



# Lessee Safety & Environmental Manual

*At The  
Wyoming Integrated Test Center*

Last update: May 2020





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### Attachments:

1. Safety and Training Forms
  - a. ITC General Safety and Environmental Rules Form
  - b. Safety and Environmental Training Record
  - c. Lessee Safety Lead
  - d. Lessee Safety and Environmental Manual Acknowledgement Form
  - e. ITC Incident Report Form
  - f. ITC Contractor Approval Application
2. COVID 19 Procedures
3. Emergency Action Plan (EAP)
4. Hazardous Energy Isolation (Lockout \ Tagout)
5. Environmental Compliance



## Introduction

This manual is designed to provide Lessees of the Wyoming Infrastructure Authority (WIA) with safety and environmental policies and procedures established at the Integrated Test Center (ITC). Many of the safety and environmental topics outlined in this document are supplementary to government rules, codes and regulations.

These rules are in addition to any policies and procedures established by the Lessee. *When company policies or procedures conflict with ITC procedures(s); Lessees will adhere to the more stringent standard.* In the event that Lessee employees are observed violating any of the rules outlined in this manual, the supply of flue gas provided by Basin Electric Power Cooperative (BEPC) may be discontinued until BEPC and WIA ensure all rules outlined in this manual are observed for safe operations. If conditions observed are severe or recurring, the Lessee may be required to remove a particular employee or employees from the ITC site. Lessees will solely supervise and direct the work of their employees and contractors; WIA or BEPC management may intervene if personal injury or equipment damage is imminent. Failure to address safety or environmental items may result in a breach of contract and consequently the termination of the lease between WIA and the lessee.

The information provided in this manual complies with all federal and state rules and regulations. Federal and state law may be subject to change at any time. Although this manual is an important tool for Lessees, it may not account for rules subject to change. Revisions may be made at the sole discretion of WIA.

## Scope

This manual applies to all Lessees performing work at the Wyoming Integrated Test Center. All though developed primarily for Lessees, this manual applies to all those who access and work at the ITC, including WIA employees, contract employees, and contractors. In this manual the terms Lessee, employee, contractor, and individual are often inter-changeable.

As a condition prior to gaining badged access to the ITC, all lessee employees will be responsible to review, complete and return a copy of the ITC General Safety and Environmental Rules Form and the Lessee Safety and Environmental Training Record, included in the attachment section of this document.

## Work Classifications

Work at the ITC is classified as follows:

Class A: “Hands-on” work on equipment or facilities which is not classified as Class B or C. Class A work is generally referred to as construction and maintenance. *Any lessee or contractor performing Class A work must have their own applicable safety procedures and training program.* Approval to perform Class A work is detailed in the section titled “Class A Work Requirements”.



Class B: Non-construction and maintenance activities such as, operations of tenant owned facilities, operating switches, operating valves, calibrations, snow removal, copier repair, janitorial services, office repair, fencing, weed control, dust control. Also includes consultants, trainers, and engineers and service representatives/technicians whose work is “hands-off.”

Class “C” – Delivery (designated as C.1 or C.2)

Class C.1 – chemical and fuel deliveries – for gasoline, diesel, fuel, propane, and other chemicals.

Class C.2 – freight deliveries – including equipment, dirt, gravel, rock and concrete.

The safety procedures outlined in this manual do not apply to all types of work. In these situations, lessees will follow their safety procedures.

### **Lessee Safety Lead**

Lessees are required to assign a safety lead who shall submit the completed Lessee Safety Lead form to the ITC Operations Manager before construction and/or operations may begin. The Lessee Safety Lead will be the primary contact person for all safety and environmental processes, procedures and concerns for the lessee’s project. The Safety Lead will also ensure all lessee employees and contractors receive satisfactory safety and environmental training.

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## **Commitment to Working Safe**

The Wyoming Infrastructure Authority (WIA) is committed to protecting the safety and health of all personnel by providing safe working conditions and requiring that safe work practices be employed. WIA will not depart from this philosophy to enhance technology development, lower costs, or expedite tasks.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable business practices and compliance with legislative requirements. We will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries and illnesses.

Safety procedures and standards will be observed in the performance of all activities. Appropriate job planning is expected by everyone involved in all tasks to minimize exposure to potential hazards and prevent accidents.

All employees are expected to play an active role in accident prevention to protect themselves and fellow employees. It is the duty of all employees to perform their work courteously, efficiently and with maximum regard for the safety of themselves, their coworkers, and all individuals at the ITC.

Lessee cooperation in identifying hazards and controlling these hazards is essential. Informing the Lessee Safety Lead and/or ITC Operations Manager of any conditions that may pose a threat to safety or health is a requirement of this manual.

All individuals at the ITC are empowered to:

- Conduct their work in a safe manner.
- Stop work immediately to correct any unsafe condition or at-risk work practice.
- Take corrective action so that work may proceed in a safe manner.

A handwritten signature in blue ink, appearing to read "Jason Begger".

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Jason Begger  
Executive Director  
Wyoming Infrastructure Authority



## **Reporting Injuries and Incident Investigation**

Any individual involved in an incident, near-miss, property and/or equipment damage while at the ITC will be required to provide immediate notification to the Lessee Safety Lead and the ITC Operations Manager. The Lessee Safety Lead will complete and submit an Incident Report Form within 24 hours.

Lessee's/Contractors are required to perform an investigation and provide a formal report with effective solutions following any incident which requires medical care other than basic first aid. Reports must be provided within 48 hours following the incident.

