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associated with the piece of equipment that has been locked and tagged out. A black lock can also be used on equipment as part of a single point isolation.

- 2.4 **Blue Lock:** Used primarily for the protection of personnel. The blue lock will be put on energy sources associated with the piece of equipment that has been locked and tagged out.
- 2.5 **Boundaries:** Includes all isolations and points of protection within a Clearance.
- 2.6 **Capable of Being Locked Out:** An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device, or permanently alter its energy control capability.
- 2.7 **Clearance:** Authorization to perform specified work or permission to enter a restricted area. It is a Permit for Work that involves Lockout/Tagout.
- 2.8 **Clearance ID Badge:** An identification badge with the Authorized Employee's picture, name and employee number, or contractor name that is used in conjunction with a personal lock (black lock for employee or red lock for contractor).
- 2.9 **Clearance Record:** The Clearance Record is the documenting form and binding contract for the protection transaction.
- 2.10 **Contractor:** A person or company that undertakes a contract to provide materials or labor to perform a service or do a job. In order for a contractor to receive a clearance they must be classified as a "Class A" contractor at LRS and their designated authorized employee must have completed the LOTO training portion of the Contractor Orientation class.
- 2.11 **Competent Person:** A person who is to be contacted whenever an employee does not understand any point of the company's program or procedure(s). The Supervisory Authority, Operating Authority, Safety Supervisor/Safety Coordinator and Qualified Operators are competent persons.
- 2.12 **Energized:** Connected to an energy source device or containing residual or stored energy.
- 2.13 **Energy Isolation Device:** A device that prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.



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- 2.14 Energy Isolation Verification: Ensuring that the energy control procedure has effectively isolated the machine or equipment. This includes ensuring that the machine or equipment has been shut down properly; required energy isolating devices are identified, located, and operated; that the lockout device has been attached to energy isolating devices, and that stored energy has been released, discharged, and rendered safe.
- 2.15 Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- 2.16 Equipment/Area Inspection: Inspection of work area to ensure that all personnel and non-essential items (e.g. tools, spare parts) have been removed to a safe location and that all of the machine or equipment components are operationally intact.
- 2.17 Green Restricted Use Clearance Tag (white tag with a green border): Standard printed tags which are attached to energy sources to denote that the device shall not be operated until the Primary Clearance Holder in charge of the work has reported that it is clear and has given specific authorization to operate the device.
- 2.17.1 Primary Clearance Holder: An authorized employee who signs on the Green Restricted Use Clearance Tag and is responsible for the work being performed, and the safety of the employees within their Occupational Work Group who are working under the protection of the Green Tag Clearance. To become a primary clearance holder one must have completed training on the clearance program, be familiar with the work to be done and the danger involved, and not within their six month probationary period. The Primary Clearance Holder designation is used only on a Green Tag Clearance.
- The Primary Clearance Holder is Responsible for following the Clearance Program and Procedures and for representing the work group when signing on to a clearance.
- 2.17.2 Work Group: Employees authorized to work under a Green Tag Clearance with their Occupational Work Group's Primary Clearance Holder being signed on the electronic clearance sign-on and has placed a black lock and clearance ID badge on the lockout box. This is only used for a Green Tag clearance and for contractors.
- 2.18 Hazardous Energy: Any electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravity, or other energy that could cause injury to personnel.
- 2.19 Lock Box: A blue box used in the lockout/tagout process. The lock box will contain blue locks that are keyed alike, and one yellow lock. Only one key is permitted on plant site for each set of blue locks. Each box will be numbered and the locks will have the same number as the box.
- 2.20 Lockout: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.



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- 2.21 **Lockout Device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- 2.22 **Normal Production Operation:** The utilization of a machine or equipment to perform its intended production function.
- 2.23 **Operating Authority:** Individuals as designated by Supervisory Authority. Operating Authority at LRS is defined as all supervisory staff in the Operations section - the Operations Superintendent, Operations Supervisor, Shift Supervisors, Scrubber Supervisor, Coal Yard Supervisor, Assistant Coal Yard and Water Treatment Plant Supervisor, Water Treatment Plant Supervisor and the LOTO/FPW Supervisor. Operating Authority duties may be assigned to a WTO if necessary for Grayrocks clearances.
- 2.24 **Point of Protection:** An energy isolation point, grounding device, block, blank, restraint, blind, or other safeguard that is designed to withstand, with an appropriate safety factor, all forces to which they will be subjected. Personal grounds are in addition to grounding devices and are never used as a replacement for a grounding device on the same wire run. Personal grounds are not tagged.
- 2.25 **Qualified Operator:** The employee who has been authorized by the Operating Authority to isolate equipment or system(s), installing and removing locks and tags. The individual has knowledge of the Clearance Program, facility procedures and in the construction and operation of the equipment involved, along with the associated hazards.
- 2.26 **Red Clearance Tag (Danger Do not Operate Tag) (white tag with a red border):** Issued to permit work on electrical and mechanical equipment which has been de-energized or rendered in-operative by means of operation being blocked.
- 2.27 **Red Lock:** Contractor's authorized employee lock, issued by Operating Authority, used primarily for the protection of personnel. The red lock will be placed on blue lock box associated with the piece of equipment that has been locked and tagged out.
- 2.28 **Stored Energy Source:** Any device that is capable of holding energy after equipment is shut down. This includes, but is not limited to, capacitors, tanks, pipes, springs and flywheels.
- 2.29 **Supervisory Authority:** The Plant Manager or designee. This person may delegate this authority if necessary.
- 2.30 **Tagout:** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- 2.31 **Tagout Device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established



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procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

2.32 Test: An energization process performed to determine equipment functionality.

2.33 Yellow Lock: Operating Authority Lock used primarily for the protection of personnel. The yellow lock will be the first lock placed on the blue box associated with the piece of equipment that has been locked and tagged out.

