

**DOE-0360**  
**Revision 2**

# **Hanford Site Confined Space Procedure (HSCSP)**

Prepared for the U.S. Department of Energy  
Assistant Secretary for Environmental Management



Approved for Public Release;  
Further Dissemination Unlimited

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**Hanford Site Confined Space Procedure (HSCSP)**

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## CHANGE SUMMARY

Section	Change Details
General	Reorganized and rearranged sections and appendices. Revised language throughout—highlights are mentioned below by section. Signature page was removed as part of reformatting of Site Wide Standards; Procedure was approved by Contractor Senior Management.
3.0	Clarified requirements. Differentiated between HAMMER training and contractor-specific training.
4.0	New section. Moved criteria for designating competent and qualified persons from the previous Appendix B into the body of the procedure.
5.0	Moved initial identification and evaluation of confined spaces into its own section.
6.0	Created separate section for types of entries: Permit, Alternate, Downgrade, and Non-Permit. Substantially rewrote procedural steps.
7.0	Created separate section for emergency response by type—Non-Entry Retrieval, Hanford Fire Department Emergency Response, and Hanford Fire Department as Stand-By Service At Work Location. Updated requirements.
8.0	Created separate section for emergency response for permit-required confined spaces.
9.0	Created new section to address multi-employer entries and atmospheric testing.
10.0	Created new section to address annual review of canceled permits.

This Change Summary contains only the changes made to this revision. Previous Change Summaries detailing all historical changes for this document are available by contacting Site Wide Safety Standards (SWSS).

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## 1.0 PURPOSE AND SCOPE

The Hanford Site Confined Space Procedure (HSCSP), herein called the Procedure, describes the process used by Hanford Site Prime Contractors and subcontractors performing confined space activities. This Procedure is based on the requirements of Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.146, “Permit-Required Confined Spaces” and 29 CFR 1926.1200 (Subpart AA), “Confined Spaces in Construction.”

This procedure does not address:

- Hanford Fire Department (HFD) policies and internal procedures related to emergency response.
- For Construction: Excavations covered in 29 CFR 1926 – Subpart P; Underground Construction, Caissons, Cofferdams and Compressed Air work regulated by 29 CFR 1926 – Subpart S; and Commercial Diving Activities, which are covered by 29 CFR 1926 – Subpart Y.

Two forms shall be used throughout the confined space process. The *Hanford Confined Space Hazard Identification Form (A-6005-724)*, herein called the Hanford Confined Space Hazard Identification form (CSHID), documents a confined space’s normal configuration and associated hazards. The *Hanford Confined Space Entry Permit (A-6005-717)*, herein referred to as the Permit, authorizes access for Permit-Required, Alternate, and Downgrade entries.

## 2.0 ROLES AND RESPONSIBILITIES

### 2.1 Atmospheric Testing Person

- Complete required confined space training (see Section 3.0, *Training Requirements*)
- Be trained and proficient on the atmospheric testing equipment used for monitoring
- Ensure atmospheric testing equipment is calibrated and maintained in accordance with contractor-specific Industrial Hygiene procedure(s) and the manufacturer’s operating manual
- Monitor atmospheric conditions using direct reading instruments as directed in the Permit
- Complete appropriate section of the Permit or CSHID with atmospheric monitoring results and document in the Site Wide Industrial Hygiene Database (SWIHD)

### 2.2 Authorized Entrant(s)

- Complete required confined space training (see Section 3.0, *Training Requirements*)
- Know the hazards identified for the confined space (including the mode, signs, symptoms, and consequences of exposure) and how the hazards will be mitigated
- Be proficient with required equipment (e.g., personal protective equipment (PPE), communication equipment, etc.)

- Alert the attendant whenever any warning signs or symptoms of hazard exposure are recognized and/or a prohibited condition exists
- Exit from the confined space when any of the following occur:
  - When ordered to evacuate
  - Any warning signs or symptoms of hazard exposure are recognized
  - A prohibited condition exists
  - An emergency response alarm is activated

### 2.3 Attendant

- Complete required confined space training (see Section 3.0, *Training Requirements*) and applicable contractor-specific non-entry retrieval equipment training
- Act as an attendant for only a single confined space
- Know the hazards authorized entrants may encounter during entry and understand the signs and symptoms of exposure
- Continuously maintain the *Hanford Confined Space Entry Log* (A-6005-719)
- Remain at the entry point of the Permit-Required Confined Space (PRCS) during operations until relieved of their duties
- Perform no activities that may interfere with the primary duty to monitor and protect the authorized entrants
- Communicate with authorized entrants as necessary to monitor authorized entrant status and to alert authorized entrants of the need to evacuate
- Assess activities inside and outside the confined space to determine if it is safe for entrants to remain in the space
- Monitor authorized entrants and area for the following conditions and immediately evacuate the PRCS if any of the situations apply:
  - A prohibited condition is detected
  - Any authorized entrant displays signs or symptoms of exposure
  - A situation outside the PRCS could endanger the authorized entrants
  - All required duties of the attendant cannot be effectively and safely performed
  - If unauthorized persons enter or attempt to enter the PRCS
- Ensure HFD is immediately contacted for rescue and emergency services when needed
- Initiate non-entry retrieval as specified in the rescue plan
- Warn unauthorized persons approaching the PRCS that they must stay away

## 2.4 Entry Supervisor

- Complete required confined space training (see Section 3.0, *Training Requirements*) and applicable non-entry retrieval equipment training
- Verify all affected personnel are trained on non-entry retrieval equipment, as specified in the rescue plan
- Be designated by their contractor as a Qualified Person for PRCS entries
- Verify when training and/or retraining are necessary prior to performing work
- Verify that a first aid/Cardiopulmonary Resuscitation (CPR) trained individual is present when non-entry retrieval is identified on the rescue plan
- Know the hazards that may be encountered during PRCS entry (including the signs and symptoms of exposure) and how the hazards will be mitigated
- Verify Permit information is complete before authorizing entry
- Take appropriate measures to remove unauthorized persons from the PRCS during entry operations
- Serve as an attendant or as an authorized entrant, when necessary
- Ensure a copy of the canceled Permit is provided to the Safety and Health Organization at completion of entry
- If transferring duties, brief the new entry supervisor on the Permit requirements to ensure that operations remain consistent

## 2.5 Competent Person Field Work Supervisor

- Complete required confined space training (see Section 3.0, *Training Requirements*) and applicable non-entry retrieval equipment training
- Verify all affected personnel are trained on non-entry retrieval equipment, as specified in the rescue plan
- Be designated by their contractor as a Competent Person for Non-Permit, Downgrade, or Alternate Confined Space Entries
- Verify when training and/or retraining are necessary prior to performing work
- Verify Permit information is complete before authorizing entry
- Take appropriate measures to remove unauthorized persons from the confined space during entry operations
- Ensure a copy of the canceled Permit is provided to the Safety and Health Organization at completion of entry
- If transferring duties, brief the new Competent Person Field Work Supervisor (FWS)/ Entry Supervisor on the Permit requirements to ensure that operations remain consistent

## 2.6 Facility/Project Manager

- Complete required confined space training (see Section 3.0, *Training Requirements*)
- Coordinate with Safety and Health Professionals to identify facility or project confined spaces
- Authorize access via the Permit

## 2.7 Safety and Health Professional

- Complete required confined space training (see Section 3.0, *Training Requirements*)
- Perform and document confined space hazard evaluations and controls
- Participate in the development of the Permit
- Assist in determining confined space rescue method, as necessary
- Ensure accuracy and maintenance of *Hanford Confined Space Hazard Identification Form (A-6005-724)* and associated records
- Develop the sampling plan for atmospheric testing in accordance with the Industrial Hygiene procedure(s) and the hazard analysis
- Ensure atmospheric testing is conducted by trained personnel who can demonstrate proficiency in the use of atmospheric testing equipment to be used for entry
- Provide confined space evaluations to subcontractors, as needed
- Monitor and support subcontractor confined space operations, as needed

## 3.0 TRAINING REQUIREMENTS

Prime Contractor and subcontractor employees assigned to duties associated with confined space entries shall attend the Hazardous Materials Management and Emergency Response (HAMMER) Confined Space training course or obtain an equivalency via HAMMER. The training course shall be taught to a level of a competent person.

