



Work Instruction (WI)

DIRECTIVE NO. 250-WI-1700.5.1F
EFFECTIVE DATE: 02/26/2019
EXPIRATION DATE: 11/30/2021

APPROVED BY Signature: Original signed by
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TITLE: Chief, Medical and Environmental Management
Division

COMPLIANCE IS MANDATORY

Responsible Office: 250/Medical and Environmental Management Division

Title: Environmental Administrative Lockout/Tagout

PREFACE

P.1 PURPOSE

This Work Instruction (WI) addresses the use of Environmental Administrative Lockout / Tagout (EALOTO) for environmental reasons. The use of EALOTO will help ensure compliance with environmental regulations.]

P.2 APPLICABILITY

- a. This work instruction is applicable to Code 250 Medical and Environmental Management Division (MEMD) personnel at Greenbelt only.
- b. In this document, all document citations are assumed to be the latest version unless otherwise noted.
- c. In this document, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

P.3 APPLICABLE DOCUMENTS AND FORMS

GPR 1700.5, Control of Hazardous Energy Sources (Lockout/Tagout).

P.4 CANCELLATION

250-WI-1700.5.1E

P.5 TOOLS, EQUIPMENT, AND MATERIALS

- a. Set of locks.
- b. Keys for locks.

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- c. EALOTO tag.
- d. EALOTO field notebook
- e. EALOTO Logbook
- f. Black marker.

P.6 SAFETY PRECAUTIONS AND WARNINGS

Check the status of the equipment to ensure there are no electrical or mechanical hazards present. Ensure the equipment is safe to evaluate with the user or owner of the equipment. The purpose of EALOTO is for administrative lock out only. Do not use EALOTO to control hazardous energy sources as required by OSHA regulations and described in GPR 1700.5 Control of Hazardous Energy (Lockout/Tagout).

P.7 TRAINING

No specific training requirements exist as a result of this instruction.

P.8 RECORDS

Record Title	Record Custodian	Retention
List of Authorized Administrators of EALOTO	MEMD	*NRRS 8/23.5A10 Destroy <u>5 years after issuance of a new plan or procedure.</u>
Annual EALOTO Report	MEMD	*NRRS 8/23.5A10 Destroy <u>5 years after issuance of a new plan or procedure.</u>

* NRRS 1441.1 – NASA Records Retention Schedule

P.9 MEASUREMENT/VERIFICATION

None.

Instructions

1.0 ROLES AND RESPONSIBILITIES

- a. The MEMD Chief or Deputy Chief shall either act as or designate an individual to act as the EALOTO Manager.
- b. The EALOTO Manager shall maintain a list of personnel designated as EALOTO administrators.
- c. With concurrence of the appropriate environmental program manager, the EALOTO Administrators will implement EALOTO when applicable. The EALOTO Administrator will concurrently notify the equipment owner/operator. For example, EALOTO Administrators will determine whether or not continued operation of a particular piece of equipment will result in GSFC being in non-compliance with permits and/or environmental regulations. EALOTO Administrators shall inform the equipment owner/operators of the environmental regulatory compliance issue and the circumstance under which the equipment may be returned to service or a final disposition is determined and executed. EALOTO Administrators will attach signage to the equipment with the tag shown in Appendix C and, if feasible, lock the equipment in a manner that will prevent use.

2.0 PROCEDURES

EALOTO procedures shall include the following:

- a. Determine if a problem is resulting from continued operation of equipment and whether or not that problem will result in GSFC being in non-compliance with permits and/or environmental regulations. Identify equipment to be put into EALOTO and its owner/operator(s). Coordinate EALOTO with management within the organization owning the equipment.
- b. Prepare for EALOTO. Obtain lock, tag, and field notebook from the EALOTO kit maintained by MEMD. Record pertinent information in the field notebook, to include, as a minimum: Equipment to be in EALOTO, location of equipment, owner of equipment, reason for EALOTO, date, time, and name of EALOTO administrator performing the EALOTO. Upon return to the office, transfer the information from the field notebook to the EALOTO Logbook located on the shared network drive, folder E-0.6 EALOTO, and note this transfer in the field notebook.
- c. Clear an EALOTO. The EALOTO Manager or a designated EALOTO administrator shall verify that the equipment has been removed from GSFC or that the equipment no longer causes GSFC to be in non-compliance with permits and/or environmental regulations, then remove the EALOTO lock and tag and update the EALOTO Logbook located on the shared network drive, folder E-0.6 EALOTO.

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2.1 Emergency Removal

Any EALOTO administrator may authorize the removal of the lock and/tag in case of an emergency. This emergency removal shall be performed only when absolutely necessary. The EALOTO administrator must document the circumstances and rationale in the logbook for emergency removal.

2.2 Locks

Locking devices for EALOTO are configured to the GSFC key system and shall utilize the same keyway as the Less-than-90-day Waste Accumulation Facility located at Building 27A. EALOTO administrators may acquire keys from the Protective Services Division Badging and Key Office by submitting a key request via MOSI at <https://mosi.ndc.nasa.gov/services/portal/index.xhtml>

2.3 Tags

- a. Tags alone may be used instead of a lock and tag if the equipment is not able to be locked.
- b. Tagout and attachment tie shall be sturdy enough to prevent accidental removal.
- c. Tagout and attachment tie used to attach it shall be a one-time use, locking and non-releasable tie equivalent to a one-piece, all-environment nylon cable tie. Tag shall be weather resistant.
- d. The EALOTO administrator shall complete all applicable sections of the tag.
- e. Tags in place on equipment shall be inspected and re-evaluated annually to determine the purpose/effectiveness of the safeguard. Inspections will be recorded in the Annual EALOTO Report along with a printout of the current logbook.
- f. Tagout devices shall warn against environmental non-compliance if the equipment is used and will include a warning such as the following: "Removal of this tag/lock may result in violation of environmental regulations."
- g. Tags shall provide the appropriate MEMD contact information.

