934)

5.3.1 **WHEN** a component/system is removed from service, isolated, or disconnected from an active system by an approved process such as an FMP, **ISSUE** the next sequential tag number from the applicable log/database (see Figure 1).

**NOTE** - It is not required to tag every component in a deactivated system.

5.3.2 **DETERMINE** the system boundary components for deactivated systems.

5.3.3 **FILL OUT** the deactivation tag with the required information.

5.3.4 **IF** the FMP/ECN information is not available or applicable, **FILL IN** the work package or deactivation document number.

5.3.5 **VERIFY** system status **AND**

**SIGN** the deactivation tag.

5.3.6 **EVALUATE** the impacts to the periodic maintenance activities **AND**

**UPDATE/REVISE** PM recall list and the Master Equipment list/Component index as required.

5.3.7 **AUTHORIZE** installation of the tag.

5.3.8 **(Installer) ATTACH** the deactivation tag **AND**

**SIGN AND DATE** the deactivation tag.
5.4 Installation of Lay-Up Tags (BT-6003-935)

5.4.1 WHEN a system or component has been identified that will be taken out of active service by an approved process such as an FMP, ISSUE the next sequential lay-up tag number from the applicable log/database (see Figure 1).

5.4.2 COMPLETELY FILL OUT the lay-up tag with the required information.

5.4.3 IF the FMP/ECN information is not available or applicable, FILL IN the work package or lay-up document number.

5.4.4 IDENTIFY the equipment impacted and special notes such as required control position or condition, surveillance requirements, etc.

5.4.5 VERIFY system status AND

SIGN the lay-up tag.

5.4.6 EVALUATE the impacts to the periodic maintenance activities AND

UPDATE/REVISE PM recall list as required.

5.4.7 AUTHORIZE installation of the tag.

5.4.8 (Installer) ATTACH the lay-up tag AND

SIGN AND DATE the lay-up tag.
5.5 Installation of Out-of-Service Tags (BT-6003-936)

5.5.1 **WHEN** a component has been identified that is unavailable for use, **ISSUE** the next sequential OOS tag number from the applicable log/database (see Figure 1).

5.5.2 **ENSURE** a work request is generated for any required repairs.

5.5.3 **FILL OUT** the OOS tag with required information.

**NOTE:** For equipment that is placed out of service due to a lapse in a PM (e.g., annual inspections) only that PM may be performed with the OOS tag still applied.

5.5.4 (DA) **EVALUATE** the impacts to the maintenance activities associated with the equipment **AND**

**DETERMINE** what maintenance activity can or cannot be performed.

5.5.4.1 **IF** equipment is out of service due to a lapse of required maintenance, **ANNOTATE** the tag to reflect what maintenance is required.

5.5.5 (DA) **VERIFY** information is correct **AND**

**SIGN** the OOS tag.

5.5.6 **AUTHORIZE** installation of the tag.

5.5.7 (Installer) **ATTACH** the OOS tag **AND**

**SIGN AND DATE** the OOS tag.
5.6 Removal of Tags

5.6.1 CONFIRM conditions allow for the removal of the tag.

5.6.2 AUTHORIZE removal of tag(s).

5.6.3 NOTIFY DA of tag removal.

5.6.4 (DA) EVALUATE tag removal for impacts to the following:
   • Engineering documents
   • PM activities.

5.6.5 (Remover) RETURN OR DESTROY tag(s) as requested by SOM.

5.6.6 (Remover) RECORD removal on log/database.

5.7 Perform Periodic Surveillance

NOTE - The responsible manager performs the periodic review.

5.7.1 PERFORM periodic surveillances of the tags identified below that are installed.

Required frequency of surveillances is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Surveillance Frequency</th>
</tr>
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<tbody>
<tr>
<td>Information Tags</td>
<td>Every 6 months</td>
</tr>
<tr>
<td>Out-of-Service Tags</td>
<td>Every 6 months</td>
</tr>
<tr>
<td>Lay-up Tags</td>
<td>Every 12 months</td>
</tr>
</tbody>
</table>

5.7.2 FOR all types of tags, DETERMINE if it is appropriate for the tag to still be active.

5.7.3 DOCUMENT the review on the log/database by signing and dating.

5.7.4 EXCLUDE from periodic surveillance tags in areas that pose an unacceptable safety risk such as:
   • Radiological
   • Hazardous chemical
   • High overhead areas.
5.8 Records

The performance of this procedure generates no records.

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.
## Figure 1 - Typical Log Sheet (Example)

<table>
<thead>
<tr>
<th>Tag No.</th>
<th>Date Installed</th>
<th>Components No/System Identifier/Serial No.</th>
<th>Problem Description/Reason</th>
<th>Installation Authorized by</th>
<th>Installation Verified by</th>
<th>Work Document No.</th>
<th>Removal Authorized by</th>
<th>Date Released/Removed</th>
</tr>
</thead>
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</tbody>
</table>
Attachment 1 - Tag Examples

Information Tag (sample)

(Continued on Next Page)
Deactivation Tag (sample)

(Continued on Next Page)
Attachment 1 - Tag Examples (Cont.)

Lay-up Tag (sample)

(Continued on Next Page)
Out-of-Service Tag (sample)

OUT-OF-SERVICE TAG

Tag Number: ______________________________

Component Identification/Number/Name:
________________________________________
________________________________________
________________________________________
________________________________________

Description of Deficiency:
________________________________________
________________________________________
________________________________________
________________________________________

Installed By: ____________________________

Date Installed: __________________________

Component Identification/Deficiency Verified by Design Authority:
________________________________________

BT-6003-936 (01/05)