

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Confined Space Program
Current Effective Date:	5/4/09
Revision History:	
Original Effective Date:	5/4/09

Purpose

To provide means by which employees can be protected from hazards associated with entry into confined spaces and develop procedures by which employees shall enter such spaces. This policy shall establish the requirements for entry into permit required and non-permit required confined space.

Policy

Division/Facility/School Directors shall ensure the safety of all persons required to enter a confined space. This shall be accomplished by complying with all Occupational Safety and Health Administration CFR 1910/1926 and State Workplace Requirements Program Manual For Safety and Health requirements as they pertain to confined spaces. The requirements set forth in this policy shall be the minimum required standards for accomplishing this purpose.

Definitions

(Also see definitions; Establishment of The Safety and Health Program)

1. Authorized Entrant (worker):

An employee who has had training for entry and that is authorized by the entry supervisor and safety standby person to enter the work space.

2. Confined Space:

- A. A space or area that:
- B. Is large enough and so configured that an employee can bodily enter and perform assigned work and
- C. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, man holes and pits), and
- D. Is not designed for continuous employee occupancy.

3. Engulfment/Entrapment:

The surrounding and effective capture of a person by a liquid or flow able solid substance that can exert enough force on the body to potently cause crushing, constriction, strangulation, aspiration and/or death.

4. Entry Supervisor:

A trained person who knows the potential hazards has attended the pre-entry meeting, who confirms that all requirements of the pre-entry meeting and the entry permit have been met and is in charge of the entry.

5. Hazardous Atmosphere:

An atmosphere that may expose employees to the risk of incapacitation, impairment, injury, acute illness, lose or impairment of the ability to escape unaided, and/or death.

6. Non-Permit Required Confined Space:

A confined space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.

7. Permit Required Restricted Entry Confined Space:

A confined space that has special conditions and/or requirements that must be completed and complied with before entry is permitted.

8. Permit Required Confined Space:

- A. A confined space that has one or more of the following characteristics:
- B. Contains or has a potential to contain a hazardous atmosphere,
- C. Contains a material that has the potential for engulfing/entrapping an entrant,
- D. Has an internal configuration such that a worker could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section,
- E. Contains any other recognized serious safety or health hazard.

9. Program Coordinator:

The Program Coordinator shall be qualified to administer or oversee the Confined Space

Program by appropriate training or experience that is commensurate with the complexity of the program in order to conduct evaluations of the program effectiveness.

10. Safety Standby Person (Attendant):

A trained person who knows the potential hazards has attended the pre-entry meeting, who monitors entry, communication, air quality and all safety aspects of the work and conditions. Stops work and evacuates the area when an unsafe condition arises. This person shall remain outside the area while entry is performed.

Duties and Responsibilities

1. Program Coordinator:

Oversees the development and implementation the Facility/School Confined Space Program to include:

- A. Ensure that Local Responding Emergency Official is adequately trained and equipped to perform confined space rescue operations for the Facility/School. This shall include an on-site orientation of the Facility/School confined spaces prior to entry.
- B. Maintain the Facility/School confined space list.
- C. Ensure an annual review of the Facility/School confined space program is accomplished.
- D. Coordinate with Local Responding Emergency Officials for confined space rescue operations.
- E. Ensure adequacy of training for Entry Supervisors, Lead Entrants, Attendants (Safety Stand-by Personnel), Entrants, and rescue personnel as required.

Maintenance Supervisors/Managers

- 1. The supervisor with jurisdiction over the employees who are required to enter an identified confined space shall perform the following duties:
 - A. Be trained as the Entry Supervisor.
 - B. Act or select an adequately trained Entry Supervisor to oversee entry activities.
 - C. Ensures/provides training for all employees required to enter confined spaces.

- D. Coordinates for Air Monitoring and Pre-Entry Air Quality Testing required for entry.
 - E. Ensures that an adequate number of employees have received training as Safety Stand-By Person (Attendants).
 - F. Makes contact with Local Responding Emergency Official to establish assurances that they will perform stand-by rescue coverage for the duration of entry operations.
 - G. Prior to each entry a review the work to be performed, in a non-permit space, and determine if the space may become a permit required space during the work process. Temporarily reclassify the space as a permit required space if applicable.
 - H. Collects all permits at the end of the entry.
 - I. Ensures permits are forwarded to the appropriate authority so the permits may be retained as required (not less than 5 years from date of the entry).
2. Upon termination of the permit, reinspect the space and take whatever actions deemed necessary to ensure security of the Permit Required Confined Space. In the case where a Non-Permit Required Confined Space was temporarily reclassified into a Permit Required Confined Space, remove the created hazards and reclassify the space as a Non-Permit Required Confined Space once all hazards are removed.