3.0 **APPLICABILITY/RESPONSIBILITY:**

3.1 Applicability

3.1.1 This procedure shall apply to all work done that requires the control of hazardous energy within Basin Electric Power Cooperative, Laramie River Station. This work may include activities such as, but not limited to: erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, testing, operating, or maintaining equipment.

3.1.2 Administration of the Lockout/Tagout Clearance Program and Procedures is, in every case, vested in the Operating Authority.

3.2 Responsibility

3.2.1 Authorized Employee is responsible for:

- Providing a Work Order for Operating Authority.
- Requesting a clearance for the work described on the Work Order.
- Following the Clearance Program and Procedures.

3.2.2 Contractors are responsible for:

- Following facility specific procedures as described in orientation package when working on an operating Basin Electric facility.
- Designating Authorized employees to the on-site coordinator upon request.
- Requesting the clearance for the work described on the Work Order or contract and provide to Operating Authority.

3.2.3 Operating Authority is responsible for:

- Ensuring adequate protection has been provided.



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- Informing the Authorized Employee requesting a clearance of the protection boundaries and whether or not the equipment is safe to commence work.
- Providing the Clearance to the Authorized Employee.
- Designating Qualified Operators.
- Maintaining the Clearance boundaries.
- Maintaining Locks, Tags and Clearance Records.
- Following the Clearance Program and Procedures.

3.2.4 Qualified Operators are responsible for:

- Reviewing the Clearance with Operating Authority and the CRO, SO, WTO, or LYEO.
- Following the Clearance Program and Procedures.

3.2.5 Safety Supervisor is responsible for:

- Ensuring periodic inspections are conducted.
- Ensuring initial and refresher training is completed.
- Reviewing the Clearance Program annually.
- Maintaining all training records.
- Maintaining clearance records.

3.2.6 Supervisors are responsible for:

- Ensuring that training is complete.
- Enforcing the program and taking disciplinary action when the program or procedures are violated.
- Ensuring employees obtain adequate Clearances to perform the described work safely.
- Assigning Authorized Employees to complete the work.



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3.2.7 Supervisory Authority is responsible for:

- Overseeing the safe administration of this program.
- Enforcing the program and disciplinary actions regarding violations of the program and procedures.
- Supervisory Authority of operations, maintenance and manning the installation.

4.0 PROCEDURES/GUIDELINES:

4.1 Guidelines:

- 4.1.1 Authorized Employees must understand the system and isolation boundaries of the equipment they are working on when requesting a Clearance. Employees should use manuals, drawings, P&ID's, and / or one-lines to accomplish this task or ask Operations for assistance. This information should be reviewed with the Operating Authority prior to the Clearance being created.
- 4.1.2 If there is an active Clearance on a piece of equipment, and the isolations from the original Clearance will sufficiently protect other workers on that piece of equipment, a new clearance will not be issued. Employees will walk down, verify, and 'Sign-On' all the tags of the original clearance.
- 4.1.3 All BEPC employees are responsible for the Clearance they are working under, and will follow the Clearance procedure including walking down, verifying isolation points, and placing a black lock on the lock box before electronically 'Signing-On' all the tags of the original clearance.
- The exception to this will be Green Tag Restricted Use Clearances when a Primary Clearance Holder will be utilized.
- 4.1.4 Contractors will be treated as a Work Group. Only their Designated Authorized Employee will place their Red Lock and Clearance ID Badge on the BEPC lockbox and 'Sign-On' the clearance.
- 4.1.5 All Clearances shall be routed through a Control Room Operator, Scrubber Operator, Water Treatment Operator, LYEO, or a Qualified Operator for a double check.
- 4.1.6 A blue lock or clearance tag on a piece of equipment is an order to everyone NOT to operate that equipment.
- 4.1.7 A black BEPC personnel lock must have a Clearance ID Badge attached.



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- 4.1.8 A red contractor lock must have a Clearance ID Badge attached.
- 4.1.9 Any personnel performing work, including installing and removing blue, black and red locks must rigidly follow the rules as specified in this program.
- 4.1.10 Anyone trying to operate a piece of equipment with a blue lock or a clearance tag on it, or removing a blue lock or a clearance tag without proper authorization will be subject to disciplinary action and possible termination.
- 4.1.11 Locks and /or LOTO devices shall be affixed to render the equipment or isolation point in-operative. If a lock placement device is not present, the Operating Authority is to be contacted for further instructions.
- 4.1.12 If a lock can in NO WAY be placed to isolate equipment, then a tag shall be used and affixed in a manner to sufficiently identify the equipment as being tagged out.
- 4.1.13 On all breakers with provision for a single lock placement, a multiple lock device will be attached with the blue lock affixed in a manner that requires the lock to be removed prior to moving or operating the breaker.
- 4.1.14 Clearance Tags are used ONLY for the protection of persons working on or near electrical, mechanical or radioactive equipment which has been de-energized or rendered in-operative.
- 4.1.15 Red Clearance tags must be properly filled out, and isolation verified by a Qualified Operator and all Authorized Employees working under the clearance before signing on the clearance.
- 4.1.16 Electrical or mechanical equipment which is locked and tagged with Red Clearance tags shall not be operated under any circumstance or for any reason.
- 4.1.17 Clearances are not required if the electrical energy isolating device is an electric plug or visible disconnecting device, under the exclusive control of the Authorized Employee performing the servicing or maintenance.
- 4.1.18 Green Restricted Use Clearances shall be identified by the use of Green Restricted Use Tag and a lock. Green Tags are used when rotating equipment such as air heaters, manlifts, overhead doors, cranes and traveling screens, etc. must be energized during maintenance activities. When a Green Tag clearance is issued by the Operating Authority, Operations gives exclusive control of that piece of equipment to a specific Primary Clearance Holder.
- 4.1.19 Red and Green Clearance tags will NEVER be used on a piece of equipment's isolation points simultaneously.