Employees shall acquire the knowledge, skills, and abilities necessary to safely perform assigned duties for confined space entries, as outlined in Appendix B, *Confined Space Training Requirements*.

In addition to the HAMMER Confined Space training course, training pertaining to individual responsibilities and contractor-specific equipment may be required. Each contractor shall ensure this additional training is completed and documented. Examples include: Non-entry retrieval, atmospheric monitoring, specific engulfment hazards, etc.

Training shall be provided prior to an employee's first assignment associated with a confined space entry.

Employees shall be retrained when an employee declares or the employer believes inadequacies are present in the employee's knowledge or use of this Procedure.

#### 4.0 DESIGNATING COMPETENT AND QUALIFIED PERSONS

Individuals designated as competent persons shall complete the contractor-specific competent person Training Completion Record for Confined Space and meet the following criteria:

- Completion of Hanford Confined Space training course
- Knowledge of the applicable regulations and procedures, as they relate to confined spaces
- Experience in recognizing existing and predictable hazards as they relate to confined spaces
- Ability and authority to promptly correct unsafe acts and hazardous conditions, as they relate to confined spaces

Individuals designated as qualified persons shall complete the contractor-specific qualified person Training Completion Record for Confined Space and meet the following criteria:

- Completion of Hanford Confined Space training course
- Knowledge of the applicable regulations and procedures, as they relate to confined spaces
- Experience in recognizing existing and predictable hazards as they relate to confined spaces
- Ability and authority to promptly correct unsafe acts and hazardous conditions, as they relate to confined spaces
- One of the following:
  - Possession of a recognized degree, certificate, or professional standing, or
  - Extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems relating to the subject matter, the work, or the project.

## 5.0 INITIAL IDENTIFICATION AND EVALUATION OF CONFINED SPACES

This section establishes the process for initial identification and evaluation of confined spaces. Confined space normal configuration is documented in the *Hanford Confined Space Hazard Identification Form* (A-6005-724), herein called the Hanford Confined Space Hazard Identification form (CSHID).

Spaces identified and evaluated prior to implementation of this Procedure or decommissioned facilities where confined space(s) are located behind a locked security fence or locked building do not require completion of the CSHID until the space is re-evaluated or when planning for entry.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Facility/Project Manager	1.	<p>Ensure all confined spaces under facility/project manager's control are identified:</p> <ul style="list-style-type: none"> <li>• Secure or restrict access to the space until hazards are evaluated. A space is considered secured if it is locked with a cover or panel or requires special tools or equipment to enter.</li> <li>• If a newly identified confined space is owned by another Hanford contractor, then notify that contractor.</li> <li>• Request a hazard evaluation from the Safety and Health Organization.</li> </ul>
	2.	<p>Ensure all confined spaces are included as part of an inventory system as outlined in the contractor-specific process.</p> <ul style="list-style-type: none"> <li>• Ensure new and temporary confined spaces are added to the inventory.</li> <li>• Ensure each confined space is assigned a unique identifier.</li> </ul>
Safety & Health (S&H) Professional	3.	<p>Conduct confined space evaluations by completing Sections 1-3 of the CSHID:</p> <ol style="list-style-type: none"> <li>a. Determine the classification of the space in its normal configuration.</li> <li>b. Retain each CSHID per contractor-specific record retention policies.</li> </ol>
Facility/Project Manager	4.	<p>Direct the confined space to be labeled/posted on all potential entry/access points to match hazard evaluation classification.</p> <ul style="list-style-type: none"> <li>• All unsecured PRCSSs shall be posted as: "Danger - Permit Required Confined Space; Do not enter without valid permit."</li> </ul>

Facility/Project

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Manager (cont'd)		<ul style="list-style-type: none"><li>• All unsecured Non-Permit Confined Spaces shall be posted as: "Caution Confined Space; Authorized access only."</li></ul> <p>If the confined space dimensions or configuration do not allow conventional attachment of signs, then use another equally effective means to inform employees of the space location and hazards.</p>
	5.	Ensure all confined spaces are identified and/or reclassified as they are generated or modified.

## 6.0 PROCEDURES FOR TYPES OF ENTRIES

Any personnel entering the space or their authorized representative shall be provided an opportunity to observe pre-entry/periodic monitoring.

### 6.1 Permit-Required Confined Space Entry

The following steps describe the process for entering a Permit-Required Confined Space, herein referred to as a PRCS. A confined space's normal configuration is documented on the *Hanford Confined Space Hazard Identification Form (A-6005-724)*, herein called the Hanford Confined Space Hazard Identification form (CSHID). PRCS entries will be documented in the *Hanford Confined Space Entry Permit (A-6005-717)*, herein referred to as the Permit. The *Hanford Confined Space Entry Log* and its continuation form (A-6005-719), herein referred to as the Entry Log, will document entry and exit of personnel from the PRCS.

Each Permit applies only to a specific operation, location, work package, and date valid.

PRCS entries that require a consecutive single shift extension must meet **all** of the following conditions:

- No new hazards are identified or introduced into the PRCS.
- Neither the work scope nor the Permit prescribed controls have changed.
- Changing personnel does not introduce hazards or modifications of the original planning assumptions or controls.
- Permit requirement controls are reviewed with personnel.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Facility/Project Manager	1.	Identify the need to enter a PRCS as part of the work planning process.
	2.	Request that the Safety and Health Organization generate a Permit for entry into the PRCS.
	3.	Designate an Entry Supervisor to conduct PRCS entries.
	4.	Ensure workers and Safety and Health Professionals are involved in planning work activities and controls associated with PRCS entry (including walkdowns by affected individuals, except where an increased hazard is created for the affected individuals).
	5.	If entering a continuous system confined space, then provide an early-warning system (e.g., sensor-activated alarms, etc.) that continuously monitors for non-isolated engulfment hazards. The system must alert authorized Entrants and Attendants in sufficient time for the authorized Entrants to safely exit the space. Employees

Actionee	Step	Action
Entry Supervisor and S&H Professional	6.	<p>assigned to monitor for engulfment hazards must be trained for this specific type of hazard.</p> <p>Select appropriate rescue method to be used from one of the following three options:</p> <ol style="list-style-type: none"> <li>a. If Non-Entry Retrieval System (NERS) will be used (preferred method), complete the following: <ul style="list-style-type: none"> <li>• Ensure Facility/Project Manager has provided NERS equipment that meets requirements.</li> <li>• Designate specific employee for NERS rescue responsibilities.</li> <li>• Ensure employee designated to operate NERS equipment is trained by a Fall Protection Competent Person and meets all requirements outlined in manufacturer's instructions.</li> <li>• Ensure entrants attached to the NERS are current in Fall Protection training.</li> </ul> </li> <li>b. HFD standby services at the work site will be utilized and executed in accordance with HFD-PRO-FCO-61947, <i>HFD Rescue and Response Operations Administration</i>. The Contractor requesting support will submit a <i>Confined Space Standby Request Form</i> (A-6008-504) by email to ^HFD Confined Space Standby (HFDCSS@rl.gov) at least 30 days prior to planned PRCS entry. Requesting Contractor will generate and submit an Inter-Contractor Work Order (ICWO) to provide scope and funding for HFD standby support services.</li> <li>c. HFD will provide emergency response when called. If HFD standby services at the work site are not requested and the use of NERS is not feasible, request emergency assistance by calling 509-373-0911 via cellphone or 911 via landline.</li> </ol>
S&H Professional	7.  8.	<p>Review the CSHID to ensure the normal configuration of the space is accurately represented. If the CSHID does not accurately represent the normal configuration or does not exist, then generate a new CSHID that represents the normal configuration of the confined space per Section 5.0, <i>Initial Identification and Evaluation of Confined Spaces</i>.</p> <p>Verify that a PRCS entry is appropriate and evaluate the work activity to identify any additional hazards that must be accounted for in the Permit.</p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
S&H Professional (cont'd)	9.	Select elimination or mitigation methods to be used as part of the PRCS entry. <ul style="list-style-type: none"> <li>If all hazards associated with the work can be eliminated, proceed to Section 6.3, <i>Downgrading a Permit-Required Confined Space</i>.</li> <li>If all hazards associated with the work can be mitigated, proceed to Section 6.2, <i>Alternate Entry</i>.</li> </ul>
	10.	Participate in the job hazard analysis/job safety analysis process.
	11.	Complete applicable portions of Sections 1, 2, and 3 of the Permit.
	12.	Sign Section 5 of the Permit verifying that appropriate hazard controls have been identified.
	13.	Initial and sign Section 2 of the Permit that hazard evaluation and control selection process has been completed.
Entry Supervisor	14.	If HFD standby services have been requested, perform facility walk down with HFD.
	15.	Conduct pre-job briefing each shift prior to entry, including assigning roles and responsibilities. The Attendant, Atmospheric Testing Person, and all Entrants are required to attend the pre-job briefing and be briefed on the hazards associated with the confined space. It is recommended that all participants in the confined space activity review the Permit. Ensure the following topics are included in the pre-job brief: <ul style="list-style-type: none"> <li>Permit</li> <li>Controls identified by the Job Hazard Analysis (JHA)/Job Safety Analysis (JSA)</li> <li>Sampling Plan</li> <li>Rescue Plan</li> </ul>
	16.	Verify all controls and equipment prescribed in the Permit are ready for implementation.
	17.	Ensure the Attendant is responsible for monitoring only one confined space.
	18.	Prior to removing the entry cover, ensure the following actions are completed: <ul style="list-style-type: none"> <li>Eliminate any hazards making it unsafe to access the confined space</li> </ul>