Entry Supervisor

- 1. The Entry Supervisor performs the following duties for entry into permit required confined spaces:
 - A. Records on the permit a descriptive identification of the permit space and its location
 - B. Record on the permit the date of entry, the time of issuance, and the time of expiration
 - C. Ensures the permit is not issued for longer than eight (8) hours
 - D. Records on the permit the reason for entry.
 - E. Surveys the permit space without entry and review the work to be performed to identify the existing or potential hazards.
 - F. Records identified hazards on the permit.

- G. Determine the actions necessary prior to entry to eliminate or control the hazards, and records them on the permit to include:
 - 1. Notification of the selected rescue personnel.
 - 2. Atmospheric conditions in the permit space.
- H. Requires testing in the event atmospheric conditions pose a hazard.
- I. Obtain and list the Permissible Exposure Levels for each identified air contaminant.
- J. Determine if atmospheric hazards can be eliminated or controlled by purging, venting, inerting, continuous forced air ventilation or combination of methods.
- K. Ensures forced air ventilation is required if the only hazard in a space is hazardous atmosphere and the Alternate Entry Procedures are used.
- L. Establishes controls for other serious hazards to include Lockout/Tagout, blanking, binding, double block, bleed, line braking and other methods.
- M. Establish a means of traffic control to isolate the permit space from vehicular and pedestrian traffic.
 - 1. The Entry Supervisor determines and records the required equipment for entry to include:
 - a. Equipment for the Attendant to summon rescue and the Entry Supervisor.
 - b. Equipment designed to test oxygen, flammable gases, and carbon monoxide identified.
 - c. Forced air ventilation systems controlled.
 - d. Traffic control equipment to isolate the confined space from vehicle and pedestrian traffic.
 - e. Mechanical rescue equipment (except where it would pose a greater risk or not effectively contribute to the rescue) to include: body harnesses, upper back retrieval lines, wristlets (when body harnesses are not feasible) and mechanical retrieval devices for vertical entries into spaces deeper than five (5) feet.

- f. Communication equipment where the entrant will be out of voice range with the attendant.
- g. Other equipment as deemed necessary or as need requires.
- h. Identifies the authorized entrants and at least one attendant and records their names on the permit.
- i. Determines the type of entry that is allowed.
- j. Indicates any other permits issued for simultaneous work within the space, and indicates a means to contact rescue personnel.
- k. Signs and issues the permit, effective upon the date of issue and contingent upon pre-entry activities, and expiring on the date indicated on the permit.
- l. Pre-entry action including:
 - Required equipment is procured and available
 - Pre-entry action are completed prior to entry or checked off on permit
- 2. Entrant ensures all pre-entry actions are complete and signs the permit.
 - a. Atmospheric testing is completed.
 - Percentage of oxygen in the permit space is 19.5 to 23.5.
 - Percentage of flammable gases is at or lower than 10 percent of the lower flammable limit.
 - Parts per million of Carbon Monoxide (CO ppm) is at or lower than 35.
 - Amount of other identified air contaminants is at least one half the PEL.
- 3. Terminate the permit at the end of the entry, oversee the completion of the post-entry activities and add any pertinent information to the permit.

Entrant

- 1. Ensures all Pre-Entry actions are complete and signs the entry permit.
- 2. Enter the space and perform the assigned work as expediently as possible.
- 3. Wear and use all equipment required by entry permit.
- 4. Notify the attendant or Lead Entrant periodically or upon request that all is well.

5. Immediately evacuates the confined space and alerts the Safety Stand-By Person (Attendant) or Lead Attendant whenever a condition of entry is not in compliance, signs or symptoms of exposure to a dangerous situation, failure of any required equipment, or when the Safety Stand-By Person (Attendant) or lead entrant orders an evacuation.