### **“Class A” Work Requirements**

Any entity engaged in “Class A” work must either be (1) an approved contractor for work at BEPC's Dry Fork Station or (2) meet the requirements established by the ITC, which may vary depending on the nature of the contracted work. The process for ITC contractor approval is outlined in the “ITC Contractor Approval Application” (attached).

The ITC will assist lessees in identifying BEPC approved contractors and in processing new contractor approval applications.

### **Site Access**

Prior to any work at the ITC, a list of lessee employees shall be given to the ITC Operations Manager along with their Lessee Safety and Environmental Training Record and a signed copy of the ITC General Safety and Environmental Rules Form. The training records are required for badge access.

Badges are required for entry into the ITC and everyone is required to badge in and out any time they enter or exit the site. Any person without a badge (visitor) must be 100% escorted by a trained (badged) employee. All visitors (people without a badge) will sign in and out daily using the visitor log book located in the ITC office.

Personnel are restricted to those areas specifically designated for their work assignments. Site access is permitted for the ITC only. Entry into Dry Fork Station is not permitted unless invited and accompanied by DFS personnel. The ITC and DFS sites are separated by fences, however gates may be periodically left open. An open gate does NOT constitute permission to enter the DFS plant site.

Everyone must be aware that vehicles, lunch boxes, and other personal property may be subject to inspections while on ITC property.

Vehicles will be driven at or below the posted speed limits on the ITC site. Vehicle speeds will be slower in work areas where conditions create additional congestion. Obey all traffic signs and rules. Seatbelts will be worn by all vehicle occupants.

Parking on site will only be in designated areas. All personal vehicles will park in the paved parking lot. Vehicles left in the parking lot when employees are not working may be towed at the driver's/owner's expense. Loitering and group activities are not allowed in the parking lot.



## General Site Safety Rules

Follow the rules and procedures outline in the Lessee Safety and Environmental Manual, and other standards that apply to your work.

Lessees have an individual responsibility to observe safety and health standards established for his/her protection and the protection of their co-workers. Disregarding safety rules and established ITC safety policies and procedures will not be tolerated. Lessees not complying with safety rules, policies and procedures may be found in breach of lease/contract and subject to removal from job site.

Each lessee employee shall carefully study and comply with all safety standards and is required to be aware of and follow the minimum general safety rules:

- Keep the work area clean and orderly at all times.
- Report all fire hazards to the Lessee Safety Lead.
- Report all near misses, accidents and injuries to the ITC Operations Manager.
- Report unsafe conditions to the Lessee Safety Lead.
- Dress according to the conditions under which you may be required to work, including personal protective equipment he/she must use.
- All personnel have the right to refuse to work under conditions, which may cause serious injury or death.
- Look for and report to the Lessee Safety Lead any conditions that may cause injury or property damage and warn other exposed personnel:
  - A. Hazards that can be easily taken care of should be eliminated immediately.
  - B. Hazards requiring additional resources to eliminate or control should be barricaded and/or identified to warn exposed personnel.
- All lessees are encouraged to make suggestions to their Lessee Safety Lead for correction of unsafe conditions.
- Be aware of the potential hazards associated with the chemicals encountered in the work place; refer to provided Safety Data Sheets.
- Watch your footing when in slick areas. Never run, or take more than one step at a time, when using stairs. Have one hand free for the handrail. Keep stairs clear of loose objects.
- Snow and ice cause major injuries. Remove any snow and ice prior to starting work.
- Actions that may be considered horseplay are prohibited. Serious accidents have occurred as a result of practical jokes and pranks.
- Personnel shall protect long hair and loose jewelry. Hair should be tucked back or a hairnet should be worn. Excessively baggy clothing is strictly prohibited.
- All personnel working where there is a danger of falling shall utilize fall protection equipment. Lessees must follow their company fall protection procedures.
- Cranes, forklifts, aerial work platforms, and manlifts are to be operated only by trained and authorized operators. All personnel shall keep clear of loads about to be lifted and all suspended loads.
- Inspect all ladders prior to use. Place extension ladders with the base one-fourth of the ladder length from the wall or object against which they lean. When used as access to an elevated work, the top of the ladder must extend at least 3 feet beyond the supporting object and be secured. Always use stepladders in a fully



open position, set level on all four feet, and lock spreaders in place. Do not use as a straight ladder.

- Keep all tools, cords, hoses, and materials out of aisles, platforms, stairways, and other walking areas. Practice good housekeeping. Keep your work area clean and orderly. Pick up after each job and secure your tools, equipment, and parts at quitting time.
- Smoking is NOT PERMITTED IN INDOOR AREAS, mobile equipment, or outdoors within 35 feet of flammable and/or combustible materials and other sign posted areas. Smokers will dispose of cigarette/cigar butts in butt cans or by other equivalent means.
- Flammable storage areas must have “no smoking” and other applicable signs posted in area.
- Expectorating of tobacco and food items is prohibited throughout the ITC.
- *Working alone should be avoided whenever possible.* However, sometimes it may be necessary to be on site at the ITC alone or as the sole member of a lessee company. In these cases, the lessee’s shall establish their own “virtual” buddy system by notifying an appropriate individual of their organization of their presence at the ITC, the purpose of their presence at the ITC, and the intended duration of the visit. Periodic check-ins with another member of the lessee’s organization are strongly recommended to verify the safety of any individual alone on site. If a check-in is missed, then the lessee “virtual” buddy shall notify ITC personnel.