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Entry Supervisor (cont'd)		<ul style="list-style-type: none"> <li>Any fall protection measures required for the confined space are implemented per DOE-0346, <i>Hanford Site Fall Protection Program</i></li> <li>Confined space signs are posted</li> <li>All access points without an attendant have barriers or high-visibility restrictions to prevent inadvertent access</li> </ul>
Atmospheric Testing Person	19.	Conduct pre-entry monitoring and document readings as directed in Section 3 of the Permit. Monitoring shall be continuous unless the contractor demonstrates that periodic monitoring is sufficient to protect personnel. Enter the SWIHD Survey number into the Permit.
Entry Supervisor	20.	Ensure the signature of the Facility/Project Manager authorizing access into the PRCS is present in Section 5 of the Permit.
	21.	If HFD will be taking part in performing rescue services one of the following is required: <ul style="list-style-type: none"> <li>HFD will respond and perform rescue. Ensure the means (cell phone or radio) to summon HFD rescuers are available and operable.</li> <li>If the Permit requires HFD standby services, verify HFD is present and set up to provide rescue services prior to authorizing entry.</li> </ul>
	22.	Verify pre-entry atmospheric testing is within acceptable limits.
	23.	Ensure the space is safe for entry, ensure all requirements for entry have been met, enter the "DATE VALID" at the top of the Permit, and then sign Section 5 of the Permit authorizing entry.
	24.	Post the Permit at the entrance to the confined space.
Attendant	25.	Remain stationed at the entrance to the PRCS during all entry activities to perform monitoring of and communication with Entrants.
	26.	Establish and maintain a record of everyone entering and exiting the confined space on the Entry Log. Ensure the attendant and entry supervisor are also recorded.
	27.	Terminate the entry immediately if any of the following conditions apply: <ul style="list-style-type: none"> <li>Conditions in or near the space change and are no longer acceptable.</li> <li>The HFD becomes unavailable to perform standby services.</li> </ul>

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Attendant (cont'd)		<ul style="list-style-type: none"> <li>• Monitoring performed by the Atmospheric Testing Person reaches an action level.</li> <li>• Entry Supervisor directs an evacuation.</li> <li>• If any authorized entrant shows signs of distress.</li> </ul>
	28.	In the event of an emergency, summon HFD; inform the rescue team of all hazards associated with the confined space.
Entrants	29.	Ensure their name is recorded in the Entry Log for each entry and exit made.
	30.	Enter confined space to begin work.
	31.	Exit the confined space immediately if an unexpected hazard arises within the space and report the hazard to the Attendant and/or Entry Supervisor.
	32.	Exit the confined space immediately if directed by the Attendant.
Entry Supervisor	33.	Cancel the Permit via one of the following two methods: <ol style="list-style-type: none"> <li>a. If work has been completed with no issues, complete the following actions:               <ol style="list-style-type: none"> <li>i. Verify all Entrants have exited the space. Sign the last line of the Entry Log and attach the Entry Log to the Permit.</li> <li>ii. Ensure the job site is configured to prevent unauthorized entry into the confined space.</li> <li>iii. Sign Section 6 and close out the Permit.</li> <li>iv. Conduct post-entry review with team.</li> </ol> </li> <li>b. If an uncontrolled hazard is detected during entry or if any other unexpected issues arise, complete the following actions:               <ol style="list-style-type: none"> <li>i. Verify all Entrants have exited the space. Sign the last line of the Entry Log and attach the Entry Log to the Permit.</li> <li>ii. Cancel Permit by signing Section 6 and document the issue that caused the entry to be unexpectedly terminated.</li> <li>iii. Collaborate with the Safety and Health Professional to evaluate the hazard(s) that caused the entry to be terminated.</li> <li>iv. Conduct post-entry review with team.</li> <li>v. Determine whether controls can be modified to safely enter the confined space:</li> </ol> </li> </ol>

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Entry Supervisor (cont'd)		<ul style="list-style-type: none"> <li>If the hazard controls can be modified and/or no new hazards have been identified, initiate a new Permit with modified controls. Return to Step 11 of this section.</li> </ul>
	34.	Send a copy of cancelled Permit to the Safety and Health Organization in accordance with Section 11, <i>Records</i> .

## 6.2 Alternate Entry

The following steps are for alternate entry when the only remaining hazard or potential hazard that has not been eliminated is an atmospheric hazard that shall be controlled by continuous forced or exhaust air ventilation.

Confined space normal configuration is documented in the *Hanford Confined Space Hazard Identification Form (A-6005-724)*, herein called the Hanford Confined Space Hazard Identification Form (CSHID). Alternate entries will be documented in the *Hanford Confined Space Entry Permit (A-6005-717)*, herein referred to as the Permit.

Each Permit applies only to a specific operation, location, work package, and date valid.

Alternate entries that require a consecutive single shift extension must meet **all** of the following conditions:

- No new hazards are identified or introduced into the confined space.
- Neither the work scope nor the Permit prescribed controls have changed.
- Changing personnel does not introduce hazards or modifications of the original planning assumptions or controls.
- Permit requirement controls are reviewed with personnel.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
S&H Professional	1.	Review the CSHID to ensure the normal configuration of the space is accurately represented. If the CSHID does not accurately represent the normal configuration or does not exist, then generate a new CSHID that represents the normal configuration of the confined space per Section 5.0, <i>Initial Identification and Evaluation of Confined Spaces</i> .
	2.	Determine if an atmospheric hazard exists based on one or more of the following: <ul style="list-style-type: none"> <li>Past sampling data from the confined space</li> <li>Process knowledge</li> <li>Hazards being introduced by the work being performed</li> </ul>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>	
S&H Professional (cont'd)	3.	Verify that the only non-eliminated hazard anticipated during the work activity is an actual or potential hazardous atmosphere.	
	4.	Verify that an alternate entry is appropriate. Consider conducting a walkdown if feasible. Include Competent Person FWS in walkdown.	
	5.	Complete applicable portions of Sections 1, 2, and 3 of the Permit for an alternate entry.	
	6.	Sign Section 5 of the Permit to verify the hazard elimination and/or mitigation method(s) are appropriate.	
	Competent Person FWS	7.	Conduct prejob briefing for all entrants and the Atmospheric Testing Person. Ensure the following topics are included in the brief: <ul style="list-style-type: none"> <li>• Permit</li> <li>• Controls identified by the JHA/JSA</li> <li>• Sampling Plan</li> </ul>
		8.	Prior to removing the entry cover, ensure the following actions are completed: <ul style="list-style-type: none"> <li>• Eliminate any hazards making it unsafe to access the confined space</li> <li>• Any fall protection measures required for the confined space are implemented per DOE-0346, <i>Hanford Site Fall Protection Program</i></li> <li>• Confined space signs are posted</li> <li>• All access points have barriers or high-visibility restrictions to prevent inadvertent access</li> </ul>
<b>NOTE:</b> <i>Entries to perform pre-ventilation testing are treated as PRCS Entries.</i>			
Atmospheric Testing Person	9.	Conduct pre-ventilation testing of atmosphere in accordance with Section 3 of the Permit. Document pre-ventilation readings in Section 3 of the Permit.	
Competent Person FWS	10.	Ensure ventilated air temperature does not exceed 95°F prior to entry and during work.	
	11.	Verify required controls listed in Section 2 of the Permit are in place and the required ventilation is placed in service. The air	

