242-A Component Status Seals

Tank Farm Plant Operating Procedure

242-A Evaporator

USQ # N/A-4

<table>
<thead>
<tr>
<th>Rev-Mod</th>
<th>Release Date</th>
<th>Justification</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-2</td>
<td>03/08/2018</td>
<td>Address Periodic Review comments</td>
<td>Updated Records Section to latest standard requirements. In Attachment 1 split the initials and Date into two separate columns.</td>
</tr>
<tr>
<td>B-1</td>
<td>07/12/2016</td>
<td>Inconsequential Change</td>
<td>Updated record section.</td>
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<tr>
<td>B-0</td>
<td>08/04/2015</td>
<td>Periodic review</td>
<td>Modified Steps 3.1.1 and 3.2.2.</td>
</tr>
<tr>
<td>A-1</td>
<td>10/21/2013</td>
<td>Added clarification and process improvements.</td>
<td>Changed procedure from “Continuous” to “Reference”, updated all “sign” to “initial” and modified table to include initials where applicable.</td>
</tr>
<tr>
<td>A-0</td>
<td>04/18/2013</td>
<td>New procedure</td>
<td>Changed to Technical procedure from Admin. WMP-242-2.01.</td>
</tr>
</tbody>
</table>

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure gives instruction for the use of 242-A Component Status Seals. It is generally used on infrequently operated and difficult to access components, but may be used on other components, as determined by the Shift Manager.

1.2 Scope

This procedure applies to plant equipment under the control of the 242-A Evaporator operations group.

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.

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.

- red seals indicate open or on
- green seals indicate closed or off
- blue seals indicate throttled valves.
3.0 PRECAUTIONS AND LIMITATIONS

3.1 Personnel Safety

3.1.1 It has been determined that the hazards associated with the performance of this procedure are adequately addressed by a General Hazards Analysis (GHA).

3.2 Radiation and Contamination Control

3.2.1 When work is performed in or when work will result in a high contamination, high radiation, or an airborne radioactivity area, then an approved work package or approved procedure must be developed which is review by Radiological Control per the ALARA procedure TFC-ESHQ-RP_RWP-C-03.

3.2.2 A Radiological Work Permit may be used to perform this procedure contingent upon no part of the activity being performed within a High Contamination Area, High Radiation Area, or Airborne Radioactivity Area.

4.0 PREREQUISITES

4.1 Performance Documents

The following procedures may be needed to perform this procedure:
- TO-600-030, Start Up 242-A Evaporator System

4.2 Field Preparation

4.2.1 REQUEST assistance from Engineering to identify components to be sealed.

4.2.2 RECORD components to be sealed, component number, description, and position on Attachment 1.

4.2.3 REQUEST Shift Manager to approve components to be sealed AND INITIAL AND DATE Attachment 1.
5.0 PROCEDURE

5.1 Perform Installation of Status Seals

5.1.1 DOCUMENT all personnel who will be initialing and/or signing this procedure to fill out Signature Sheet 1.

5.1.2 CONFIRM component identification with component listed in Attachment 1.

5.1.3 POSITION components per Attachment 1.

NOTE - Status seals are color coded to indicate component status. At 242-A Evaporator, red seals indicate open or on, green seals indicate closed or off, blue seals indicate throttled valves. Seals may identify component by name, number and status, but are not required.

5.1.4 INSTALL status seal.

5.1.5 INITIAL AND DATE on Attachment 1 for the component that had a status seal added.

5.1.6 REQUEST second Operator and/or SOE to perform the following:

5.1.6.1 PROVIDE independent verification of proper installation and position of component(s) and status seals.

5.1.6.2 INITIAL AND DATE on Attachment 1 to acknowledge component is in the proper position and proper status seal is installed.
5.2 Repositioning Sealed Valves

5.2.1 DIRECT all personnel who will be initialing and/or signing this procedure to fill out Signature Sheet 1.

5.2.2 REQUEST permission from Shift Manager to remove a status seal from a component AND

ENSURE Shift Manager performs the following:

5.2.2.1 INITIAL AND DATE for approval to remove the status seal from the identified component(s) on Attachment 1.

5.2.2.2 RECORD desired position of component after seal is removed on Attachment 1.

5.2.3 REMOVE status seal.

5.2.4 ENSURE component in positioned as indicated on Attachment 1.

5.2.5 INITIAL AND DATE on Attachment 1 to acknowledge component is in the proper final position and status seal is removed.
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>Attachments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment 1 - Component Status Seal Log</td>
<td></td>
<td></td>
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<tr>
<td><strong>Signature Sheets</strong></td>
<td></td>
<td></td>
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<tr>
<td>Signature Sheet 1</td>
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</tbody>
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FWS/OE/Shift Manager SEND the completed records to the Central Shift Office for records retention.

___________________________ / ___________________ / __________________
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.
# 242-A Component Status Seals

## Attachment 1 - Component Status Seal Log

<table>
<thead>
<tr>
<th>Component Number</th>
<th>Component Description</th>
<th>Component Position</th>
<th>SM Approval</th>
<th>Positioner</th>
<th>Ind. Ver.</th>
<th>SM Approval</th>
<th>Component Position</th>
<th>Positioner</th>
</tr>
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<tbody>
<tr>
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<td>Initial</td>
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<tr>
<th>Facility:</th>
<th>Room/Location/System:</th>
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Type: **REFERENCE**  
Document No.: **TO-600-075**  
Rev/Mod: **B-2**  
Release Date: **03/08/2018**  
Page: **7 of 8**
# Signature Sheet 1

Participating personnel enter their signature, printed name (first & last), and initials below.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name (First &amp; Last)</th>
<th>Initials</th>
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