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4.1.20 Protective measures shall guard against the hazard of adjacent equipment that is impractical to shut down. This may require the use of barriers to prevent accidental contact with operating machinery.

4.1.21 Equipment under Operations Control

- Authorized Employees will apply for protection and / or permission to work.
- The Operating Authority will determine when the equipment can be cleared for repair. Protection will be provided at the time the equipment is cleared.

4.1.22 Work will not start until the Authorized Employee(s) has:

- Verified the Clearance boundary by walking down the clearance;
- Verified that the isolation points of protection of the equipment or machine is /are isolated;
- Initialed the tags;
- Verified the energy has been relieved;
- Placed a black lock and clearance ID badge on the lockbox;
- Electronically 'Signed-On' the clearance.

4.1.23 Once an Authorized Employee has electronically 'Signed-On' the clearance, the clearance is recognized as being issued.

4.1.24 Grounding and Tagging Procedures:

- Tags need to be placed on any grounds 480V and up.
- Operating Authority shall be notified of the locations, quantity and status of grounds.
- This information shall be documented on the clearance by using the Additional Notes on the 'Isolation List' page.

4.2 Procedure:

4.2.1 All work on equipment that could contain hazardous energy requires a clearance EXCEPT:



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- Clearances are not required if the electrical energy isolating device is an electric plug or visible disconnecting device and under the exclusive control of the Authorized Employee performing the servicing or maintenance.
- Equipment meets all requirements for a Single Point Isolation.

4.2.2 Equipment will be shut down according to its operating procedure.

4.2.3 All work requiring a clearance shall have the clearance established before any work is started.

4.2.4 **Creating and Issuing a Clearance**

- Only the Operating Authority will be authorized to 'Create and Issue' a clearance.
- A clearance will be required for each specific piece of equipment or system. Multiple departments may use the clearance. All work will be listed on this clearance.
- Authorized Employees must request a clearance from the Operating Authority. During this request, the exact need for the clearance shall be discussed and a work order number will be provided.
- Operating Authority shall fill out Confined Space Entry Permits and attach the first five (5) to the Clearance PRIOR to selecting the final 'Create Clearance' or 'Modify' buttons.
- Operating Authority shall enter the following on all clearances:
 - An associated 'Work Order' number;
 - 'Requested By';
 - 'Equipment Name';
 - 'Description of Work';
 - All isolation points and methods for isolation for the work being done;
 - Pertinent information to the clearance will be entered in the 'Additional Notes' on the bottom of the isolation page. Including, but not limited to: electrical grounds, how many vents and drains have been opened.
 - Lockset number if a lockbox is needed.



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- All clearances shall be routed through a Control Room Operator, Scrubber Operator, Water Treatment Plant Operator, or a Qualified Operator for the purpose of 'Locking Out' the device or equipment on the DCS and to enter the clearance number on the tagout block on the DCS.
- A qualified operator will:
 - Receive the Isolation List;
 - Review clearance with Operating Authority and the CRO, SO, WTO, or LYEO;
 - If equipment is on the DCS, a CRO, SO, WTO or Qualified Operator will Lockout the piece of equipment and place the clearance number on the Tagout control button on DCS;
 - Isolate the equipment and / or system by following the 'Position' section on the 'Isolation List', making it in-operative;
 - Place the locks and / or tags on each component necessary;
 - Follow the application of LOTO devices to Energy Isolating Devices, all potentially hazardous, stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. [1910.147 (d)(5)(i)];
 - Verify that isolation and de-energization of the machine or equipment has been accomplished. Refer to the Energy Verification Procedure SAF-SP-03-002;
 - Upon completion of energy verification, the operator will mark the Tags Hung in the electronic LOTO program and will then 'Verify' The Clearance in the electronic LOTO program;
 - Place the key for the blue locks back in the lockbox.
- Once the Operating Authority has confirmation from the Qualified Operator that the clearance has been verified they will:
 - Place the yellow 'Operating Authority' lock on the hasp of the lockbox;
 - Place the key for the yellow lock in the key caddy;
 - Close and lock the key caddy;



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- Electronically 'Issue' the clearance.
- When pre-lockout / tagout of equipment is warranted by operational schedules, the Operating Authority will clear the equipment, issue the clearance and place the clearance in 'Suspend' in the electronic LOTO program until there is an Authorized Employee available to sign on the clearance.

4.2.5 Sign-On

- All Authorized Employee(s) who will be working under the clearance will:
 - Walk-down the clearance, verify the correct equipment/system has been isolated for the work they are to complete and in the position specified on the 'Isolation List'.
 - If a clearance is placed on a piece of equipment or system for more than one day/shift and is assigned a Lock Set, the Authorized Employee(s) only have to verify the points of protection that have locks applied prior to beginning work the first day/shift.
 - ANY points of protection that do not have locks applied, and only Clearance Red tags are used, the Authorized Employee(s) shall verify the points of protection prior to EACH day/shift.
 - Initial the Tags;
 - Verify the equipment is de-energized and energy is relieved according to procedure SAF-EPB-03-002.
 - Once energy verification is complete the Authorized Employee shall place their Black/Red lock and Clearance ID badge on the lockbox.
 - Electronically 'Sign-On' the clearance.
 - Employees only need to 'sign off' of a clearance when the work has been completed or if they will be absent from the plant when the work may be completed.
- When the Operating Authority determines that a Confined Space Permit is required the Confined Space Program will be followed and a Confined Space Permit will be included in the clearance approved by the Operating Authority for each specific piece of equipment or system (Employee Procedure Book Chapter 14 - SAF-EPB-014).