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		supply shall be from a clean source and may not increase the hazards in the space.
Competent Person FWS (cont'd)	12.	Confirm that the atmospheric hazard is controlled by continuous forced or exhaust air ventilation by initialing and signing Section 2 of the Permit.
	<b>NOTE:</b>	<i>Entries to perform pre-ventilation testing are treated as PRCS Entries.</i>
Atmospheric Testing Person	13.	Conduct pre-entry monitoring and document readings as directed in Section 3 of the Permit. Monitoring shall be continuous unless the contractor demonstrates that periodic monitoring is sufficient to protect personnel. Enter the SWIHD Survey number into the Permit.
S&H Professional	14.	Review the ventilation configuration as needed and adjust to ensure the ventilation meets Permit requirements.
Competent Person FWS	15.	Ensure the signature of the facility manager authorizing access into the space is present in Section 5 of the Permit.
	16.	Ensure the space is safe for entry, ensure all requirements for entry have been met, enter the "Date Valid" at the top of the Permit, and then sign Section 5 of the Permit.
	17.	Post the Permit at the entrance to the confined space.
Entrants	18.	Enter confined space to begin work.
	19.	Exit the confined space immediately if an unplanned hazard arises within the space and report the hazard to the Competent Person FWS.
Competent Person FWS	20.	Cancel the Permit via one of the following two methods: <ul style="list-style-type: none"> <li>a. If work has been completed with no issues, sign Section 6 and close out the Permit after completing the following two actions: <ul style="list-style-type: none"> <li>i. Verify all entrants have exited the space.</li> <li>ii. Ensure the job site is configured to prevent unauthorized entry into the confined space.</li> </ul> </li> <li>b. If an uncontrolled atmospheric hazard is detected during entry or if any other unexpected issues arise, ensure all entrants have exited the space. <ul style="list-style-type: none"> <li>i. Cancel Permit and document the issue that caused the entry to be unexpectedly terminated.</li> </ul> </li> </ul>

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Competent Person FWS (cont'd)	ii.	Collaborate with the Safety and Health Professional to evaluate the hazard that caused the entry to be terminated.
	iii.	Determine whether controls can be modified to safely enter the confined space via alternate entry: <ul style="list-style-type: none"> <li>• If the hazard <b>can</b> be mitigated to allow for alternate entry, initiate new alternate entry Permit with modified controls. Return to Step 5.</li> <li>• If the hazard <b>cannot</b> be mitigated to allow for alternate entry, initiate full PRCS Entry process in accordance with Section 6.1, <i>Permit-Required Confined Space Entry</i>.</li> </ul>
	21.	Send a copy of cancelled Permit to the Safety and Health Organization in accordance with Section 11, <i>Records</i> .

### 6.3 Downgrading a Permit-Required Confined Space

This section describes how a space classified as a PRCS may be temporarily downgraded (reclassified) to a non-permit confined space when the confined space no longer poses an actual or potential hazard because all hazards have been eliminated. Control of atmospheric hazards through forced or exhaust air ventilation does not constitute elimination of the hazards. In addition, the planned work cannot introduce any hazard that would require the space to remain designated a PRCS.

**NOTE:** *As outlined in DOE-0336, Hanford Site Lockout/Tagout Procedure, use of single-valve isolation with Lockout/Tagout (LOTO) for flowable material hazards is not considered adequate to allow for downgrading of a PRCS. See DOE-0336 for requirements.*

Confined space normal configuration is documented in the *Hanford Confined Space Hazard Identification Form (A-6005-724)*, herein called the Hanford Confined Space Hazard Identification form (CSHID). Downgrade entries will be documented in the *Hanford Confined Space Entry Permit (A-6005-717)*, herein referred to as the Permit.

Each Permit applies only to a specific operation, location, work package, and date valid.

Downgrade entries that require a consecutive single shift extension must meet **all** of the following conditions:

- No new hazards are identified or introduced into the confined space.
- Neither the work scope nor the Permit prescribed controls have changed.
- Changing personnel does not introduce hazards or modifications of the original planning assumptions or controls.

- Permit requirement controls are reviewed with personnel.

Actionee	Step	Action
S&H Professional	1.	Review the CSHID to ensure the normal configuration of the space is accurately represented. If the CSHID does not accurately represent the normal configuration or does not exist, then generate a new CSHID that represents the normal configuration of the confined space per Section 5.0, <i>Initial Identification and Evaluation of Confined Spaces</i> .
	2.	Evaluate the space to determine whether any hazards will be introduced by the job or space itself that require a PRCS Entry.
	3.	Verify that a downgraded entry is appropriate. Consider conducting a walkdown if feasible. Include the Competent Person FWS in the walkdown.
	4.	Complete applicable portions of Sections 1, 2, and 3 of the Permit for a downgraded entry.
	5.	Sign Section 5 of the Permit to verify the hazard elimination method(s) are appropriate.
Competent Person FWS	6.	Conduct prejob briefing for all entrants and the Atmospheric Testing Person. Ensure the following topics are included in the brief: <ul style="list-style-type: none"> <li>• Permit</li> <li>• Controls identified by the JHA/JSA</li> <li>• Sampling Plan</li> </ul>
	7.	Prior to removing the entry cover, ensure the following actions are completed: <ul style="list-style-type: none"> <li>• Eliminate any hazards making it unsafe to access the confined space</li> <li>• Any fall protection measures required for the confined space are implemented per DOE-0346, <i>Hanford Site Fall Protection Program</i></li> <li>• Confined space signs are posted</li> <li>• All access points have barriers or high-visibility restrictions to prevent inadvertent access</li> </ul>
	8.	Verify required controls listed in Section 2 of the Permit are in place by initialing and signing Section 2 of the Permit. (See Appendix C, <i>Hazard Controls/Work Practices</i> .)

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	<b>NOTE:</b>	<i>Entries to perform pre-ventilation testing are treated as PRCS Entries.</i>
Atmospheric Testing Person	9.	Conduct pre-entry monitoring and document readings as directed in Section 3 of the Permit to ensure the confined space poses no actual or potential atmospheric hazards. Enter the SWIHD Survey number into the Permit if applicable.
Competent Person FWS	10.	Ensure the signature of the facility manager authorizing access into the space is present in Section 5 of the Permit.
	11.	Ensure the space is safe for entry, ensure all requirements for entry have been met, enter the “Date Valid” at the top of the Permit, and then sign Section 5 of the Permit.
	12.	Post the Permit at the entrance to the confined space.
Entrants	13.	Enter confined space to begin work.
	14.	Exit the confined space immediately if an unplanned hazard arises within the space and report the hazard to the Competent Person FWS.
Competent Person FWS	15.	<p>Cancel the Permit via one of the following two methods:</p> <ol style="list-style-type: none"> <li>a. If work has been completed with no issues, sign Section 6 and close out the downgrade entry Permit after completing the following two actions: <ol style="list-style-type: none"> <li>i. Verify all entrants have exited the space.</li> <li>ii. Ensure the job site is configured to prevent unauthorized entry into the confined space.</li> </ol> </li> <li>b. If an uncontrolled hazard is detected during entry or if any other unexpected issues arise, ensure all entrants have exited the space. <ol style="list-style-type: none"> <li>i. Cancel Permit and document the issue that caused the entry to be unexpectedly terminated.</li> <li>ii. Collaborate with the Safety and Health Professional to evaluate the hazard that caused the entry to be terminated.</li> <li>iii. Determine whether controls can be modified to safely enter the confined space via downgraded entry: <ul style="list-style-type: none"> <li>• If the hazard <b>can</b> be eliminated to allow for downgraded entry, initiate a new downgrade entry Permit with modified controls. Return to Step 4 of this section.</li> <li>• If the hazard <b>cannot</b> be eliminated to allow for downgraded entry, initiate full PRCS Entry process in</li> </ul> </li> </ol> </li> </ol>

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		accordance with Section 6.1, <i>Permit-Required Confined Space Entry</i> .
	16.	Send a copy of cancelled Permit to the Safety and Health Organization in accordance with Section 11, <i>Records</i> .