Lead Entrant

1. Maintain awareness of the location of entrants, either inside or outside of the permit space, and Ensures all entrants have exited the space prior to terminating entry permit.
2. If entry is by Alternate Entry Procedures, performs hourly atmospheric monitoring of the space and records results on the gas monitoring log portion of the entry permit.
3. Orders an immediate evacuation of the space and alerts the attendant whenever one of the following occurs: development of a condition(s)not in compliance with the permit, signs or symptoms or exposure to a dangerous situation, failure of any required equipment, or if the attendant orders an evacuation.
4. Ensures all entrants have exited the space.
5. In the case of emergency evacuation, immediately terminate the permit and notify the Entry Supervisor.

Safety Stand By Person (Attendants)

1. Station themselves outside the permit space at the opening to the space and remain in place throughout the duration of the entry or until relieved by another authorized attendant.
2. Perform no other duties beyond those stated for Attendants.
3. Maintain an accurate account of entrants inside and outside the space, by use of the entry log on the permit.
4. Perform hourly atmospheric testing and/or monitoring of spaces containing hazardous atmospheres and record this information on the Gas Monitoring Log of the permit.
5. Communicate with entrants by voice or communication equipment periodically to ensure all is well.
6. Immediately evacuate the space and alert the attendant or lead entrant whenever one of the following occurs: development of a condition not in compliance with the permit, development of a sign or symptom or exposure to a dangerous situation, failure of any required equipment, or if the attendant or lead entrant orders an evacuation.

Implementation

1. Before an employee of DHHS enters a confined space they shall be trained in accordance with 29 CFR 1910.126 and be authorized to enter confined spaces by the authority having local jurisdiction over confined spaces. Local jurisdiction authority shall be established through knowledge and control over confined spaces. Normally the person having local jurisdiction shall be the Maintenance Director and/or the Safety and Health Director in conjunction with the Confined Space Program Coordinator.
2. A constant means of communication (i.e. 2 way radios) shall be maintained between the person entering a confined space and the Safety Stand-By person who is outside the confined space and is required to monitor for any problems the entry person may encounter.
3. Prior to entry into a "Permit Required Confined Space", local emergency responding officials shall be notified and advised of the entry space, the time of entry, job or task being performed, the number of workers entering, and the length of time the entry should last.
 - A. Prior coordination shall be made with local emergency responding officials prior to entry into confined spaces. This prior coordination shall include an on-site orientation of the confined spaces conducted jointly between the local responding officials and the authority having local jurisdiction (Maintenance Director, and/or Safety Director, and/or Confined Space Program Coordinator).
 - B. If local emergency responding officials are not available to perform standby, the entry will be delayed until rescue services are available.
4. All outside contractors shall be advised of all permit required confined space that they could enter, prior to any work being performed. This notification shall be made in writing by the Maintenance Supervisor and/or the Safety & Health Director.
5. A sign stating "DANGER, CONFINED SPACE, ENTER BY PERMIT ONLY" shall be posted at the entry of each area that can be entered without a special tool, key, or other restrictive device.

Program Coordinator

Each Facility/School having confined spaces shall appoint a Confined Space Program Coordinator. This person shall have responsibility to oversee the Confined Space Program in order to ensure the effectiveness of the program

Policy/Program Review

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1. The Program Coordinator in conjunction with the Safety and Health Director and/or the Maintenance Director shall:
 - A. Review the Facility/School Confined Space Policy/Program annually and revise as necessary.
 - B. Annual program review shall include a review of the cancelled and expired entry permits and input from entrants and supervisors to determine if changes are needed to the policy or to a confined space.
 - C. Ensure that if changes are made, retraining of employees takes place for all changes to this policy/program.
 - D. Maintain the Facility/School Confined Space List. This list shall include both Permit Required and Non-Permit Required Confined Spaces, their physical location and a description of the confined space.
2. Any employee with knowledge of a change in hazards contained in a confined space will report it immediately to the Confined Space Program Coordinator for immediate actions and consideration during the review process.

Non-Permit Required Confined Spaces

1. A verbal authorization is all that is required to enter a non permit confined space. These are areas that have cross ventilation and can not confine hazardous atmospheric conditions but are not designed for continuous occupancy. The work process should be considered before entry to assure the classification of the space remains the same and the safety of workers.
2. Non-permit confined spaces shall be maintained on the Facility/School Confined Space List.
3. The Confined Space Program Coordinator shall have responsibility for maintaining the Non-permit confined space list and shall ensure these spaces are considered as part of the annual review to ensure their status has not changed.

