

To Local Resident Beam line Staff

Follow-up on Hazardous Equipment Lists

Lists have been established at each beam line which describe equipment requiring lock-out prior to servicing or maintenance. I want to thank everyone for their effort and acknowledge the considerable work that it took to create these lists. It was a significant and an important step for ensuring safety of personnel working on the equipment.

The primary purpose of the inventory is to make certain that we have knowledge of equipment that requires lock-out/tag-out (LOTO) prior to servicing or maintenance, and that there is a knowledgeable person who can carry out that activity. There are several additional steps that need to be taken:

1. We want a label affixed to the equipment on your list which notes that LOTO is required for servicing. Additional guidance will be provided by Andrew Ackerman shortly regarding labeling.
2. Most of the equipment on your list can be positively de-energized and controlled by unplugging the power cord. If the plug is within sight and under the exclusive control of the person working on the equipment, no lockout/tag out is required. This provision applies **ONLY** to cord/plug-connected equipment and does not pertain to any other equipment. If a device is wired to a circuit breaker or disconnect switch, then lock-out/tag-out is **REQUIRED**.
3. Please review the [NSLS PRM 1.5.1](#) for a review of LOTO requirements. In addition, [BNL Standard 1.5.1](#) provides a generic procedure for applying lock-out/tag-out that can be utilized for devices wired to a circuit breaker or a disconnect switch. This procedure should be followed whenever a LOTO is applied to a simple system. Complex systems (systems with multiple power sources) require specific LOTO procedures. These specific LOTO procedures shall be reviewed and updated annually.
4. The BNL web based training course [Lock Out/Tag Out Authorized Employee Training \(HP-OSH-151B-W\)](#) is required for all personnel performing LOTO and has been added as a new required training for regular beam line staff.
5. Please make sure that your BLOSA instruction to all new users addresses the meaning of the labels that will be affixed and that they understand that modifications to such equipment can be made only by authorized personnel.
6. You should make the effort to keep your list current and the equipment labeled as required. It is an important practice to annually review your list and confirm that the list is accurate, that is equipment is properly labeled, and that responsible personnel are correctly identified.

Thank you again for your effort with these lists. Please let me know if you have any questions regarding this matter.

Best regards,

Bob Casey

2/16/05