#### 6.4 Non-Permit Confined Space Entry Process

This section describes the process for entry into a confined space identified as a non-permit confined space in the *Hanford Confined Space Hazard Identification Form (A-6005-724)*, herein called the Hanford Confined Space Hazard Identification form (CSHID). Entries into non-permit confined spaces shall be evaluated based on a JHA/JSA.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
S&H Professional	1.	Review the CSHID to ensure the normal configuration of the space is accurately represented. If the CSHID does not accurately represent the normal configuration or does not exist, then generate a new CSHID that represents the normal configuration of the confined space per Section 5.0, <i>Initial Identification and Evaluation of Confined Spaces</i> .
	2.	Evaluate the task to be performed in the confined space by answering the questions in Section 4 of the CSHID.
	3.	Sign and date Section 4 of the CSHID.
Competent Person FWS	4.	Conduct prejob briefing for all entrants and the Atmospheric Testing Person (if applicable). Ensure the following topics are included in the brief: <ul style="list-style-type: none"> <li>• CSHID</li> <li>• Controls identified by the JHA/JSA</li> </ul>
Atmospheric Testing Person	5.	Perform atmospheric monitoring if requested. If monitoring is performed, enter the SWIHD Survey number in Section 5 of the CSHID as applicable.
	6.	Document if worker-requested pre-entry monitoring test results were within acceptable limits and sign and date Section 5 of the CSHID.
Competent Person FWS	7.	Verify that the configuration of the confined space has not changed and that hazard elimination method(s) are implemented.
	8.	Sign and date Section 6 of the CSHID just prior to entry.
Entrants	9.	Enter confined space and begin work.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	10.	Exit the confined space immediately if an unplanned hazard arises within the space and report the hazard to the Competent Person FWS.
Competent Person FWS	11.	If any unexpected issues arise, verify all entrants have exited the space. Ensure the job site is configured to prevent unauthorized entry into the confined space until it is re-evaluated.
Entrants	12.	If work is completed as planned, then exit the space.
Competent Person FWS	13.	Retain the signed CSHID with the work package.

## 7.0 EMERGENCY RESPONSE AND RESCUE

This section describes the three possible methods for emergency response and rescue based on the type of entry and characteristics of the confined space. Those three methods include: non-entry retrieval (preferred), use of HFD as emergency response, and, if required due to the identified hazards, HFD stand-by service at the work location.

Document the rescue plan in Section 1 of the Permit.

### 7.1 Non-Entry Retrieval (Preferred)

Use of a non-entry retrieval system is preferred when possible and shall be used whenever an authorized entrant enters a PRCS, unless it would increase the overall risk of entry or would not contribute to the rescue of the authorized entrant.

Employee(s) operating the non-entry retrieval system shall not be entrants and shall be trained on that specific rescue retrieval equipment per manufacturer's requirements.

If a vertical type PRCS is more than 5 feet deep, the retrieval line must be attached to a fixed point or mechanical device, and the mechanical device must be used to retrieve personnel.

Non-entry retrieval is **not** appropriate in a PRCS if:

- The PRCS has obstructions or turns that would prevent pull on the retrieval line from being transmitted to the authorized entrant.
- The employee being rescued with the non-entry retrieval system would be injured because of forceful contact with projections in the PRCS.
- The authorized entrant's non-entry retrieval system cannot be controlled to prevent an entanglement hazard with other lines (supplied airlines, electrical, welding, etc.).

### 7.2 Use of Hanford Fire Department as Emergency Response

HFD shall be designated as the rescue method if non-entry retrieval is infeasible.

The contractor is required to provide access to the PRCS for the rescue team. In the event of an emergency, contact HFD at 509-373-0911 via cellphone or 911 via landline.

### 7.3 Use of Hanford Fire Department as Stand-By Service at Work Location

Use of this option requires significant planning in advance with HFD. Provide HFD 30 days advance notice to coordinate emergency response planning, including a walkdown and development of a rescue plan.

## 8.0 EMERGENCY RESPONSE AND RESCUE FOR PERMIT-REQUIRED CONFINED SPACES

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Entry Supervisor and S&H Professional	1.	<p>Evaluate the PRCS to determine the method of rescue: non-entry retrieval or HFD.</p> <p>a. Non-entry retrieval shall be used whenever an authorized entrant enters a PRCS unless it would increase the overall risk of entry or would not contribute to the rescue of the authorized entrant.</p> <ul style="list-style-type: none"> <li>• If a vertical type PRCS is more than 5 feet deep, the retrieval line must be attached to a fixed point or mechanical device and the mechanical device must be used to retrieve personnel.</li> </ul> <p>b. The following are guidelines for determining if a non-entry retrieval system would increase the overall risk or not contribute to the rescue of the authorized entrant:</p> <ul style="list-style-type: none"> <li>• The PRCS has obstructions or turns that would prevent pull on the retrieval line from being transmitted to the authorized entrant.</li> <li>• The employee being rescued with the non-entry retrieval system would be injured because of forceful contact with projections in the PRCS.</li> <li>• The authorized entrant's non-entry retrieval system cannot be controlled to prevent an entanglement hazard with other lines (supplied airlines, electrical, welding, etc.).</li> </ul> <p>c. If non-entry retrieval is infeasible, then HFD shall be the designated retrieval method.</p>
S&H Professional	2.	Document the rescue plan in Section 1 of the Permit.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Entry Supervisor	3.	<p>When using non-entry retrieval:</p> <ul style="list-style-type: none"> <li>• Designate a first aid/CPR trained individual to be present at the location</li> <li>• Designate specific employee(s) to be present at the location who are trained on the specific rescue retrieval equipment and are non-entrants</li> <li>• Designate specific employee(s) for non-entry retrieval responsibilities</li> </ul>
Attendant or Competent Person FWS	4.	Initiate non-entry retrieval in accordance with training on the rescue equipment and the rescue plan when confined space entrants are unable to exit without assistance.
	5.	<p>When HFD is required as the entry rescue method:</p> <ul style="list-style-type: none"> <li>• In the event of an emergency, ensure HFD is contacted at 509-373-0911 via cellphone or 911 via landline.</li> <li>• Provide access to all PRCs for which rescue may be necessary.</li> </ul>

## 9.0 OTHER REQUIREMENTS

### 9.1 Multi-Employer Entries

Hanford confined space entry involving employees of more than one Prime Contractor or subcontractor working in a space shall be approved by the Facility/Project Manager to ensure that all work is conducted safely.

- Personnel involved in the confined space entry shall be informed of hazards that may be introduced by co-located work
- Entry shall be authorized by issuance of a single Permit
- Workers participating in a multi-employer entry shall attend a single pre-job briefing coordinated by the designated entry supervisor

Multi-employer entries can be one of two classifications:

1. Employees of one contractor or subcontractor entering a space owned by another contractor.
2. Employees of more than one contractor or subcontractor working in a space simultaneously.

Center requirements on the type of entry being performed, regardless of the classification of the multi-employer entry.

### 9.1.1 PRCS/Downgrade/Alternate Entries

- Entry shall be authorized by issuance of a single Permit.
- Assigned workers shall attend a pre-job briefing. Requirements include:
  - Workers from all participating contractors shall attend a single briefing.
  - The briefing shall be coordinated by the entry supervisor for a PRCS entry or the Competent Person FWS for downgraded or alternate entries.
- If the space is owned by a different contractor, the contractor planning the work shall:
  - Include the confined space owner in the work planning process.
  - Obtain release authority from the confined space owner prior to entry.
  - Perform the annual audit on the entry.

### 9.1.2 Non-Permit Required Entries

- Entry shall be authorized by the *Hanford Confined Space Hazard Identification Form (A-6005-724)*.
- Assigned workers shall attend a pre-job briefing. Requirements include:
  - Workers from all participating contractors shall attend a single briefing.
  - The briefing shall be coordinated by the Competent Person FWS.
- If the space is owned by a different contractor, the contractor planning the work shall:
  - Include the confined space owner in the work planning process.
  - Obtain release authority from the confined space owner prior to entry.

## 9.2 Atmospheric Testing When Using Hanford Site Confined Space Entry Permit

Atmospheric testing shall be performed by an Atmospheric Testing Person.