Permit Required Confined Spaces

1. Before an employee can enter a “Permit Required Confined Space” the Local Authority Having Jurisdiction over the confined space (Maintenance Director, Safety & Health Director, and/or Confined Space Program Coordinator) shall be notified.
2. A pre-entry meeting shall be held for each Permit Required Confined Space Entry. An entry permit shall be completed at the pre-entry meeting. The Local Authority Having

Jurisdiction over the confined space (Maintenance Supervisor, Safety & Health Director and/or Confined Space Program Coordinator) along with The Entry Supervisor, the Safety Standby Person, Lead Entrant (if necessary) and Entrant shall attend the pre-entry meeting.

3. Permit Required Confined Spaces shall be maintained on the Facility/School Confined Space List.
4. The Confined Space Program Coordinator shall have responsibility for maintaining the Non-permit confined space list and shall ensure these spaces are considered as part of the annual review to ensure their status has not changed.

Note: The confined space list may be located in the Facility/School Confined Space Policy for those locations where confined spaces do not routinely change. The intent of this policy is for the Confined spaces to be listed in a manner so that anyone involved in confined space operations may gain access to the knowledge required to determine whether or not a space is listed as a confined space.

5. Prior to entry into a “Permit Required Confined Space”, the Local Responding Emergency Officials shall be notified and advised of the entry space, the time of entry, job or task being performed, the number of workers entering, and the length of time the entry should last. The Local Responding Emergency Official shall be on stand-by for rescue for the duration of the Confined Space Entry. Under no circumstances shall entry into a Permit Required Confined Space be made without rescue services on stand-by.
 - A. If Primary Local Responding Emergency Official cannot be on stand-by a secondary Local Responding Emergency Official may be used only if prior coordination in accordance with this policy has been made with the Secondary Responders.
 - B. If neither Primary nor Secondary Local Responding Emergency Officials can be on stand-by, the entry will be delayed until rescue service can be provided.

Entry Permit Procedures

1. Before any employee can enter a “Permit Required Confined Space”, an entry permit* must be completed, all requirements of the permit must be met and the space shall be confirmed as being safe for entry. (*attachment)
 - A. The confined space entry permit shall be valid for 8 hours, or for the duration of the entry supervisors work shift, but not to exceed 8 hours.
 - B. The confined space entry permit shall be kept in the work area until the work is completed. When completed copies shall be filed with the Authority Having Local Jurisdiction (Maintenance Supervisor, Safety & Health Director and/or Confined Space Program Coordinator). These records shall be maintained for not less than 5

years from the date of the entry.

Entry Procedures

1. Only work and worker(s) as specified on the entry permit shall be permitted in the confined space work area. This permit shall not be changed after the pre-entry meeting and/or after the permit has been filled out.
2. Prior to and after each entry into a confined space a determination shall be made as to if the space should be reclassified due to work conditions, space changes or any other considerations.
3. Continuous and/or periodic atmospheric testing, as determined in the pre-entry meeting, shall be performed and recorded for the duration of the work. Testing should be at least in 30 minute intervals.
4. Atmospheric testing will cover at least, but is not limited to; % of oxygen, % of flammable and/or explosive gases (LEL), presence of toxic gases, Carbon Monoxide (CO) and Hydrogen Sulfide (H₂S) to ensure the space is safe for entry.
5. If at any time the work area is deemed "not safe", all persons shall exit the work area immediately. Reentry shall not be permitted until the Entry Supervisor deems the area safe for reentry.

Boiler Entry Procedures

1. Facility/School boilers shall be classed as "Permit Required Confined Spaces". Boilers shall be listed on the Facility/School Confined Space List and appropriate entry procedures shall be established.
2. The following minimum entry procedures shall be applied to the entry of Facility/School Boilers as Permit Required Confined Spaces.
 - A. All holes, portals, openings and the exhaust stacks in each boiler to be entered must be opened a minimum of 7 days prior to entry.
 - B. While the boilers are open a fan will be placed in the boiler room and will remain in the on/blowing position for 3 days prior to entry. The fan shall be placed so the airflow is directed at the lower openings in the boiler to be entered.