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- A clearance is considered 'Issued' until the Operating Authority has 'Released' the clearance.

4.2.6 Sign Off

- A clearance will not be released until everyone that is signed on that clearance has signed off and removed their lock from the box.
- Authorized Employees will:
 - Perform an Equipment / Area inspection;
 - Ensure all safeguards that may have been disabled, removed or bypassed are re-installed and functional;
 - Ensure that all employees have been safely positioned or removed;
 - Remove black lock and clearance ID badge from lockbox, and return it to the Operating Authority;
 - Electronically 'Sign Off' clearance;
 - Inform the Operating Authority of the state of the equipment.

4.2.7 SUSPEND

- The purpose of a Suspended Clearance is to ensure the equipment is kept locked out or tagged out without an Authorized Employee signed on to that clearance.
 - A clearance can be suspended while waiting on parts for the equipment that is on the clearance.
 - A clearance can be suspended when a clearance is pre-hung for scheduled work to be performed on a piece of equipment or system until an Authorized Employee requests to sign on the clearance.
 - A clearance can be suspended for testing a piece of equipment.
 - A clearance can be suspended if an Authorized Employee needs to 'Sign Off' the clearance and at a later date and time another Authorized Employee 'Signs-On'.



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- When a clearance is Suspended, all blue locks and red clearance tags remain on the isolation points of the equipment or system, and the yellow lock remains on the lockbox, unless the clearance is being 'Amended' or 'Tested'.
- Only the Operating Authority will be authorized to 'SUSPEND' a clearance.
- To 'SUSPEND' a clearance, all Authorized Employees shall be electronically signed off the clearance and black locks removed from the lockbox.
- No work on the equipment on the clearance can be in progress while the clearance is in 'SUSPEND'.
- To 'Suspend' a clearance Operating Authority will:
 - Ensure any Confined Space Permits associated with the clearance have been completed.
 - Review the clearance to ensure no one is signed on the clearance, the blue lockbox still has the yellow lock on the hasp, and the key to the yellow lock is in the locked key caddy.
 - Select 'SUSPEND' on the clearance page and then select the clearance to be suspended.
 - Select 'SUSPEND' button at the bottom of the page, a window will pop up 'Suspend Reason' this will be filled out by the Operating Authority with the reason that the clearance will be suspended.
 - Once the reason has been entered, select 'OK', then 'Continue'. The first page of the clearance will be printed with a watermark of 'SUSPEND' on the clearance. This page will be placed on the corresponding lockbox and the clearance is now suspended.
- The Operating Authority can 'RE-ISSUE' the clearance when an Authorized Employee requests to work on the equipment or system, or when a 'Test' is completed, and after receiving confirmation form the Qualified Operator that energy verification has been performed.

4.2.8 TEST (Energization process performed to determine equipment functionality)

- Testing of equipment is at the full discretion of the Operating Authority.
- The Operating Authority and all Authorized Employees signed onto the clearance will be notified and must agree that the change in boundaries will in no way interfere with the safety of all personnel involved.



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- The equipment and / or system must be clear of tools and materials before it can be tested.
- Ensure that all employees have been safely positioned or removed.
- Everyone must 'Sign Off' of the clearance, remove their black/red lock from the lockbox.
- The Operating Authority will:
 - Electronically place the clearance is 'SUSPEND'.
 - Select the 'TEST' button.
 - Select the clearance to 'Test'.
 - Select which points on the clearance will be removed for the 'Test', and select 'TEST'. A Test de-isolation list will be printed and given to the Qualified Operator.
 - Remove the Yellow lock from the lockbox, remove the key for the blue locks and give it to a Qualified Operator.
- The Qualified Operator will remove the lock and tag from the isolation point(s) listed on the Test de-isolation list. The tag(s) and lock(s) will be brought back to the Operating Authority until the TEST has been completed.
- If the clearance is going to be Re-issued:
 - A Qualified Operator will place the lock(s) and tag(s) back on the isolation point(s) that were removed.
 - A Qualified Operator will verify the energy has been relieved per the Energy Verification Procedure (SAF-EPB-003-002).
 - The Qualified Operator will check the tags hung and re-verify the point(s) of isolation electronically in NiSoft.
 - The Qualified Operator will inform the Operating Authority that the isolation points have been isolated and energy verified.
 - The key for the blue locks will be placed back in the lockbox.



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- Operating Authority will place the yellow lock on the lockbox and place the key in the key caddy.
- Operating Authority will electronically 're-issue' the clearance.
- Once the clearance has been 'Re-issued':
 - All Authorized Employees wishing to get back on the Clearance will:
 - Verify that the 'TEST' isolation point(s) have been isolated, locked and / or tagged.
 - Verify that the energy has been relieved per the Energy Verification Procedure (SAF-EPB-003-002)
 - Place a black/red lock and clearance ID badge back on the lockbox.
 - Electronically 'Sign-On' the clearance.
 - Work under the clearance can now resume.