Any personnel entering the space or their authorized representative shall be provided an opportunity to observe the pre-entry/periodic monitoring. Additional information related to atmospheric testing can be found in Appendix D, *Understanding Atmospheric Testing*.

In this section, the *Hanford Confined Space Entry Permit (A-6005-717)* is referred to as the *Permit*.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
S&H Professional	1.	Determine atmospheric monitoring requirements.
	2.	Document the Sampling Plan number and/or atmospheric monitoring requirements in Section 3 of the Permit.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Atmospheric Testing Person	3.	Verify calibration and maintenance of instruments. Record instrument data in Section 3 of the Permit and SWIHD.
	4.	Perform pre-function tests of instruments and record test data in Section 3 of the Permit and SWIHD.
	5.	Perform pre-entry atmospheric monitoring in the sequence below and record results in Section 3 of the Permit: <ul style="list-style-type: none"> <li>a. Oxygen content</li> <li>b. Flammable gases/vapors</li> <li>c. Toxic gases/vapors</li> </ul>
	6.	If an entry involves an atmosphere that may be stratified, then test the atmosphere at a distance of approximately 4 feet in the direction of travel and to each side. If a sampling probe is used, then the authorized entrant's rate of progress shall be slowed to accommodate the sampling speed and instrument response.
	7.	If the space configuration hampers effective atmospheric testing, as may occur with large spaces or spaces that cannot be isolated such as a sewer system, then complete the following: <ul style="list-style-type: none"> <li>a. Perform pre-entry testing to the maximum extent possible before entry is authorized.</li> <li>b. If entry is authorized, perform continuous monitoring in the areas where entrants are working.</li> </ul>
	8.	When performing entry, conduct atmospheric monitoring per Section 3 of the Permit and record results in Section 7.

## 10.0 REVIEW AND EVALUATION OF PERMITS

Each contractor's Safety and Health Organization shall annually review all canceled Permits from the previous 12 months and document the review using the contractor's formal assessment program. If no cancelled Permits were generated during the previous 12-month period, no annual review is required. For audits of multi-employer entries, refer to Section 9.1.1, *PRCS/Downgrade/Alternate Entries*.

Each contractor shall report a summary of their assessment results to the Hanford Site Confined Space Procedure Committee. The Hanford Site Confined Space Procedure Committee shall then review the Procedure as necessary for potential revision.

**11.0 RECORDS**

The following records are generated during the performance of this procedure and shall be retained:

**TABLE 1. RECORDS CAPTURE TABLE**

<b>Name of Document</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
<i>Hanford Confined Space Hazard Identification Form (A-6005-724)</i>	Safety and Health Organization	Safety and Health Organization
<i>Canceled Hanford Confined Space Entry Permit (A-6005-717)</i>	Competent Person Field Work Supervisor/Entry Supervisor	Safety and Health Organization for at least 12 months
<i>Hanford Confined Space Entry Log Continuation Form (A-6005-719)</i>	Competent Person Field Work Supervisor/Entry Supervisor	Safety and Health Organization
<i>Hanford PRCS Entry Notification – Hanford Fire Department (A-6005-718)</i>	Competent Person Field Work Supervisor/Entry Supervisor	Operations as part of Work Package
Annual review of Confined Space Permits	Safety and Health Organization	Contractor dependent

**12.0 SOURCES****12.1 Requirements**

10 CFR 851, “*Worker Safety and Health Program.*”

29 CFR 1910.146, OSHA, “*Permit-Required Confined Spaces.*”

29 CFR 1926.21(b) (Subpart M), “*Safety and Health Regulations for Construction.*”

29 CFR 1926.1200 (Subpart AA), “*Confined Spaces in Construction.*”

**12.2 References**

DOE-0336, *Hanford Site Lockout/Tagout*

DOE-0344, *Hanford Site Excavation Trenching & Shoring Procedure*

DOE-0346, *Hanford Site Fall Protection Program*

DOE-0359, *Hanford Site Electrical Safety Program*

HFD-PRO-FCO-61947, *HFD Rescue and Response Operations Administration*

National Fire Protection Association (NFPA) 70, *National Electrical Code*

NFPA 70E, *Standard for Electrical Safety in the Workplace*

American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs)

ANSI Z117.1-2009, *Safety Requirements for Confined Spaces*

ANSI Z49.1, *Safety in Welding and Cutting*

## APPENDIX A: DEFINITIONS &amp; ACRONYMS

## DEFINITIONS

Term	Definition
Alternate Entry	Entry into a confined space that has only atmospheric hazard that can be controlled by continuous forced or exhaust air ventilation.
Atmospheric Testing Person	A person qualified and designated by their employer to conduct monitoring of atmospheric conditions in a confined space under the direction of a supervisor or qualified industrial hygienist.
Attendant	An individual who is stationed at the entrance to a Permit-Required Confined Space who assesses and communicates with the authorized entrants and performs other attendant functions (see Section 2.3, <i>Attendant</i> ).
Authorized Entrant	An employee authorized by the employer to enter a Permit-Required Confined Space.
Competent Person	A person designated by their employer who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them. See Section 4.0, <i>Designating Competent and Qualified Persons</i> , for more information.
Competent Person Field Work Supervisor	A Field Work Supervisor designated by their employer to be a Competent Person for Alternate, Downgrade, or Non-Permit Entries into confined spaces.
Confined Space	<p>A space that contains all of the following characteristics::</p> <ul style="list-style-type: none"> <li>• Is large enough and so configured that an employee can fully bodily enter and perform assigned work</li> <li>• Has limited or restricted means for entry or exit</li> <li>• Is not designed for continuous employee occupancy</li> </ul>
Continuous System	<p>A confined space that has all the following characteristics:</p> <ul style="list-style-type: none"> <li>• Is part of a larger confined space (e.g., sewer system).</li> <li>• Cannot be isolated from the larger confined space.</li> <li>• Is subject to a potential hazard release from the larger confined space that would overwhelm hazard controls and/or personal protective equipment, resulting in an immediately dangerous to life or health (IDLH) environment.</li> </ul>

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Term	Definition
Entry, Permit-Required Confined Space	When any part of the body enters the confined space (i.e., “breaking the plane”).
Entry, Non-Permit Confined Space, Downgrade, or Alternate	When a person’s full body enters the confined space.
Entry Supervisor	The contractor-designated Qualified Person who determines if acceptable entry conditions are present for Permit-Required Confined Spaces and authorizes entry.
Facility/Project Manager	The person responsible for confined space activities at the facility or project..
Hazardous Atmosphere	<p>An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from any of the following causes:</p> <ul style="list-style-type: none"> <li>• Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL)</li> </ul> <p><b>NOTE:</b> <i>This concentration may be approximated as a condition in which the combustible dust obscures vision at a distance of 5 feet or less.</i></p> <ul style="list-style-type: none"> <li>• Airborne combustible dust at a concentration that meets or exceeds its LFL</li> <li>• Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent</li> <li>• Atmospheric concentration of any regulated substance for which an exposure limit is listed in applicable standards (most conservative limit) and which could result in employee exposure in excess of its permissible exposure limits.</li> <li>• Any other atmospheric condition that is immediately dangerous to life or health (IDLH)</li> </ul>
Immediately Dangerous to Life or Health (IDLH)	Any condition that poses an immediate or delayed threat to life, would cause irreversible adverse health effects, or that would interfere with an individual’s ability to escape unaided from a Permit-Required Confined Space.
Lower Flammable Limit (LFL) or Lower Explosive Limit (LEL)	Lowest concentration of a substance in the air (expressed in percent by volume) that will produce a fire or explosion when an ignition source (e.g., heat, electric arc, spark, or flame) is present. At concentrations lower than the LFL/LEL, propagation of fire or explosion will not occur in the presence of an ignition source.