## Site Inspections

Lessees may be requested to perform regular safety inspections with the ITC Operations Manager. During site inspections it will be the responsibility of the lessee to correct all identified hazards. Lessees will provide a follow-up list of all items corrected and those pending. Inspections are generally necessary based on size, length of project, and past performance. In addition, copies of training records may be requested at the discretion of the ITC Operations Manager.

## Communications

All personnel shall ensure they are able to communicate with others (such as co-workers, emergency services and the DFS main control room) who may lend assistance during an accident or emergency (see the Emergency Action Plan for more information). All personnel will establish reliable communications prior to beginning work. Options for communicating on the ITC site include:

1. Two-way plant radios. DFS plant hand-held radios are available for use on an assigned and shared basis. The Operations Manager is available to assign and train personnel on radio use. All personnel are responsible to acquire a radio and understand its use if needed.
2. Cell phones: Coverage is spotty and varies depending on carrier. Check your connection before relying on this communication means.
3. WIFI calling (internet based, office only)
4. Office phones as listed in the Emergency Action Plan (EAP)



## Emergency Action Plan

A detailed ITC Emergency Action Plan (EAP) is included in an attached document. This paragraph is a summary of the EAP.

Lessees are responsible for their own safety and for recognizing and responding to emergencies impacting their personnel.

For medical or other emergency conditions immediately notify the local emergency services by phone (911), then using a separate line contact DFS's Main Control Room at 307-687-8401. Give a detailed location as described below:

*The Integrated Test Center (ITC) at the Dry Fork Station  
12480 North Highway 59  
Include the name or identifier of the individual test bay*

Describe the situation as well as possible and stay on the phone until you are released. If possible, send someone to meet the first responders at the ITC entrance and lead them to the emergency.

The county emergency services officials (contacted through 911) will lead the emergency response. DFS control room operators will aid in communicating with emergency services and provide site access and site escort if necessary.

DFS has an alert system that is intended for those working on the DFS site. The DFS alert system and instructions given over loud speakers may be audible to those working at the ITC. Although these instructions and warnings may be useful, they are not intended for ITC personnel. The ITC does not have a general alert or central emergency command center.

Depending on the emergency, personnel will report immediately to the closest Designated Indoor Shelter or Outdoor Assembly Area.

Indoor Shelter	Outdoor Assembly
<ol style="list-style-type: none"> <li>1. ITC Office Building</li> <li>2. Small Test Bay Tornado Shelter</li> <li>3. Large Test Bay Tornado Shelter</li> </ol>	<ol style="list-style-type: none"> <li>1. Flag Pole Outside ITC Office Building</li> <li>2. Southeast corner of the LTC</li> <li>3. The ITC main entrance gate</li> </ol>

The ITC will receive emergency notification of a gas or ammonia leak from BEPC via DFS's plant radio system. In the event of a gas or ammonia release, always move crosswind or upwind depending on your location relative to the area of the release. The wind socks on-site or the flags on the flag pole outside of the ITC Office building will help personnel determine the wind direction.

Reference: ITC Emergency Action Plan for further details in the attachment section of this document.



## Personal Protective Equipment

Lessees will provide all necessary personal protective equipment, tools and equipment to safely perform their job.

The lessee is responsible for wearing appropriate personal protective equipment during all activities where there is an exposure to hazardous conditions or where OSHA standards indicate the need for using such equipment to reduce the hazards to employees. *At minimum* lessees must comply with the requirements listed:

- Eye Protection Requirements

While on-site safety glasses with side shield shall be worn. Dark glasses are not permitted indoors, at night, and in other low-light areas.

Employees who are required to wear prescription lens eye glasses will also be required to wear ANSI Z87.1-1989 approved safety glasses, which include safety frame, lenses and side shields. Employees that do not have ANSI Z87.1-1989 prescription glass will be required to wear OTG's or Goggles which meet the standard.

Exceptions may be made for escorted visitors who are *not* performing Class A, B or C work and who will not be in the vicinity of such work. In these situations non-safety rated prescription glasses without side shields are acceptable.

- Head Protection

Head protection is required when on the jobsite. All hard hats will meet ANSI Z89.1-1971 standards. Do not alter or modify the shell or suspension system.

- Hearing Protection

Personnel must wear hearing protection in all areas where there is exposure to 80+ dBA.

- Foot Protection

Safety boots meeting the ANSI Z41-1999 are required. Tennis shoe or casual safety footwear is not allowed. Exceptions may be made for visitors, delivery drivers and identified services, however at minimum sturdy closed toed shoes must be worn.

- Clothing

Shirts with sleeves (4 inch minimum) and full-length pants are required. Shorts, sweat pants, tank tops, excessively torn or loose clothing is not allowed.

When personnel work with exposure to moving vehicles or equipment, high-visibility clothing will be required. The American National Standards Institute (ANSI) classifies the type of clothing required depending on the work being performed. At a minimum, personnel performing work near roadways will be required to have Class II high-visibility clothing.

Exceptions to the clothing policy may be made for escorted visitors who are not performing Class A, B or C work and who will not be in the vicinity of such work.



- Hand Protection  
Gloves must be appropriate for work being performed.
- Personal Care of PPE  
Personal protective equipment is an essential component of performing a job safely. As stated PPE is an employee’s “personal” equipment; proper care and maintenance will be taken to retain the structural integrity and longevity of the equipment. Equipment shall not be modified or altered in any way and properly stored when not in use.