4.2.9 **AMEND** (Adding or Removing Isolation Points)

- Amendment of a clearance is at the full discretion of the Operating Authority.
- **ADDING ISOLATION POINTS:**
 - Additions to the clearance will be allowed as long as the addition does not affect the protection boundary of any Authorized Employee accepting protection from the clearance.
 - The Operating Authority will notify all persons listed on the existing clearance of the extended boundaries.
 - The Authorized Employee(s) on the clearance will be required to:
 - Meet with the Operating Authority to discuss and agree to the additional points.
 - 'Sign Off' the clearance
 - Remove their black / red lock.



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- Witness the Operating Authority unlocking the lockbox and removing additional blue locks/key.
- Operating Authority will electronically add the isolation points to the Clearance Isolation List.
- The Qualified Operator will:
 - Isolate and place the additional blue locks and tags on the added isolation points.
 - Verify the energy has been relieved per the Energy Verification Procedure (SAF-EPB-003-002).
 - Select the Tag(s) hung and verify the new point(s) of isolation electronically.
 - Return the key for the blue locks to the Operating Authority and inform him of energy verification.
- Operating Authority will:
 - Place the key for the blue locks back in the lockbox.
 - Place the yellow Operating Authority lock on the lockbox and the key in the key caddy.
 - Electronically re-issue the clearance.
- Authorized Employees Will:
 - Verify the placement of additional isolation locks and tags and initial tags.
 - Verify that energy has been relieved per Energy Verification Procedure (SAF-EPB-003-002).
 - Place black/red locks and clearance ID badge on the lockbox.
 - Electronically 'Sign-On' the clearance.
- **REMOVING ISOLATION POINTS (Partial Release)**



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- Removal of isolation points will be allowed as long as it does not interfere with the safety of all Authorized Employees accepting protection from the clearance.
- The Operating Authority will notify all person listed on the existing clearance of the proposed boundary change.
- Those Authorized Employees on the clearance will be required to:
 - Meet with the Operating Authority to discuss and agree to the removal of isolation points.
 - Remove their black/red lock from the lockbox.
 - 'Sign Off' the clearance.
 - Witness the Operating Authority unlocking the box and removing the key.
- Operating Authority will electronically remove the isolation points from the clearance.
- A Qualified Operator will:
 - Remove the lock(s) and / or tag(s) from the isolation points(s).
 - Verify the energy is still relieved for the work still taking protection under the clearance per the Energy Verification Procedure (SAF-EPB-003-002).
 - Return the key, locks and tags to the Operating Authority.
 - Inform Operating Authority of energy verification.
- Operating Authority will:
 - Return the key, locks, and tags to the lockbox.
 - Place the yellow lock on the lockbox and the key in the key caddy.
 - Electronically re-issue the clearance.
- The Authorized Employee will:



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- Verify the points of protection.
- Verify the energy is still relieved for the work still taking protection under the clearance per the Energy Verification Procedure (SAF-EPB-003-002).
- Place their black/red lock on the blue box.
- Electronically 'Sign On' the clearance.

4.2.10 RELEASING PROTECTION

- The Operating Authority is the only person authorized to Release a clearance.
- A clearance will not be released until:
 - All Authorized Employees have:
 - Performed and Equipment / Area Inspection.
 - Ensured all safeguards that may have been disabled, removed or bypassed are re-installed and functional.
 - Ensured that all employees have been safely positioned or removed.
 - Removed black/red locks and clearance ID badges from lockbox, and returned them to Operating Authority.
 - Electronically 'Signed Off' the clearance.
 - Informed Operating Authority of the state of the equipment.
- If an absent Authorized Employee is preventing the conducting of a Release, only the individual's immediate Supervisor, after precautionary measures and assurance of notification to the employee have been taken, can authorize that the Authorized Employee can be signed off the clearance by the Operating Authority.
 - The individual's immediate Supervisor will personally contact him / her before authorizing the 'Override Sign Off' of the employee.
 - If the employee is a Contractor's Employee, the notification will be done by that Contractor's Site Contact.



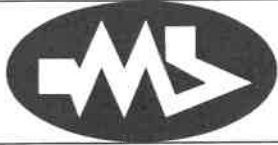
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- If the individual cannot be contacted before releasing the clearance, the Supervisor must notify that individual as soon as he/she can be contacted.
- The employee must be notified at the beginning of their next scheduled workday.
- An Off-Duty Release Form must be completed and then routed to the Safety Supervisor.
- The Operating Authority will electronically select 'Override Sign Off' and sign the employee off. In the 'Reason for Sign Off' comment popup the Operating Authority will enter the reason for the sign off as well as the employee's Supervisor's name who authorized the 'Override Sign Off'.
- The Operating Authority will electronically release the clearance and print out the De-Isolation List.
- The Operating Authority may now remove the yellow lock from the lockbox.

4.2.11 COMPLETE (Removal of Locks and Tags)

- The key for the blue locks and the De-Isolation List will be given to the CRO, SO, WTO, or LYEO, who will contact a Qualified Operator to remove the locks and tags.
- The Qualified Operator will:
 - Perform an Equipment / Area inspection.
 - Ensure all controls are in a neutral or safe position.
 - Ensure all safeguards that may have been disabled, removed, or bypassed are re-installed and functional.
 - Ensure that all employees have been safely positioned or removed.
 - Remove all used locks / tags.
 - Line up the equipment for service.
 - Return the locks / tags to the CRO, SO, WTO, or LYEO.



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- The CRO, SO, WTO, or LYEO will:
 - Count the locks and tags and compare them to the De-Isolation List to confirm that all locks and tags have been removed and returned.
 - Remove the clearance number from the tagout block on the DCS.
 - Electronically complete the clearance.
 - Return to locks, tags and key to the Operating Authority.
- The Operating Authority will inventory and assure that all locks and tags have been returned.
- Tags may not be reused. All used tags will be destroyed by Operating Authority.