## Hanford Site Confined Space Procedure (HSCSP)

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Term	Definition
Mitigate	(context is “mitigate hazard” as opposed to “eliminate”)
Non-Permit Confined Space	A space that meets all three requirements to be considered a confined space but does not meet the additional requirement for a Permit-Required Confined Space.
Permit-Required Confined Space (PRCS)	<p>A space that meets all three requirements to be considered a confined space and has one or more of the following characteristics:</p> <ul style="list-style-type: none"> <li>• Contains, or has a potential to contain, a hazardous atmosphere</li> <li>• Contains a material that has the potential for engulfing an entrant</li> <li>• Contains an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls</li> <li>• Contains a floor which slopes downward and tapers to a smaller cross-section</li> <li>• Contains any other recognized serious safety or health hazard</li> </ul>
Qualified Person	A person designated by their contractor who, by possession of a recognized degree, certificate or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems relating to the subject matter, the work, or the project.
Retrieval System	Equipment (including a retrieval line, chest or full body harness, and a lifting device or anchor) used for non-entry rescue of persons from a Permit Required Confined Space.
Safety and Health Professional	An Industrial Safety/Industrial Hygiene representative providing guidance and oversight in implementing confined space requirements and hazard controls.
Work Package	Contractor-specific documentation consisting of forms, documents, procedures, Permits, work instructions, etc., as required by a work control process and used by employees to accomplish a defined task.

## ACRONYMS

ACGIH	American Conference of Governmental Industrial Hygienists
ANSI	American National Standards Institute
CSHID	Confined Space Hazard Identification
CFR	Code of Federal Regulations
CPR	Cardiopulmonary Resuscitation
FWS	Field Work Supervisor
GHA	General Hazard Analysis
HAMMER	Hazardous Materials Management and Emergency Response
HSCSP	Hanford Site Confined Space Procedure
HFD	Hanford Fire Department
ICWO	Inter-Contractor Work Order
IDLH	Immediately Dangerous to Life or Health
IH	Industrial Hygiene/Hygienist
JHA	Job Hazard Analysis
JSA	Job Safety Analysis
LEL	Lower Explosive Limit
LFL	Lower Flammable Limit
LOTO	Lockout/Tagout
NERS	Non-Entry Retrieval System
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
PFAS	Personal Fall Arrest System
PPE	Personal Protective Equipment
PRCS	Permit-Required Confined Space
S&H	Safety and Health (when used as part of an actionee)

SWIHD	Site Wide Industrial Hygiene Database
TLV	Threshold Limit Value

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## APPENDIX B: CONFINED SPACE TRAINING REQUIREMENTS

HAMMER Confined Space Training shall, at a minimum, fulfill the following requirements and be approved by the Hanford Site Confined Space Procedure Committee:

- Occupational Safety and Health Administration (OSHA) regulations:
  - 29 CFR 1910.146
  - 29 CFR 1926.1200 - .1213
- DOE-0360, *Hanford Site Confined Space Procedure*

Training topics shall include, at a minimum, the following:

- a. Hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure to such hazards
- b. Monitoring requirements for atmospheric hazards
- c. Ventilation requirements for achieving and maintaining acceptable entry conditions
- d. Methods of communication that may be used during entries
- e. Situations in the confined space that require the entrant to exit
- f. The possible behavioral effects of hazard exposure on authorized entrants
- g. Situations in the Permit-Required Confined Space (PRCS) that require the entrant to alert the attendant
- h. The attendant's responsibility to maintain an accurate count of authorized entrants in the PRCS
- i. The attendant's responsibility to remain outside the PRCS
- j. The attendant's responsibility to monitor entrant status and to alert entrants of the need to evacuate, if required
- k. The conditions that would require an attendant to evacuate entrants from a PRCS
- l. When to summon rescue or other emergency services
- m. Discuss non-entry retrieval and the requirement to receive non-entry retrieval training on the employer's specific rescue equipment
- n. The actions to perform if an unauthorized person approaches or enters a PRCS
- o. The limitations associated with the attendant's duties
- p. The requirements that must be completed before authorizing a confined space entry
- q. The conditions under which a confined space entry may be terminated and the Permit canceled
- r. The entry supervisor's responsibilities associated with rescue services

- s. Responsibilities to ensure confined space entry operations remain acceptable and consistent with the entry authorization document
- t. Documentation requirements for atmospheric testing person

## APPENDIX C: HAZARD CONTROLS/WORK PRACTICES

Examples of additional hazards common to confined space entry work and control/elimination methods are listed below. Consider the hierarchy of controls during the work planning process and ensure that recommendations for controls, Personal Protective Equipment (PPE), or work practices do not introduce additional hazards.

### 1.0 ELECTRICAL VAULT ENTRY

**NOTE:** *Confined spaces containing energized but adequately protected conductors do not necessarily constitute a Permit-Required Confined Space (PRCS).*

For entry into electrical vaults classified as confined spaces, follow all requirements of DOE-0336, *Hanford Site Lockout/Tagout Procedure*, and DOE-0359, *Hanford Site Electrical Safety Program*.

### 2.0 ISOLATION/TAGOUT REQUIREMENTS

1. Evaluate hazardous energy sources/materials as defined by DOE-0336, *Hanford Site Lockout/Tagout Procedure*.
2. Consider outside sources that could introduce a hazardous substance into the space.
3. If sources are determined to be potentially hazardous to the entrants, then isolate in accordance with DOE-0336, *Hanford Site Lockout/Tagout Procedure*.

### 3.0 PURGING/FLUSHING/VENTILATION REQUIREMENTS

1. Pure oxygen **shall not** be introduced into the space for purposes of ventilation or to improve the breathing air quality.
2. If flammable gases, vapors, or combustible dusts are present, use intrinsically safe ventilating equipment per National Fire Protection Association (NFPA) requirements.
3. Provide continuous ventilation or local exhaust ventilation of the confined space during welding, painting, and other operations that generate air contaminants.
4. The ventilation arrangement for the space must preclude the entry of atmospheric contaminants into the ventilation intake and the exhaust of contaminants into adjacent work areas.

### 4.0 WELDING, CUTTING, AND HEATING

1. Welding and cutting performed in a confined space require the use of a Hot Work Permit.
2. Ensure that fire hazards, flammable and/or toxic atmospheres have been controlled.
3. When introducing inert gases, ensure air is continuously monitored for acceptable oxygen levels.
4. ANSI 749.1, *Safety in Welding and Cutting*, specifically prohibits the placing of gas bottles or welding machines in confined spaces.
  - A best practice is to place an additional break point for the leads and hoses at the entrance for emergency disconnect.

#### 5.0 FALL PROTECTION AND RETRIEVAL

1. Fall protection and retrieval systems need to comply with DOE-0346, *Hanford Site Fall Protection Program*.
2. Emergency retrieval equipment shall be used in accordance with manufacturer's instructions. Workers shall be trained in their use.
3. Fall protection equipment should not be attached to the same anchorage point as that used for material hoisting.
4. Non-entry retrieval systems may meet both fall protection and emergency retrieval functions.

#### 6.0 REQUIREMENTS FOR EQUIPMENT AND TOOLS

1. In confined spaces, ground fault circuit interrupters shall be used with all power tools that are not part of the assured grounding program.
2. If flammable particles, liquids, gases, or vapors are present, use only tools, lighting, communications equipment, and other electrical equipment that is intrinsically safe.

#### 7.0 ILLUMINATION REQUIREMENTS

1. Lighting shall be sufficient to ensure that entrants are able to see clearly, avoid potential hazards, and exit the space quickly in an emergency.

#### 8.0 EXTERNAL HAZARDS

1. When entrance barriers are removed from "below grade" confined spaces, the opening shall be guarded with a railing, temporary cover, or barrier to prevent personnel or objects from falling into the space.
2. Motorized vehicles and other equipment or adjacent activities that may introduce an atmospheric hazard to the confined space shall be positioned in a manner that does not compromise the safety of the confined space entrant.

## APPENDIX D: UNDERSTANDING ATMOSPHERIC TESTING

Atmospheric testing will be performed for two distinct purposes:

- Evaluating the presence of atmospheric hazards in a confined space
- Verifying if acceptable entry conditions within the confined space exist

It is your right as the entrant to either observe or have an authorized representative observe the pre-entry/periodic monitoring conducted by the atmospheric testing person.

Things to consider during the Permit review process:

- While reviewing the Permit, examine Section 3 carefully. Make sure the instrument details are provided and that the calibration due date is not expired.
- Make yourself familiar with the constituents to be monitored for and the hazard controls listed in the Permit.

Protocols for the monitoring process:

- A test for oxygen is performed first because most combustible gas meters are oxygen dependent and will not provide reliable readings in an oxygen deficient atmosphere.
- Combustible gases are tested for next because the threat of fire or explosion is both more immediate and more life threatening, in most cases, than exposure to toxic gases and vapors.
- If tests for toxic gases and vapors are necessary, they are performed last.