## **Respirators**

Lessees performing work requiring a respirator at the ITC are expected to follow the ITC’s facial hair policy (clean shaven) that can be found in the attachments section. Lessees must provide their own respirator program and protection requirements, both air purifying and air supplied as necessary. Respiratory protection shall be worn as the job dictates. Lessees are expected to understand the respiratory protection requirements for products and processes they typically use and are expected to utilize such protection as appropriate.

Lessees shall inform other Lessee Safety Leads of adjacent or nearby test sites if they believe the service(s) performed or products used will create respiratory hazards for adjacent site personnel. SDSs for those products must be provided to the Lessee Safety Leads of the adjacent test sites.

The following areas and/or assignments may require the use of respiratory protection and should be used as guidelines. The lessee/contractor will have the ultimate responsibility to assess appropriate respirator use:

<b>AREA OR JOB</b>	<b>TYPE</b>	<b>LIMITS OF USE</b>
Grinding, cutting, welding or assisting in operations with specialty metals, such as stainless steel, galvanized metals or those coated with chromium, copper, chlorine, fluorine or bromine.	Half Mask with HEPA Cartridges  or  Full Face with HEPA Cartridges	HEPA Cartridge, P100 Particulate filter approved for nuisance level organic vapor (odor) relief below the OSHA PEL. Approved for solids such as those from processing coal dust and fly ash. Liquid or oil based particles from sprays that do not emit harmful vapors. Metal fumes produced from welding, brazing, cutting and other operations involving heating of metals. Approved for respiratory protection against dust and mists having a time weighted average not less than .05 milligram per cubic meter or 2 million particles per cubic foot. Not for use in atmospheres containing less than 19.5% oxygen. Not for entry into atmospheres immediately dangerous to life or death.



## Fall Protection

Lessees performing work on elevated walking and working surfaces may be required to use fall protection systems. Work at/or above elevations of four feet will require the use of a standard handrail or personal fall arrest system. Fall protection equipment is required under the following conditions:

- When operating from the platform of an aerial work platform.
- When working higher than four feet on stationary platforms or other support not equipped with guardrails. Stationary platforms will include, but are not limited to: rooftops, tanks, scaffolding, steel beams and members, leading edge work, and piping.
- When working from a personnel platform suspended from a crane.
- When working in a confined space where employees may be lowered into or raised from the space.
- When working adjacent to an unguarded floor or wall opening four or more feet above the other levels.

Lessees will adhere strictly to OSHA and their company Fall Protection Program requirements.

## Risk Management Plan

Dry Fork Station maintains a Risk Management Program for the plant's Anhydrous Ammonia System. The DFS Risk Management is summarized below and is available at the DFS office for reference by ITC lessees.

- Dry Fork Station, adjacent to the ITC, is required to follow the Risk Management Program; EPA 40 CFR 68 and Process Safety Management; OSHA 29 CFR 1910.119. The requirements of OSHA's PSM program are a subset of those contained in the EPA's RM Program. Recognizing this, the requirements of both the PSM and RM Programs have been addressed in a single compliance program in order to simplify the implementation process and improve program maintenance efficiency. This combined compliance program, covering process safety and risk management for the Anhydrous Ammonia System, is referred to as the "Risk Management Plan" (RMP).
- The purpose of these regulatory elements is to ensure that facilities with processes containing highly hazardous chemicals maintain a complete and detailed collection of written process safety information for their processes.



- Anhydrous Ammonia
  - Colorless gas or compressed liquid with a pungent, suffocating odor.
  - Liquid ammonia reacts violently with water and vapor cloud is produced.
  - Avoid contact with vapor and liquid.
  - Stay upwind and use water spray to absorb vapor.
  - Evacuate upwind/crosswind.

## **Confined Space**

Lessees/contractors required to perform work in confined spaces will administer their own confined space safety program and will be required to adhere to OSHA CFR 1910.146 Permit-Required Confined Spaces standard. When lessees perform work that involves confined space entry, the Lessee Safety Lead shall [OSHA CFR 1910.146(c)(8) – 1910.146(c)(9)(iii)]:

- Inform the employee/contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of OSHA CFR 1910.146.
- Apprise the employee/contractor of the elements, including the hazards identified and the facilities experience with the space, that make the space in question a permit space.
- Apprise the contractor of any precautions or procedures the lessee has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- Coordinate entry operations with the entrant.
- Debrief the entrant at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

Each employee/contractor who is retained to perform permit space entry operations shall:

- Obtain any available information regarding permit space hazards and entry operation from the Lessee Safety Lead.
- Coordinate entry operation with the Lessee Safety Lead.
- Inform the Lessee Safety Lead of the permit space program that employee/contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during entry operations (information can be obtained through permit).

Lessees and contractors will be required to train their employees in the applicable confined space procedures.

## **Hot Work**

Lessees/contractors required to perform hot work will administer their own hot work safety program.



Hot Work is defined as any work involving electric or gas welding, cutting, brazing, burning or similar flame, spark producing operations, and open flames. This includes but is not limited to acetylene torches, arc welding equipment, portable grinders, propane torches and powder actuated guns.

The Lessee Safety Lead will advise all employees and contractors about flammable materials or hazardous conditions of which they may not be aware. When conditions warrant “hot work” to be performed, employees and/or contractors must follow all procedures identified in the applicable Hot Work Program. Lessees shall recognize their responsibility for the safe usage of cutting and welding equipment and:

- Shall provide trained personnel knowledgeable of applicable hot work procedures to serve as fire watch for their hot work activities.
- Shall not initiate any hot work activities until a permit is received according to the applicable hot work procedures.