4.3 Green Restricted Use Clearance:

4.3.1 Green Restricted use Clearances shall be identified by the use of a Green Restricted Use Tag, and a lock. Green Tags are used when rotating equipment such as air heaters, manlifts, overhead doors, cranes and traveling screens, etc., must be energized during maintenance activities. When a Green Tag Clearance is issued by the Operating Authority, Operations gives exclusive control of that piece of equipment to a specific Primary Clearance Holder.

4.3.2 The following restrictions apply for the use of Green Restricted Use Clearances:

- A defined work scope, and an isolation list must be developed and used for specific pieces of equipment.
- If used within a confined space, the confined space can be permit required or declassified (non-permit required).
- Green Tag Clearances will be issued at the discretion of the Operating Authority.
- The Primary Clearance Holder:
 - Is the ONLY authorized person to control the energy source;
 - Is the only employee electronically 'Signed On' to the clearance;
 - After initial lockout / tagout, will place the green tags as appropriate for the work being completed. If that individual does not understand the system or needs help locating equipment, a Qualified Operator shall assist;



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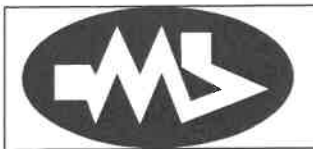
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- Must 'Sign On' and 'Sign Off' the Green Tag Clearance on the same shift.
- If the work is not complete, the clearance can be placed in 'Suspend' or a different Primary Clearance Holder may 'Sign On'.
- A black lock and clearance ID badge will be placed on the lockbox for the Primary Clearance Holder and Authorized Employee(s) working under the Green Tag Clearance.

4.3.3 Procedure

- A Pre-job meeting will be held with the Operating Authority and the Authorized Employee(s) requesting the clearance.
- A defined scope of work and Isolation List will be developed.
- A Qualified Operator will:
 - For the initial placement of the Green Tags and locks, place the locks and tags on the isolation points and may leave the lockbox in the equipment area.
 - Place the key for the blue locks in the lockbox.
 - Verify the energy has been relieved per Energy Verification Procedure (SAF-EPB-003-002).
 - Upon completion of energy verification, electronically 'Verify' the clearance.
 - Inform Operating Authority of Verification.
- Operating Authority will Issue the clearance.
- Primary Clearance Holder will:
 - Verify the energy has been relieved per Energy Verification Procedure (SAF-EPB-003-002).
 - Electronically 'Sign On' the clearance



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- Place Operating Authority issued black lock with their Clearance ID badge on the hasp of the lockbox.
- Authorized Employees working with the Primary Clearance Holder will place an Operating Authority issued black lock along with their clearance ID badge on the lockbox.
- When rotation of equipment is required:
 - Authorized employees will remove their black lock and clearance ID badge from the lockbox.
 - Primary Clearance holder will:
 - Perform an Equipment / Area inspection.
 - Ensure that all employees have been safely positioned or removed, and that they have removed their black lock and clearance ID badge from the lockbox.
 - Remove the blue lock and tag from the isolation point.
 - Rotate the equipment as needed.
- If the clearance needs to be placed again:
 - Primary Clearance Holder will:
 - Isolate the equipment.
 - Place the blue lock and tag on the isolation points.
 - Place the key for the blue lock inside the lockbox.
 - Verify the energy has been relieved as per the Energy Verification Procedure (SAF-EPB-003-002).
 - Place their black lock and clearance ID badge on the lockbox.
 - Authorized Employees will place their black lock and clearance ID badge on the lockbox.
- Completion of Green Tag Clearance



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- Authorized Employees will remove their black lock and clearance ID badge from the lock box and return lock to Operating Authority.
- Primary Clearance Holder will:
 - Perform an Equipment / Area inspection.
 - Ensure all controls are in a neutral or safe position.
 - Ensure all safeguards that may have been disabled, removed or bypassed are re-installed and functional.
 - Remove black lock and clearance ID badge from lockbox, and return it to Operating Authority.
 - Electronically 'Sign Off' clearance.
 - Inform Operating Authority of the state of the equipment.
- Operating Authority will electronically 'Release' the clearance and print off the De-Isolation List.
- The Qualified Operator will:
 - Perform an Equipment / Area inspection.
 - Ensure all controls are in a neutral or safe position.
 - Ensure all safeguards that may have been disabled, removed or bypassed are re-installed and functional.
 - Ensure that all employees have been safely positioned or removed.
 - Remove the blue locks and tags from isolation points.
 - Line up the equipment for service.
 - Return the locks / tags to the CRO, SO, WTO, or LYEO.
- The CRO, SO, WTO, or LYEO will:



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- Count the locks and tags and compare them to the De-Isolation List to confirm that all locks and tags have been removed.
- Electronically complete the clearance.
- Return the locks, tags and keys to Operating Authority.
- The Operating Authority will inventory and assure that all locks and tags have been returned.

4.4 Single Point Isolation Guidelines / Procedure

4.4.1 Guidelines

- This procedure shall be utilized for the control of potentially hazardous energy when employees are engaged in the servicing or maintenance of equipment [29CFR 1910.147 (c)(4)(i)].
- There will NOT be a need for documentation of a particular machine or equipment when **ALL** of the following exist:
 - The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees.
 - The machine or equipment has a single energy source which can be readily identified and isolated.
 - The isolation and locking out of that energy source will completely de-energize and de-activate the machine or equipment.
 - The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
 - A single lockout device will achieve a locked-out condition.
 - The lockout device is under the exclusive control of the Authorized Employee performing the servicing or maintenance.
 - In utilizing this procedure, there has been no accidents or incidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.