A pre-entry meeting will be held and a "Confined Space Entry Permit" will be filed out, with all required conditions met, prior to entry. Pre-entry Air Quality Monitoring shall be required prior to entry to verify IDLH (Immediate Death Life Hazards) do not exist in the boiler prior to entry. Continuous air quality monitoring will not be

required, if all above listed conditions are met.

3. When it becomes necessary to perform work on and/or enter Facility/School boilers, the boiler room supervisor may be the confined space entry supervisor. In this position he will be responsible for following the boiler shut down procedures* and for all lockout/tagout required.

Special locks shall be designated for this process. He will review these procedures* and the LOTO performed with the safety standby person and all workers for the process. Each will sign off on the boiler shut down procedures* check list. (*attachment)

Training

1. Employees receive awareness training including:
 - A. Identifying characteristics of a confined space
 - B. Identifying characteristics of a permit required confined space
 - C. Authorization or prohibition of their job classification to enter permit spaces
 - D. Required actions when working around or near a permit space entry
 - E. The authority of authorized Attendants and Entry Supervisors
2. Employees receive awareness training during orientation.

Specific Training Requirements

1. Entry Supervisor, Entrant, Safety Stand-By Person (Attendant)
 - A. Entry Supervisors shall receive training initially and annually thereafter in the following:
 1. Requirements of the Confined Space Program and Procedures.
 2. Duties, authority, and responsibilities of Entry Supervisors, Attendants, Lead Entrants, and Entrants.
 3. Types of hazards to be expected to be encountered in permit spaces.
 4. Calibration, use, care, and cleaning of equipment expected to be used during entry operations.

5. Performance of pre-entry actions required for permit required spaces.
2. Training shall be provided to Entry Supervisors, Attendants, and Entrants
 - A. Prior to assignment or authorization of duties in permit required spaces.
 - B. Within one (1) month after revisions of this policy or procedures.
 - C. Whenever a supervisor becomes aware an employee is deviating from this policy or required procedure.

Training Documentation

Supervisors shall provide the Safety Director with documentation/notification for those that have completed Entry Supervisors, Entrants and Safety Stand-By Person (Attendant) training.

1. Training Certification Includes:
 - A. Name of the employee's department work unit.
 - B. Date of training.
 - C. Employee's printed/typed name.
 - D. Trainer's printed/typed name.
 - E. Training topic.
 - F. Statement that the employee "acknowledges participation in the training and has acquired the knowledge, skills and ability to safely perform the task trained, and has been given the opportunity to ask questions and have those questions satisfactorily answered."
 - G. Employee's signature.
 - H. Trainer's signature.
 - I. Any deadline for follow-up training and make-up procedures.

References

North Carolina General Statutes:
Chapter 95: OSHA of NC;

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95-192(2), 95-148(1) & (2)
Chapter 143, Article 63: WRPFSH;
143-582(1) through (4) & (6)

North Carolina Administrative Code:
25 NCAC 1N.0105(a)

Workplace Requirements Program For Safety and Health:
Section 2, Policy 2.2;
1.b., 2.a., 4.a., and 7.a.
Section 3, Policy 3.3

NC OSHA General Industry Standards:
29 CFR 1910.146

NC OSHA Construction Industry Standards:
29 CFR 1926.21 (6)(i) & (ii)

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).

**CONFINED SPACE ENTRY PERMIT
THIS PERMIT VALID FOR 8 HOURS**

ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED
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Location and Description of Confined Space _____ Permit Date _____
 Purpose of Entry _____ Permit Start Time _____
 _____ Expiration Time _____
 Entry Supervisor _____ Type of _____
 Safety Standby Person _____ Communication _____

Entrant(s)	Department

Entrant(s)	Department

Special Requirements	Required		Completed by	Special Requirements	Required		Completed by
	Yes	No			Yes	No	
Lock/Tag Out - De-energize				Escape Harness			
Lines Broken, Capped or Blanked				Emergency Escape Equip. Blk. Mtn. Fire Dept. 669-8074			
Purge, Flush and Vent				Lifelines			
Ventilation				Fire Extinguishers			
Secure Area				Lighting			
Eye Protection				Protective Clothing			
Dust Mask				Respirator			

Other Requirements _____

All above requirements have been met prior to entry.