Due to some hazardous vapors and gases being heavier or lighter than air a stratified atmosphere is possible. When entries involve atmospheres that may be stratified, the atmospheric testing person will test the atmospheric envelope at a distance of approximately 4 feet in the direction of travel and to each side. Spaces with large access areas exposed to atmospheric winds are unlikely to maintain stratified conditions.

If a space's configuration hampers effective atmospheric testing, as may occur with large spaces or spaces that cannot be isolated such as a sewer system, the atmospheric testing person will test to the maximum extent possible before entry is authorized. If entry is authorized, continuous monitoring will be provided in the area where entrants are working.

Employees will be trained to properly use the testing and monitoring equipment provided to them during entries.

For Permit-Required and Alternate Entry confined spaces, the employer will provide continuous atmospheric monitoring unless they can demonstrate that periodic monitoring is sufficient to protect employees.

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**ATTACHMENT 1: HANFORD SITE CONFINED SPACE PROCEDURE  
COMMITTEE CHARTER (REV. 1)**

The Hanford Site Confined Space Procedure (HSCSP) Committee is established to serve as the advisory group providing consensus direction for the consistent administration and implementation of the HSCSP, herein called the Procedure. The participating contractors and organizations are responsible for appointing representatives to the committee.

The Department of Energy Hanford Field Office (DOE-HFO) and affected Contractors acknowledge that a joint committee provides the best approach for implementing a consistent, effective, and compliant interpretation of requirements for the Procedure. The parties agree to cooperate in a teambuilding manner to ensure that the full intent of the Procedure is met and will be responsibly carried out by their respective organizations.

**1.0 MISSION**

The mission of the HSCSP Committee is to ensure consistent and standard application of the Procedure to promote and maintain a safe work environment. The Committee shall achieve this consistent approach through sharing best practices, lessons learned, and matters that affect multiple contractors to foster continuous improvement.

**2.0 COMMITTEE STRUCTURE/MEMBERSHIP/QUALIFICATION**

The Committee shall be comprised of two primary representatives each from the following prime contractors to DOE-HFO:

- 222-S Laboratory Contract
- Central Plateau Cleanup Contract (CPCC)
- Hanford Mission Essential Services Contract (HMESC)
- Integrated Tank Disposition Contract (ITDC)

One representative shall be the contractor's Technical Representative for the Procedure as determined by their contractor; the second representative shall be a Hanford Atomic Metal Trades Council (HAMTC) representative (as appointed by the HAMTC President or delegate).

In addition, one representative each from the following organizations shall be appointed to serve on the Committee.

- Central Washington Building and Construction Trades Council (CWB&CTC) (as approved by the Union President or delegate)
- HAMTC

These representatives comprise the voting membership. An alternate member shall be identified to serve during any absence of a primary representative. The alternate shall have the same authority as the primary representative.

Representatives from Volpentest HAMMER Training and Education Center (HAMMER) Training Department and Site Occupational Medical Contractor (SOMC) shall attend meetings as non-voting members to address matters pertaining to their respective areas of responsibility. An alternate member shall be identified to serve during any absence of a primary representative.

A Committee member's length of duty may be indeterminate, but rotation of representative assignments is encouraged by all parties.

A chair and co-chair shall be elected by a simple majority of the voting membership of the Committee every two years. The chair and co-chair may be reelected to their respective positions.

Meetings shall be open to others to observe and to give their organizations' impact, perspectives, and technical advice for consideration of the voting body, however, participation in consensus decisions resides solely with the Committee members described herein. The Committee has the authority to develop sub-committees and invite ad hoc participants as needed.

Representatives of DOE-HFO shall be invited to participate at each meeting as non-voting attendees.

The HMESC shall provide a recording secretary for the Committee. The recording secretary is a non-voting position that provides administrative support to the chairperson. A facilitator shall be provided by the HMESC as requested by the Committee.

### **3.0 FUNCTIONS OF THE HSCSP COMMITTEE**

The functions of the Committee shall be:

- Assist the HMESC with the maintenance of the written Procedure
- Communicate and submit Procedure changes to DOE-HFO through the HMESC
- Maintain the Committee charter and review annually
- Review and verify that training is consistent and appropriately covers the content of the Procedure
- Evaluate trends in performance and recommend actions for improvement
- Review confined space related events, issues, and lessons learned as appropriate
- Ensure distribution of lessons learned as necessary
- Maintain communication with the Contractor Confined Space/Safety Committees and collaborate to resolve worker level issues, concerns, or events in a way that maintains site-wide consistency
- Since the core function of a Site-wide Safety Procedure is “worker protection,” it is imperative to have a structure that fosters and encourages input and feedback from the working level. Affected contractors shall convene a working level committee (also referred to as a lower tier committee) to discuss issues, concerns, or events that occur in the area of confined space within their organizations. These working level committees shall include equal representation of bargaining unit (as appointed by the

bargaining unit president or delegate) and non-bargaining unit employees and ensure good communication up through each group's representative(s) on the HSCSP Committee.

- Evaluate and recommend resolution for issues/disputes pertaining to the Procedure
- Issues shall not include any actions regarding applicable Collective Bargaining Agreements
- Recommend topics/information for communication to the workforce
- Provide Procedure status to the Senior Management Team (SMT) and DOE-HFO management when requested

#### **4.0 ROLES AND RESPONSIBILITIES**

##### **4.1 Chair Roles and Responsibilities**

- Schedule meetings
- Facilitate meetings in an orderly fashion
- Limit disruptions
- Ensure meeting agendas are prepared
- Ensure meeting minutes are taken and comments are documented
- Function as a point of contact and spokesperson for the Committee
- Interface with other site-wide committees as necessary
- Ensure action item list is maintained and members complete their assignments in a timely manner
- Coordinate assignments of sub-committee(s)

##### **4.2 Co-Chair Roles and Responsibilities**

- Act as the Chair when the Chair is absent
- Perform roles and responsibilities as delegated by the Chair

##### **4.3 Member Roles and Responsibilities**

- Provide the chairperson with the identity of an alternate Committee member who is designated as the organizational representative
- Attend and participate in meetings when scheduled or notify their alternate when unable to attend
- Alternates are responsible to attend and participate in meetings when the primary cannot attend
- If the primary and alternate are both unable to attend, the Chair shall be notified
- Foster communication between the Committee and affected organizations relative to issue identification, interpretations, and consensus resolution
- Work in good faith toward consensus on issues without compromising safety or Procedure compliance

- Maintain a safety and requirements focus when addressing issues; avoid facility, craft, job function, or contractor biases when participating in discussions or voting
- Maintain current knowledge of the requirements of the Procedure
- Participate in issue discussions representing respective organization
- Bring up issues or speak in discussions only after being recognized by the chairperson
- Listen respectfully and refrain from interrupting others
- Refrain from disruptive side conversations

## 5.0 MEETINGS

- Meet regularly as necessary, but no less than quarterly, via scheduled meetings
- Hold special meetings to address urgent or emerging issues
- Record and retain meeting minutes and action items, and distribute to the membership, alternates, and DOE-HFO
- Document and maintain record copies of voting decisions

## 6.0 MEETING AGENDA

- The chairperson shall ensure an agenda is prepared for each meeting, using input from the membership, and forward a copy to all members, alternates, and DOE-HFO in advance of the meeting time and date
- Action items shall be assigned and tracked

## 7.0 QUORUM AND VOTING

The Committee shall be considered to have a quorum when all Committee members who are eligible to vote (or their designated alternates) are present. One or more dissenting votes from the voting membership will be cause for an issue to elevate into a secondary phase of discussion and comment.

## 8.0 SECONDARY PHASE OF DISCUSSION AND ISSUE RESOLUTION

Matters not agreed upon by the Committee through the initial voting process shall be elevated to the secondary phase of discussion. This phase may include up to two additional meetings. Further discussion/investigation beyond the two additional meetings may be conducted if there is unanimous agreement by the Committee.

If consensus cannot be reached by the Committee, the issue may be elevated to the SMT and/or DOE-HFO. The SMT shall provide a status of their resolution process to the Committee at scheduled meetings.

Hanford Site Confined Space Procedure (HSCSP)

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