Dedicated extinguishers for hot work must be provided by the lessee\contractor. A Hot Work Permit is required for all hot work.

### **Hazardous Energy Isolation (Lockout / Tagout)**

A detailed Hazardous Energy Isolation (Lockout / Tagout) procedure is included in an attached document. This paragraph is a summary of the detailed procedure.

The ITC Hazardous Energy Isolation (lockout/tagout) program covers hazardous energy isolation of ITC owned\controlled equipment. Lessees and their contractors must have their own hazardous energy isolation programs and procedures for energy isolation of their equipment.

Hazardous energy isolation is required prior to any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal, or springs under tension.

These procedures apply to all ITC owned\controlled equipment, however the main isolation points are for flue-gas (small test center eight inch valve) and electrical supply (480V disconnect switches) to the individual test centers. The flue gas supply to the large test center must be isolated by Basin Electric under their procedures.

The Lessee Safety Lead will work with personnel to identify energy isolation boundaries which must be established prior to the start of work. Lessees shall apply their own personal lock to the appropriate lockout/tagout device. Lessees will account for their personnel through the use of a roster or by some other equivalent means. The lessee Safety Lead must receive verification that all employees involved are free and clear prior to releasing any clearance.



## Barricade Tape

Barricades are required and constructed to isolate hazardous areas and to warn personnel of hazardous conditions. Barricade tape is a warning line only and should not be considered for use as a guardrail. Barricade tape must be supplied by the lessee\contractor.

Barricades are required when:

- overhead work creates a hazardous condition below, all exposed walkways and/or aisle ways below will be flagged off
- there are openings in floors, roofs, or elevated platforms
- tripping hazards are created by work in progress
- excavations are started and remain open
- a condition exists that may cause a hazardous substance to drain, spill, spray or leak on any personnel
- electrical cabinet covers have been removed exposing live parts. Barricades will be placed six feet beyond the minimum approach distance for the specific voltage encountered
- using explosive activated fastening tools (Hilti guns)
- vehicle driving hazards are present
- hoses and electrical cords are run across roadways, unless they are protected.
- cleaning vessels, pipes, or equipment creates hazardous conditions in the work area (e.g., hydroblasting, chemical cleaning)
- spray painting is being done
- personnel are exposed to the rotating superstructure of aerial lifts, cranes and excavating equipment (i.e. backhoe)
- encountering other potentially hazardous areas

### Barricade Tape Procedure

- Barricades are to be tagged at normal routes of entry. Several tags may be needed for large areas.
- Red, "DANGER, Do Not Enter" tape is to be used for serious, immediately dangerous to life or health. These barriers may only be crossed or entered by those employees directly involved in correcting the problem within the hazard area and are knowledgeable of, and prepared to deal with the hazard. If other individual's need access to this area, they must obtain authorization from the Lessee Safety Lead.
- Yellow, "CAUTION" tape is to be used for less-serious hazards. Personnel may cross these barriers provided they are aware of the hazard and have taken actions to protect themselves from it.
- Barricade tape should be installed approximately 42 inches above the walking surface and placed at least six feet from the hazard boundary.
- Barricade tape shall be placed to isolate the hazard from all sides accessible by people (including outside access).
- Each piece of tape installed must have a barricade tape tag corresponding to the color of tape erected properly filled out and placed in visible sight.
- Do not close off walkways and traffic areas unnecessarily.
- Barricades around excavations or hazardous areas will be illuminated at night to ensure their visibility.
- REMOVE ALL tape when the job is finished.



## Open Holes

- Attempt to first mark and cover hole, make sure hole covers are adequately secured.
- Open holes that cannot be covered should have a hard barricade such as scaffolding built to protect employees from entering.
- If holes cannot be covered or a hard barricade is not feasible, the area will be flagged off with red “Danger, Do Not Enter” tape a minimum of 6 feet back. All employees authorized to work within this area will need to be protected with a personal fall arrest system, preferably a restraint system.



## **Scaffolding**

Scaffolds shall be erected, inspected, moved, dismantled and /or altered only under the supervision and direction of a competent person. Inspections must be conducted each shift and/or prior to use. Lessees are responsible to use a standardized tagging system to identify hazards and fall protection. Upon completion of the inspection, the competent person will initial and date the tag.

Multiple lessees or contractors working in similar areas will coordinate scaffolding efforts and tagging requirements. Lessees are not allowed on another lessee’s scaffolding without first obtaining permission.

Scaffolds and scaffold components shall not be loaded in excess of their maximum intended load.

Scaffolds must maintain proper clearance from energized power lines. Clearance are 10 feet for 50 KV (50,000 volts).

Work on scaffolds is prohibited during high winds or storms. Employees will not work on scaffolds that are covered with snow, ice or other slippery materials, unless all ice or snow is removed and planking sanded to prevent slipping.

Scaffold erected outside subject to high winds must be adequately secured to prevent scaffold components from falling.

Tool belts, tool bucket, and rope or other acceptable means will be used to raise and lower tools and parts from scaffolds.



Tools, materials, and debris shall not be allowed to accumulate on platforms. Scrap materials are not to be thrown down from elevated locations, but lowered with a rope or other acceptable means.

Scaffolds shall be erected to protect employees from falling objects through the installation of toe boards, screens, or guardrails, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects. Debriefing will be necessary if any crane activity will be done adjacent to scaffolding.

## **Rigging**

Lessees performing rigging functions must have qualified riggers (and apprentices only under the direct supervision of a qualified rigger).

