

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ESH-001,R3-002**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Andy Morrison Phone Ext: 2841

Department Name: Best Practices

Document Number: ESH-001 Revision No.: 3

Document Title: Use of Safety, Accident Prevention and Equipment Tags

Reason for change:

Added Management System, Training and Records Retention sections.
Added verification that a Caution tag, and not a LOTO tag, is required.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Added Management System, Training and Records Retention sections.
Added Step B.2 COG or ATI Verifies that a Caution Tag and not a LOTO per ESH-016 is required for condition.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: **X**
2. Does this TCR significantly impact **ES&H**? YES: NO: **X**

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

J. Levine 8/3/15
Department/Division Head Approval Date

J. DeLooper 8/10/15
Head, Best Practices and Outreach/designee Date

Release/Effective date of this TCR: 8/10/15

Incorporate this TCR into next revision of this document? YES: **X** NO:

Subject: Use of Safety, Accident Prevention, and Equipment Protection Tags	Effective Date: June 8, 2007	Initiated by: Head, ES&H
	Supersedes: Revision 2 dated July 18, 2004	Approved: Director

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Management System (Primary): 09.00 ES&H and Integrated Safety Management
Management System Owner: Head, ES&H
Management Process: 09.07 ES&H - Occupational Safety, Health, and Medicine
Process Owner: Head, ES&H
Sub-Process: 09.07.05 Signage
Sub-Process Owner: Head, ES&H
Subject Matter Experts (SMEs): Head, Safety Division

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Applicability

This procedure is applicable to all PPPL Sites and Facilities and is intended to assist employees to properly identify system, component and equipment status. It addresses the use of NOTICE and CAUTION tags, which, along with DANGER tags covered by procedure ESH-016, are the official tags for use at PPPL. When a CAUTION tag is attached to a system, component, or equipment, it is not to be removed without approval of the authorized person responsible for attaching it, and it is never to be bypassed, ignored, or otherwise defeated. **Unauthorized removal of CAUTION tags (and any accompanying locks) will subject the offender to disciplinary action or dismissal.**

Exclusions

This procedure DOES NOT APPLY to work being done at PPPL where LOCKOUT/TAGOUT is required (i.e., isolating a hazardous energy source for personnel protection). For this application, refer to procedure ESH-016, Control of Hazards / Energy Sources - Lockout/Tagout. This procedure DOES NOT CONTAIN the principles and practices of SAFEING equipment or machinery.

Definitions

AUTHORIZED EMPLOYEE An individual who performs the tagging of a component, system or equipment. In some cases, the Cognizant Individual and Authorized Employee may be the same individual. Authorized Employees have been trained in Caution Tag requirements.

CAUTION A tag designation used to indicate that a system, component, or equipment requires restrictions or limitations, or will experience an abnormal condition where violating the tag may result in injury to personnel or damage to equipment.

COGNIZANT INDIVIDUAL An individual who is responsible for a component, system or equipment. In some cases, the Cognizant Individual, and Authorized Employee may be the same individual.

NOTICE a tag designation to be used for information purposes, where there is no risk of injury to personnel or damage to equipment.

Introduction

NOTICE and CAUTION Tags are described within this procedure. These tags should be used to indicate the status of systems, components, or equipment when they are taken out of service, require restrictions or limitations, or may experience abnormal conditions. As examples, a NOTICE tag would be used when a system has been shutdown and completely de-energized (with no residual hazards) prior to its removal; a CAUTION tag would be used when a system has been shutdown but not de-energized, operation is undesirable due to some malfunction or other reason, and no work is being done on the system.

Procedure

A. Identification and Implementation of NOTICE Tags

Responsibility	Action
Cognizant Individual	1. Determines, either by inspection or advice received from an Authorized Employee, that a system, component, or equipment (under Cognizant Individual's jurisdiction) requires additional information where there is no risk of injury to personnel or damage to equipment.
	2. Directs an Authorized Employee to place a NOTICE Tag (Attachment 1) on the identified system, component, or equipment.
Authorized Employee	3. Completes all information on the front of the NOTICE Tag. 4. Describes the reason for the tag on the back of the NOTICE Tag. 5. Attaches the NOTICE Tag to the identified system, component, or equipment.
	6. Notifies the responsible Facility Manager (FM), as needed, that there is a NOTICE Tag on the system, component, or equipment in the FM's area.
	7. Removes the NOTICE Tag, in agreement with the Cognizant Individual, after the system, component, or equipment no longer requires the tag. Notifies the responsible Facility Manager. <u>Note:</u> if the Authorized Employee and Cognizant Individual are unavailable, the NOTICE tag may be removed by other individuals with the concurrence of the Responsible Line Manager (RLM) associated with the system, component, or equipment.