Entry Supervisor _____ Date _____ Time _____

Atmospheric testing shall start 10 min. prior to entry to confirm safe levels for entry.

All "Entry Permit Required Confined Spaces" have the potential for containing & trapping hazardous atmospheric conditions.

Test to be taken	P.E.L.*	Start Time	Frequency of Testing:						
			Time	Time	Time	Time	Time	Time	Time
% of Oxygen #O ₂	> 19.5% / 23% <								
Explosive Gas %* #EX	10% < L.E.L.								
Hydrogen Sulfide #H ₂ S	10 ppm <								
Carbon Monoxide #CO	35 ppm <								

* P.E.L. = Permissible Entry Level * L.E.L. = Lower Explosion Level > = greater than < = less than

AE / Time Weighted Average	H ₂ S		CO	
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PE / Peak Exposure	H ₂ S		CO	
PE / Peak Exposure	O ₂		EX	

Type of Tester _____ Operator _____
Model Number _____ **I.D. Number** _____

Time of Initial Entry _____ Time of Final Exit _____
 Entry supervisor authorizing all above conditions satisfied _____ Date _____

Emergency Rescue – Phone #: _____
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Original to Safety
 Copy to Maintenance

EXAMPLE
LOCKOUT / TAGOUT REQUIREMENTS
(CONFINED SPACE ENTRY)

PROCEDURES:

Boiler # 1, 2 & 3 shut down procedures

These procedures shall be followed and used as a check list each time boiler # 1, 2 & 3 are worked on and entry becomes necessary. The boiler room supervisor will be the “confined space entry supervisor”. In this position he will be responsible for following this boiler shut down procedures and for all lockout/tagout required. Special locks with a yellow stripe on them have been designated for this process. He will review these procedures and the LOTO performed with the safety standby person and all workers for the process. Each will sign off on this check sheet before work begins. Each shall initial this check sheet after work is completed and before LOTO devices are removed.

1. Turn off the boiler
 - Switch is located across from each boiler on control panel.
2. Make sure all automatic gas valves are closed.
 - Valves automatically close when power is shut down. Check sight window on front of boiler to insure the control shows “SHUT”.
3. Make sure all breakers in panel SPEMA are off except the breaker labeled for “Panel SPLA”. Lock Out breaker # 1-3-4 and Tag Out breaker # 2-4-6-7-9. Leave SPLA on.
 - The breakers are located in panel # SPEMA - 277/480, located on the inside wall in the room with boiler #3.
4. Turn off oil pumps power switch and lock out.
 - Switches are located in back room off main boiler room
5. Turn off valve to oil gun.
 - Valve and gun located on front of each boiler

Boiler # 1, 2 & 3 shut down procedures

6. Turn off gas valve to boiler and tag out.
 - Valve is located on front of boiler # 1 & 2. Turn these valves up to turn off.
 - Valve for boiler #3 is located on gas line on the side. Turn both valves off.
7. Turn off feed water pump and lock out.
 - Switches are located on wall in tank room.
8. Drain the water from boiler.
 - Valves are located at the back of each boiler. Leave valves open.
9. Turn off steam line valves and tag out.
 - Two (2) main valves and one (1) bypass valve located in tank room.
10. Take the sight glass out of boiler.
 - Two (2) on back and one (2) on front of each boiler.
11. Take the entrance doors off boiler
 - Located in front center of boiler.
12. Open the vents to boiler.
 - Located on top of each boiler.
13. Close non-return header to boiler.
 - Located on top of boiler.
14. Remove McDonnell Miller regulators.
 - Located on top front of boiler
15. Open draft window on boiler #1 & 2
 - Located on front of boiler.
16. Close chain header on the boiler
 - Chain located on wall between boilers in the room for each boiler.
17. Remove mud-drum heads (doors).
 - Located on front and back of boiler.
18. Remove all gauge sight glasses from boiler.
 - Located on front of boiler.

Insure all above procedures and processes listed on these sheets are returned to normal operating position before removing LO/TO devices and returning boilers to the operational state.

Description of job		Date	
Entry Supervisor	date	Safety Standby Person	date
Entrant	date	Entrant	date
Entrant	date	Entrant	date
Entrant	date	Entrant	date

Copy: File Maintenance
Safety Office