The qualified rigger shall inspect rigging equipment prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service. Rigging equipment, when not in use, must be limited as to not create a hazard to employees.

Slings shall be padded or protected from sharp edges of their load. Rigging through grating shall only be allowed when:

- Lessee can determine anchorage point will hold load without causing damage.
- All slip/trip hazards have been clearly identified with caution tape or placed out of walkway.

## **Forklift, Aerial, Scissor Lift Operation**

Only trained and authorized personnel shall be permitted to operate lifts. Operators are responsible for their own safety, pedestrians, adjacent property, the lift, and the load. When an operator's performance is questionable lessee\contractors may be required to provide additional training documentation to the lessee Safety Lead or ITC Operations Manager. When operator deficiencies are apparent the lessee must determine suitable corrective action.

Contractors will be responsible to perform a pre-shift inspection prior to using lifts and shall use their own inspection form as needed for their own equipment.

## **Hazard Communication (Right to Know)**

Prior to occupying a test site, a meeting shall be held between the Lessee Safety Lead and the ITC Operations Manager to exchange information on chemical/hazardous materials used or stored in areas where the lessee is assigned to work. Lessees shall maintain SDSs for any chemical or hazardous material they bring on-site.

Lessees will ensure their employees working at the ITC receive training regarding potential exposures to chemical/hazardous materials, to include hazards of the products, and proper handling and disposal requirements.

Periodic inspection will be conducted by the Lessee Safety Lead to ensure that any unused materials and empty containers/scrap have been properly removed and disposed of by the lessee.



All hazardous materials, chemicals and products in addition to hazardous waste will be taken offsite by the lessee and must be removed when not in use and by the end of the lease completion date. The ITC will not accept any chemicals without prior consent and proper handling documentation.

Lessee Safety Lead Responsibilities:

- Ensuring that personnel maintain a list of hazardous chemicals/materials and corresponding SDS(s) for products they bring on site.
- Ensuring that personnel are provided with appropriate information regarding chemicals/hazardous materials they may be exposed to, while on site.
- Ensuring that personnel are aware of their responsibilities to comply with provisions of this procedure regarding usage and exposure to chemical/hazardous materials.
- Provide copies of facility Safety Data Sheets upon request.

Labels:

- All containers that contain chemicals/hazardous materials shall be properly labeled.
- Original Containers: Hazardous chemical/hazardous material manufacturers, distributors and importers are required to label “hazardous” chemical containers with the name of the product (which will correspond to the name on the SDS for that product), appropriate hazard warnings for the products (which include information concerning body organs that may be adversely affected by the product) and the name and address of the manufacturer.
- Labels must not be removed or defaced while any of the product remains in the container. When the chemical is completely disposed of or rendered non-hazardous and the container properly cleaned, the label may be removed.

Secondary Containers:

- A secondary container is a pail, flammable liquid can, drum or other container, which is used to store or transport the contents from an “original” container for use in another location. The employee who transfers the contents from an “original” container to a secondary container must properly identify secondary containers. Labels used on secondary containers will include the identity of the chemical/hazardous material and appropriate hazard warnings or alternatively, words, pictures, symbols or combination thereof.
- Labels will be maintained in a clean, readable condition. If a placard or label has been obscured or defaced during use they shall be replaced. Personnel observing containers of unknown substances will correct the condition and/or report it so appropriate action can be taken to identify and appropriately label the chemical/hazardous material.
- Plastic gasoline containers are not permitted on-site.

Anhydrous ammonia

Dry Fork Station uses anhydrous ammonia in their emissions control process. A release of anhydrous ammonia is unlikely but possible. An SDS is available for anhydrous ammonia and is located in the ITC office.

## Respiratory Protection and Facial Hair



OSHA’s guidance regarding facial hair is expressed in the standard numbered CFR 1910.134(g)(1)(i) which states that the employer shall not permit respirators with tight-fitting face pieces to be worn by employees who have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or any condition that interferes with the face-to-face piece seal or valve function. Facial stubble exceeding more than one day is considered excessive for most individuals causing interference with a respirator face piece seal.

### WIA’s ITC Procedures Mirrors The OSHA Requirements

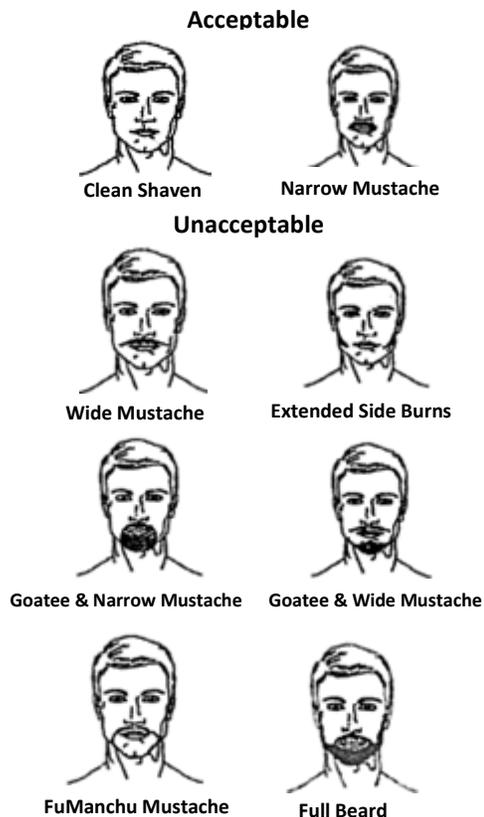
Individuals have from time to time stated that they would be able to pass a fit test even with a beard or goatee. Although this is not an option, experiments have shown that some individuals may be able to pass OSHA’s minimum requirements with a beard.