3.0 RECORD KEEPING

Documentation for each EALOTO event is required to be recorded in the EALOTO Logbook. The following information shall be recorded:

- a. Name of EALOTO administrator who performed the EALOTO process.
- b. Date and time EALOTO was applied.
- c. Equipment identification, location, and owner/operator(s).
- d. Reason for EALOTO application.
- e. Reason for EALOTO clearance.
- f. Date and time EALOTO was cleared.

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Appendix A – Definitions

- A.1 EALOTO: Locking practices for environmental program compliance. Equipment can be in EALOTO if equipment operation presents conditions that may cause GSFC to be in non-compliance with environmental regulations.
- A.2 EALOTO Administrators: Personnel designated by the EALOTO Manager to administer EALOTO.
- A.3 EALOTO Manager: Person designated to lead the EALOTO team who is responsible for ensuring proper program performance.
- A.4 Tagout Device: Tag indicating equipment is in EALOTO. Tag will read “Environmental Administrative Lockout/Tagout – Removal of this tag/lock may result in violation of environmental regulations.” Tag will be signed and dated by individual putting the equipment into EALOTO. Sample tag is shown in Appendix C.

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Appendix B – Acronyms

EALOTO	Environmental Administrative Lock Out / Tag Out
E-MOD	Electronic Management Operations Directorate
GPR	Goddard Procedural Requirement
MEMD	Medical and Environmental Management Division
NRRS	NASA Records Retention Schedule
WI	Work Instruction

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Appendix C - EALOTO Tag

Front of Tag



**Environmental Administrative
Lockout-Tagout**

**Removal of this tag/lock may
result in violation of
environmental regulations**

Back of Tag



Name: _____
Date: _____ Phone: _____
Signature: _____

**For use by EALOTO
Administrators ONLY**

Alternate Phone: 301-286-0518

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/19/2006	Initial Release
A	01/25/2010	Changed all references to Safety and Environmental Division (S&E) to Medical and Environmental Management Division (MEMD). Updated signature block.
B	11/15/2011	Updated to new template. 1.0 a. Changed “environmental team lead” to MEMD chief or deputy chief; b. Changed EALOTO Manager training responsibilities; c. Added equipment owner/operator and environmental program manager to process of determining if EALOTO is warranted. Changed “effected users” to “owner/operators”; Changed “the problem is corrected” to “and the circumstances under which the equipment may be returned to service or a final disposition is determined and executed.” Changed that the person responsible for locking the equipment shall be an authorized EALOTO Administrator, instead of an MEMD representative. 2.0 a. Added “coordinate EALOTO with management within the organization owning the equipment.” b. Updated location of equipment. 2.3 Added item g. Appendix B – Added MEMD to list of acronyms.
C	05/27/2014	Changed “authorized EALOTO administrator” to EALOTO administrator” throughout document except where it was used in the record title. P.2 – Changed “Environmental Team” to MEMD P.4 – Added previous version number. P.7 – Removed training requirements, updated throughout document. P.8 – Updated records and retention schedule. Changed Record Custodian to MEMD.

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		<p>1.0 – a. Updated roles and responsibilities to reflect MEMD Chief or designee as EALOTO Manager. Removed “He/she shall also assign personnel to administer the EALOTO program. b. Removed references to training. c. Added notification of owner.</p> <p>2.2 – Changed Keys to Locks and updated language to reflect center practices.</p> <p>Appendix A – Refined definitions of EALOTO Manager and Administrators.</p> <p>Appendix C – Updated tag text under Tagout Device to reflect that on the updated tag.</p>
D	07/24/2014	<p>P.5 – Added EALOTO field notebook.</p> <p>1.0 – c. Clarified EALOTO requirements.</p> <p>2.0 – b. Added field notebook. Specified use and location of EALOTO logbook on the shared drive.</p> <p>2.3 – e. Added tag inspection requirement.</p>
E	11/30/2017	<p>Updated WI template.</p> <p>P.6 – Made minor editorial changes.</p> <p>P.8 – EALOTO field notebook is no longer an official record.</p> <p>P.8 – Changed “Semi-Annual” to “Annual” EALOTO Report</p> <p>2.0 – Updated item b to reflect changes to record.</p> <p>2.2 – Added internet hyperlink to e-MOD and deleted “with the approval of the EALOTO manager”.</p> <p>2.3 – Under item e, changed EALOTO field notebook to Annual EALOTO report. Changed requirement from twice per year to annually.</p> <p>3.0 – Made editorial changes to items a and c.</p> <p>Added step to clear EALOTO in sections 2.0, c and 3.0, e and f.</p>
F	02/26/2019	<p>Administrative Revision:</p> <p>2.2 – Changed eMod to MOSI and updated hyperlink to reflect MOSI</p>

For Best Practices refer to:

<https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/downloadFile.htm?docId=28819>

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