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- Only one craft / group will be allowed to work on the machine or equipment at a time.
- Work will be completed in one shift.
- Work that is not completed in one shift must be issued a clearance, even if the extension was unforeseen.
- Local control cannot be transferred from one shift / person to another.
- Written and approved procedures must be in place prior to work being performed.
- **Procedure**
 - An Authorized Employee will request to service / repair a machine or piece of equipment from the Operating Authority.
 - A pre-job will be performed, documented, and a work procedure reviewed with their immediate Supervisor.
 - The Operating Authority will:
 - Have the machine or equipment's single point of protection isolated by a Qualified Operator.
 - An entry will be made in the Operating Authority's logbook of equipment isolated, work to be performed, who will be doing the work, expected completion time and black lock number.
 - The Qualified Operator will:
 - Isolate the equipment.
 - Verify the energy has been relieved per the Energy Verification Procedure. (SAF-EPB-003-002).
 - The Authorized Employee will:
 - Request a black lock from the Operating Authority.
 - Place the black lock and the clearance ID badge on the Single Point of Isolation.



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- Verify the energy has been relieved per the Energy Verification Procedure. (SAF-EPB-003-002)
- When service or repairs have been completed:
 - The Authorized Employee will:
 - Perform an Equipment / Area inspection.
 - Ensure all safeguards that may have been disabled, removed or bypassed are reinstalled and functional.
 - Ensure that all employees have been safely positioned or removed.
 - Remove the black lock and the clearance ID badge from the Single Point of Isolation and return the black lock to the Operating Authority.
 - Notify the Operating Authority of the repairs made and if the machine or equipment can be placed back in service.
 - The Operating Authority will have the machine or equipment's single point of protection returned to normal service by a Qualified Operator.
 - The Qualified Operator will:
 - Perform an Equipment / Area inspection.
 - Ensure all controls are in a neutral or safe position.
 - Ensure all safeguards that may have been disabled, removed or by-passed are reinstalled and functional.
 - Ensure that all employees have been safely positioned or removed.
 - Line up the equipment for service.

5.0 CLEARANCE PROCEDURE FOR GRAYROCKS RESERVOIR:



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- 5.1 All work requiring a clearance shall have the clearance established before any work is started.
- 5.2 Only the Operating Authority will be authorized to 'Create' and 'Issue' and clearance.
- 5.3 A clearance will be required for each specific piece of equipment or system. Operations, Maintenance, and Contractors may use the same clearance. All work will be listed on this clearance.
- 5.4 When the Operating Authority determines that a Confined Space Entry Permit is required, the Confined Space Program will be followed and a Confined Space Permit will be included in the clearance approved by Operating Authority for each specific piece of equipment or system (SAF-EPB-014).
- 5.5 Creating and Issuing a Clearance:
 - 5.5.1 Authorized Employees must request a clearance from the Operating Authority. During this request, the exact need for the Clearance shall be discussed, and a work order number will be provided.
 - 5.5.2 The Operating Authority shall 'Create' a clearance for the specific piece of equipment to be worked on at Grayrocks dam.
 - 5.5.3 Confined Space Entry Permits shall filled out and attached to the clearance prior to selecting the final 'Create Clearance' or 'Modify' buttons.
 - 5.5.4 Operating Authority shall enter the following on all clearances:
 - An associated work order number;
 - Requested by;
 - Equipment name;
 - Description of Work;
 - All isolation points and methods for isolation for the work being done;
 - Pertinent information to the clearance will be entered in the 'Additional Notes' on the bottom of the Isolation page. Including but not limited to: grounds, how many vents and drains have been opened;



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- Lockset number.

5.5.5 The Operating Authority shall fill out the top portion of the LRS LOTO Grayrocks Clearance form including: 'Clearance NO.', 'Equipment Name', 'Date', 'Time', 'Issued By', 'Confined Space No.', and 'Lockbox NO.'

5.5.6 A Qualified Operator will receive the Clearance, Isolation List, the LRS LOTO Grayrocks Clearance form and Assigned Lockbox from the Operating Authority.

5.5.7 The Qualified Operator will:

- Lockout the device or equipment on the DCS and enter the clearance number on the 'Tagout' block on the DCS if this piece of equipment is on the DCS at the WTP.
- Will isolate the equipment and / or system by following the 'Position' section on the Isolation List, making it in-operative.
- Place the tags and blue locks on each component necessary.
- Following the application of LOTO devices to Energy Isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe. [1010.147 (d)(5)(i)].
- Verify equipment is de-energized and energy relieved per the Energy Verification Procedure (SAF-EPB-003-002).
- Fill in the 'Placed By', 'Time', and 'Date' on the LRS LOTO Grayrocks Clearance form. By filling in this form the Qualified Operator verifies that the equipment / system has been correctly isolated and that energy verification has been completed.

5.5.8 The Authorized Employee will:

- Walk down the clearance, verify the correct equipment / system has been isolated for the work they are to complete.
- Verify equipment is de-energized and energy relieved as per the Energy Verification Procedure (SAF-EPB-003-002).



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5.5.9 Once verification is complete, the Authorized Employee shall fill in the 'Verified By', 'Time, and 'Date' on the LRS LOTO Grayrocks Clearance form. By filling in this form the Authorized Employee verifies that the equipment/system has been correctly isolated and that energy verification has been completed.

5.5.10 The Qualified Operator or Operating Authority will place the yellow lock on the hasp of the lockbox and place the key in a secure place.