*The lowered fit factor experienced when facial hair is present is of such magnitude that no confidence can be placed on the protection factor of the respirator.*

All respirator users experience variability of fit from time to time. The variability occurs due to changes in strap tension, positioning of the face, and a host of other variables. Facial hair introduces additional variables. Facial hair is a dynamically changing thing in that hair length is constantly changing. Beards also accumulate moisture, natural oils and debris from the workplace.

Tests have shown that the presence of facial hair produced leakage that was 50 to 1000 times greater than found with clean-shaven individuals. Leakage generally increased as the facial hair length increased.

A person who has hair such as stubble, mustache, sideburns, beard, goatee, long hairline, or bangs with are between the face and the sealing surface of the face piece shall not be permitted to wear a tight-fitting respirator. Facial hair exceeding a single, full day’s growth shall not be permitted. The sketches help to illustrate what is acceptable and what is not regarding facial hair.



**Don’t Let Facial Hair Compromise Your Safety!**

Please review the following information, as each topic is reviewed please check the box signifying acknowledgement that this information was reviewed on the date indicated on the back page.

### Introduction

1. The safety and health of every employee is essential. Accidents, injuries or regulatory violations can have substantial impacts, including our ability to enjoy life and earn a living.
2. The Wyoming Infrastructure Authority (WIA) is committed to protecting the safety and health of all personnel at the ITC by providing safe working conditions and requiring that safe work practices be employed
3. All personnel must conduct their work in a safe manner in compliance with regulations, accepted work practices and applicable policies.
4. Appropriate job planning is expected by everyone involved in all tasks to minimize exposure to potential hazards and prevent accidents.
5. All individuals have a requirement to stop work immediately to correct any dangerous condition or at-risk work practice.
6. All individuals are empowered to take corrective action so that work may proceed in a safe manner.
7. Failure to address safety items may result in a breach of contract and termination of lease.
8. Lessees will supervise and direct the work of their employees and contractors. ITC personnel may intervene if personal injury or equipment damage is imminent.

### Accident (Incident) Reporting

1. Any individual involved in an incident, near-miss, property and/or equipment damage is required to provide immediate notification to the Lessee Safety Lead and the ITC Operations Manager.
2. The Lessee Safety Lead will complete and submit an Incident Report within 24 hours.
3. Lessee's and their contractors are required to perform an investigation and provide a formal report with effective solutions following any incident which requires medical care beyond basic first aid. Reports must be provided within 48 hours following the incident.

### General Rules

1. Any lessee or contractor performing Class A work must have their own applicable safety procedures and training program and meet the minimum ITC requirements for performing such work.
2. Lessees whose work may subject them to hot work, confined space, hazardous energy isolation(lockout/tagout), portable gas monitors, fall protection, scaffolding, excavations, and respiratory conditions need to review their company policies and procedures prior to commencing work.
3. Lessees shall instruct their employees and contractors regarding fire, explosion, or toxic release hazards related to the job at hand.
4. Lessees bringing chemicals onsite must retain or furnish copies of Safety Data Sheets. Chemicals must have complete labeling and lids on all containers.
5. All hazardous materials, chemicals and products in addition to hazardous waste will be taken offsite by the lessee, and will be removed when not in use and by the end of the contract/lease completion date.
6. All walkways, aisles, stairways, exits and work areas shall be kept clean and clear of slip and trip hazards.
7. All eye wash/shower stations and fire extinguishers/hoses shall be kept readily accessible.
8. Portable electric tools will be in good working condition, inspected prior to use and protected with the use of a GFCI.
9. Extension cords, hoses, and leads will be located out of the walkway and not exposed to sharp edges.
10. Consumable items shall be properly disposed of in the proper containers.
11. Portable grinders shall not be used without the guards in place and handles attached.

12. Smoking is not permitted in indoor areas, or outdoors within 35 feet of flammable and/or combustible materials and other sign posted areas. Smokers will dispose of cigarette/cigar butts in butt cans or other equivalent means.
13. Expectorating of tobacco and food items is prohibited.
14. Good housekeeping is the responsibility of all personnel and is essential to a safe working environment.
15. Lessee will ensure they have adequate training prior to commencing any work.

### **Site Access, Parking and Vehicle Operating Rules**

1. Loitering and group activity are not allowed in the parking lot.
2. Parking on-site will only be in designated areas.
3. Vehicles will be driven at or below the posted speed limits on site. Seatbelts will be worn by all vehicle occupants
4. Be aware that vehicles, lunch boxes, and other personal property may be subject to inspections while on the property.
5. Fighting, gambling, graffiti, horseplay, harassment, fireworks, firearms, unauthorized explosives, alcoholic beverages, and illegal drugs are prohibited onsite.
6. Personnel are restricted to areas specifically designated for their work. Site access is permitted for the ITC only. Entry into DFS is not permitted unless invited and accompanied by DFS personnel.
7. Completed training records (Lessee Safety and Environmental Training Record and ITC General Safety and Environmental Rules Form) are required for badge access.
8. Badges are required for entry into the premises. Please badge in and out each time you enter or exit the ITC.
9. Any person without a badge must be 100% escorted by a trained (badged) employee and must sign in/out using the ITC visitor log.