B. Identification and Implementation of CAUTION Tags

Responsibility	Action
Cognizant Individual	1. Determines, either by inspection or advice received from an Authorized Employee, that a system, component, or equipment (under Cognizant Individual's jurisdiction) requires restrictions or limitations, or will experience an abnormal condition posing a hazard to equipment or personnel.
Cognizant Individual or Accountable Technical Individual	2. Verifies that a Caution Tag and not a LOTO per ESH-016 is required for condition. TCR-ESH-001,R3-002
Cognizant Individual	3. Directs an Authorized Employee to place a CAUTION Tag (Attachment 2) and an accompanying lock (NOT a red lock), where applicable, on the identified system, component, or equipment.
Authorized Employee	4. Completes the information on the front of the CAUTION Tag. 5. Describes the restrictions, limitations and/or abnormal conditions on the back of the CAUTION Tag. 6. Attaches the CAUTION Tag and accompanying lock (NOT a red lock), where applicable, to the identified system, component, or equipment.
	7. Notifies the responsible Facility Manager (FM), as needed, that there is a CAUTION Tag and accompanying lock, where applicable, on the system, component, or equipment in the FM's area.
	8. Removes the CAUTION Tag and any accompanying lock in agreement with Cognizant Individual, after the restrictions, limitations, or abnormal conditions and the risks to personnel or equipment have been cleared. Notifies the responsible Facility Manager. <u>Note:</u> if the Authorized Employee and Cognizant Individual are unavailable, the CAUTION tag and any accompanying lock may be removed by other individuals with the concurrence of the Responsible Line Manager (RLM) associated with the system, component, or equipment.

General Requirements for Use of NOTICE & CAUTION Tags

1. Tags should be placed in such a way that they do not interfere with or obscure indicators, switches, or other control devices, but are readily apparent to an individual prior to the operation of the tagged device.
2. The back of a tag must state the specific reason why the tag was installed and specify any restrictions or conditions that apply.
3. Should an Authorized Employee and a Cognizant Individual disagree on the necessity of a tag, they shall obtain guidance from the Safety Division or the ESH&S Department Head.
4. Tags may be uniquely identified by using the Tag ID # line.
5. Tags should be periodically reviewed by authorized employees and cognizant individuals for continued relevance, and removed promptly if no longer required.

Training

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Head, ES&H

1. Ensures the following training is provided:

A. Target Audience: All users of Caution Tags

Instructor: Head, ES&H or designee

Training Method:

X Read Only online

Frequency:

X Once only

Records Requirements Specific To This Procedure

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Records Custodians must assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
NO records result from this Procedure			

Attachments

1. NOTICE TAG
2. CAUTION TAG

Reference Documents

- ESH-016 Control of Hazardous Energy Sources
- ESHD 5008 PPPL Environment, Safety, and Health Manual
- ANSI Z535.1 Safety Color Code
- ANSI Z535.2 Environmental and Facility Safety Signs
- ANSI Z535.3 Criteria for Safety Symbols
- ANSI Z535.5 Accident Prevention Tags (for Temporary Hazards)

NOTE: ANSI Standard is used as a guideline only and is not mandatory.

A-1 NOTICE TAGS

FRONT

BACK

O

DO NOT REMOVE THIS TAG

! NOTICE

INFORMATION

This tag attached to:

Location _____

Name _____

Co./ Dept. _____

Date _____

Phone# _____ **Pager#** _____

Tag ID # _____

SEE REVERSE

O

DO NOT REMOVE THIS TAG

! NOTICE

**THIS IS AN EQUIPMENT CONTROL TAG TO IDENTIFY
OPERATIONAL STATUS OF THIS SYSTEM**

SPECIAL INSTRUCTIONS OR CONDITIONS

DO NOT OPERATE

PERMANENT SHUTDOWN

STORAGE – FUTURE USE

MAY-07

FRONT

BACK

O

DO NOT REMOVE THIS TAG

**! CAUTION
DO NOT OPERATE**

This tag attached to:

Location _____

Name _____

Co./Dept. _____

Date _____

Phone # _____ Pager # _____

Tag ID # _____

SEE REVERSE

O

DO NOT REMOVE THIS TAG

! CAUTION

THIS TAG IDENTIFIES ABNORMALITIES AND IS
PLACED TO PREVENT INJURIES, PROTECT
EQUIPMENT, FACILITIES AND/OR OPERATIONS.

SPECIAL INSTRUCTIONS OR CONDITIONS

_____ SYSTEM SHUTDOWN

_____ MAINTENANCE REQUIRE D

_____ TEST OUT OF DATE

Feb-07