5.5.11 The Authorized Employee(s) will first place their Operating Authority issued black / red lock and clearance ID badge on the lockbox and then 'Sign-On' the clearance by filling in the 'Name', 'Emp. No.', 'Date', and 'Time' on the LRS LOTO Grayrocks Clearance form.

5.5.12 Lockbox Location:

- If the equipment is located at the Grayrocks Dam area, the lockbox will be stationed in that pumphouse.
- If the equipment is on the Grayrocks Pipeline, the lockbox will be kept with the WTO.
- If a clearance is placed on a piece of equipment or system for more than one day / shift, the lockbox and documentation shall be returned to the Operating Authority at the Water Treatment Plant.

5.5.13 Work or repairs can now begin on the piece of equipment or machinery.

5.5.14 If a clearance is placed on a piece of equipment or system for more than one day / shift, the Authorized Employee(s) shall verify the points of protection prior to beginning work each day / shift.

5.6 Releasing and Completing the Grayrocks Reservoir Clearance

- A clearance will not be released until all Authorized Employees have:
 - Performed an Equipment / Area Inspection.
 - Ensured all safeguards that may have been disabled, removed or bypassed are re-installed and functional.
 - Ensured that all employees have been safely positioned or removed.



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- 'Signed Off' the clearance by filling in the 'Name', 'Emp. No.', 'Date', and 'Time' on the LRS LOTO Grayrocks Clearance form.
- Removed black / red lock and clearance ID badge from lockbox. Black locks will be returned to Operating Authority when the employee returns to the WTP.
- Informed Operating Authority of the state of the equipment.

5.6.2 The Operating Authority / Qualified Operator will:

- Ensure all Authorized Employees have signed off the clearance and if there was a Confined Space Entry Permit, the Entry Permit has been 'Signed Off' and Closed.
- Fill in the 'Released By', 'Time', and 'Date' on the LRS LOTO Grayrocks Clearance form. By filling in this form the Qualified Operator verifies that there are no Authorized Employees signed on the Clearance and that any Confined Space Entry Permits have been 'Signed Off' and 'Closed'.

5.6.3 The Qualified Operator will:

- Perform and Equipment / Area inspection.
- Ensure all controls are in a neutral or safe position.
- Ensure all safeguards that may have been disabled, removed, or bypassed are re-installed and functional.
- Ensure that all employees have been safely positioned or removed.
- Remove all used locks / tags.
- Line up the equipment for service.
- Remove the clearance number from the Tagout box on the DCS.
- Electronically complete the clearance.
- Return the lockbox and tags to the Operating Authority.



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5.6.4 Operating Authority will inventory and assure that all locks and tags have been returned.

6.0 TRAINING

- 6.1 Each Affected Employee shall be trained in the purpose and use of the Clearance Program.
- 6.2 Each Authorized Employee shall receive training in the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods for energy isolation and control.
- 6.3 All other employees shall receive training on the Clearance Program and the prohibitions relating to attempts to re-start or re-energize locked or tagged out machinery or equipment.
- 6.4 Employees shall be trained upon initial employment.
- 6.5 Employees shall be re-trained as follows:
 - 6.5.1 Refresher training once per year.
 - 6.5.2 If equipment or job responsibilities change.
 - 6.5.3 Employer has reason to believe that there are deviations from, or inadequacies in, an employee's knowledge or use of the energy control procedures.
- 6.6 Training documentation will include at least the employee's name, employee number and the date of the training.

7.0 PERIODIC INSPECTIONS

- 7.1 An inspection shall be conducted at least annually on the Clearance Program by the Safety Supervisor or designee, Operating Authority and/or Supervisory Authority.
- 7.2 Inspections shall be performed by employees other than the ones utilizing the Clearance Program or facility procedure at the time of the inspection.
- 7.3 Inspections are conducted to correct any deviations or inadequacies identified.
 - 7.3.1 The form and instructions are located in Altien/LRS/Forms/Safety.



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8.0 RECORD RETENTION

- 8.1 Clearance Records will be retained electronically for three (3) years.
- 8.2 Clearance Inspection Records will be retained for one (1) year.
- 8.3 Clearance Records for the Water Treatment Plant and Grayrocks will be retained for the life of the facility.
- 8.4 Employee training records will be retained for the duration of employment plus seven (7) years or according to the Basin Electric Power Cooperative Records Retention Schedule.
- 8.5 The clearance program will be reviewed annually to ensure compliance.

9.0 ATTACHMENTS

- 9.1 [Off-Duty Clearance Release Form](#)
- 9.2 [Grayrocks Clearance Form](#)
- 9.3 [Clearance Inspection Audit Form](#)

10.0 REFERENCES:

- 10.1 OSHA 1910.147, The Control of Hazardous Energy (lockout / tagout)
- 10.2 OSHA 1910.269(d), Hazardous Energy Control (lockout / tagout) Procedures
- 10.3 ANSI/ASSE Z244.1-2003
- 10.4 OSHA 1910.333, The Selection and Use of Work Practices
- 10.5 OSHA 1926.417, Lockout and Tagging of Circuits
- 10.6 NFPA 70E
- 10.7 LRS Confined Space Program (SAF-EPB-014)
- 10.8 LRS Energy Verification Program (SAF-EPB-003-002)



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Approved By: *Gary Lockman* Date: Apr 16, 2021
Gary Lockman (Apr 16, 2021 19:05 MDT)

Approved By: *Levi Mickelson* Date: Apr 19, 2021
Levi Mickelson (Apr 19, 2021 11:53 MDT)