

## LOCKOUT/TAGOUT PROCEDURE

College of Saint Benedict

Date of Last Revision: August 5, 2004

### TASK – Repair & Maintenance on De-aerator Tank

#### Equipment to disable:

- Steam stop on header
- Water column vent
- Tank vent
- Drains – tank, water column
- Chemical feed line
- Chemical feed pump
- Booster pumps
- High pressure drains

#### Supplies needed:

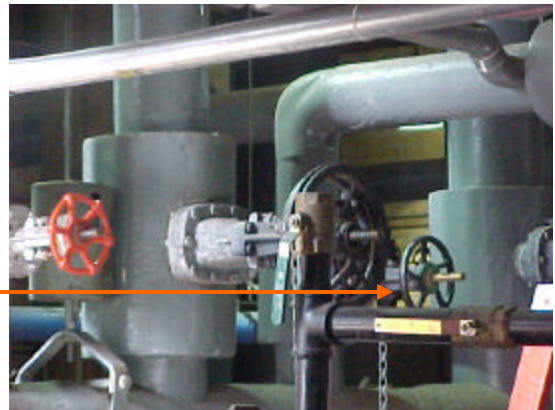
- Padlocks
- Tags
- Chains
- Ball valve lockouts
- Saftee donuts

#### Procedure

This procedure is to be used in conjunction with the General Lockout Procedure.

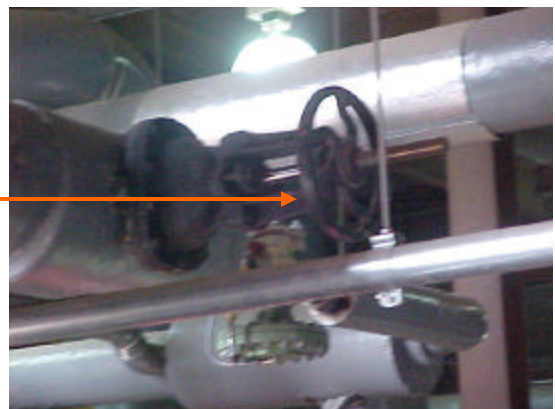
##### Step 1:

Close steam stop on header. Apply locking mechanism (chain) and secure with padlock. Apply tag.



##### Step 2:

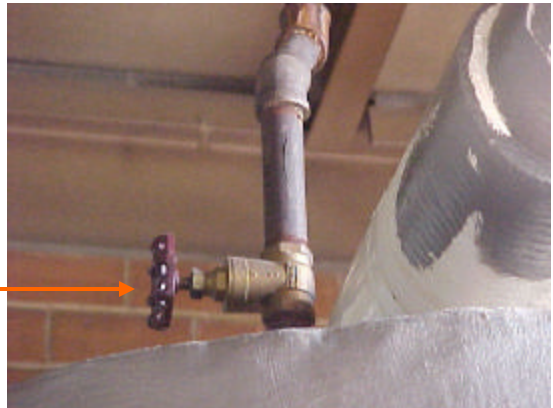
Close valve next to the PRV. Apply locking mechanism (chain) and secure with padlock. Apply tag.



Step 3:  
Open vent on water column. Apply locking mechanism (such as ball valve lockout) and secure with padlock. Apply tag.



Step 4:  
Open vent on top of tank (small pipe that exits through roof). Apply locking mechanism (such as a saftee donut) and secure with padlock. Apply tag.



Step 5:  
Open drain located on bottom of tank. Water column and sight glass drains may also be opened at this time but is not a source of energy. Apply locking mechanism (such as a ball valve lockout) and secure with padlock. Apply tag.



Step 6:  
Shut down chemical feed pump in chemical room by unplugging. Apply locking mechanism and secure with padlock. Apply tag.



Step 7:  
Close chemical feed valve. Apply locking mechanism (such as a ball valve lockout) and secure with padlock. Apply tag.



Step 8:  
Turn off two (2) booster pumps in basement. Apply locking mechanisms and secure with padlocks. Apply tags.



Step 9:  
Divert high pressures drains. Apply locking mechanism (such as a ball valve lockout) and secure with padlock. Apply tag.



Step 10:  
Wait for tank system to cool down.  
It is extremely warm when operating.

Step 11:  
Report to Supervisor that system has been locked out.

### Procedure Approval

Signature: _____
Department: _____ Date: _____