### **PPE Requirements**

1. Lessees will provide all necessary personal protective equipment, tools and equipment to safely perform their job.
2. Minimum PPE required in the testing bays includes eye, head, and foot protection.
3. When personnel work with exposure to moving vehicles or equipment, high-visibility clothing is required.
4. Shirts with sleeves (4 inch minimum) and full-length pants are required. Shorts, sweat pants, tank tops, excessively torn or loose clothing is not allowed.

### **Emergency Action Plan (EAP)**

1. Lessees are responsible for their own safety and for recognizing and responding to emergencies impacting their personnel
2. The ITC does not have a general alert system, central emergency command center, or in-house emergency response team. Lessees must have the resources (personnel, equipment, training, procedures, etc.) to recognize when emergencies occur and to effectively respond to such emergencies.
3. For medical or other emergency conditions immediately contact emergency services at (911)
4. After emergency services has been contacted, contact the Dry Fork Station control room using the ITC facility radio system or by phone at 307-687-8401.
5. Know your location: The Integrated Test Center (ITC) at the Dry Fork Station, 12480 North Highway 59, Include the name or identifier of the individual test bay
6. All personnel are authorized to contact emergency services when fire, chemical, medical, or other emergencies deem it necessary. Personnel who contact emergency services are also responsible for further communications as described in the EAP.
7. Lessees must have an emergency plan for securing (shut-down) their facilities during an emergency.
8. The Dry Fork Station (DFS) Alert System will be sounded during DFS emergencies and instructions will be communicated through the alert system.

9. Lessees must train their personnel and practice entering and securing the severe storm shelters.
10. Lessees should remain attentive to the DFS loud speaker system. Notification of an anhydrous ammonia leak will be communicated using this loud speaker system. Other DFS instructions and warnings may be useful, however, they are normally intended for DFS personnel.
11. In the event of a DFS ammonia release, always move crosswind or upwind depending on your location relative to the area of the release. The propane tank wind sock and ITC flags will help personnel determine wind direction. All personnel must determine the best shelter location depending on the specifics of the situation (temperature, wind, amount of ammonia released, etc.).
12. The DFS plant alert system will be tested the third Thursday of each month.

### **Risk Management Plan – Anhydrous Ammonia**

1. Dry Fork Station maintains a Risk Management Program for the plant's Anhydrous Ammonia System.
2. Anhydrous Ammonia: Colorless gas or compressed liquid with a pungent, suffocating odor. Liquid ammonia reacts violently with water and vapor cloud is produced. Avoid contact with vapor and liquid. Stay upwind and use water spray to absorb vapor. Evacuate upwind/crosswind.

### **Barricades, Tagging, and Signs**

1. Barricades are required and constructed to isolate hazardous areas and to warn personnel of hazardous conditions.
2. Barricade tape is a warning line only and should not be considered as a guardrail.
3. Barricade tape and supplies must be supplied by the lessee\contractor.
4. Red, "DANGER, Do Not Enter" tape is to be used for serious, immediately dangerous to life or health.
5. Yellow, "CAUTION" tape is to be used for less-serious hazards.
6. Barricades are required when personnel may encounter potential hazards including: conditions above personnel, openings, tripping hazards, excavations, hazardous substances, exposed electrical components, vehicles, cords, hoses, painting, rotating equipment, etc.

### **Hazardous Energy Isolation**

1. The ITC Hazardous Energy Isolation (lockout/tagout) program covers hazardous energy isolation of ITC owned\controlled equipment.
2. Lessees and their contractors must have hazardous energy isolation programs and procedures for energy isolation of their equipment.
3. Hazardous energy isolation is required prior to any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death.

### **Air Quality**

1. Visible emissions (dust) shall be minimized.
2. Prevent visible emissions from leaving buildings and enclosures. This may mean closing doors and openings.
3. Offloading trucks must cease when visible emissions are being caused by the offloading of product. Report this to the ITC Operations Manager.
4. To prevent excessive dust, remain on paved roads when possible and travel slowly on unpaved surfaces.

### **Waste Water Pond**

1. The ITC's waste water returns (large test center and KHI test bay) are plumbed to a sump and then to the waste water pond. Dry Fork Station must first approve any use of the waste water return.
2. Water from the waste water pond may not be used for land application (ex. dust suppression)

**Storm Water Pollution Prevention Plan**

1. Lessees must follow the Storm Water Pollution Prevention Plan. A copy of this plan is available in the ITC office.
2. Prevent process water, contamination, and spills from entering the storm drainage system (drainage ditches). Any water that has been used in a lessee process, including for non-contact cooling is considered process water.
3. Secondary containment is required when loading and offloading products.
4. Lessee vehicles will be taken offsite for maintenance and cleaning.
5. All waste streams will be managed as to prevent storm water contamination.
6. Chemicals and oils will be stored indoors and have the proper containment to prevent leaks and spills.

**Spill Prevention, Control and Countermeasures Plan**

1. The ITC works under and adheres to DFS’s SPCC plan to help prevent contamination to waters of the state.
2. All oil tanks (diesel, gas, etc.) equal to or greater than 55 gallons must have secondary containment, be labeled, and have a lid.
3. All chemicals and oils being used outside must have secondary containment, and be moved indoors for storage.
4. Operate and maintain equipment to minimize discharges. Best management practices include proper and timely maintenance, minimizing leaks, and using drip pans and containment.
5. Take precautions when loading/offloading products. Best management practices include securing the product, inspecting systems, hoses, and connections; using drip pans and containment; and, draining and capping the end of the hose to prevent uncontrolled leaks.
6. Lessees are responsible for reporting and cleaning up spills.
7. When spills and leaks occur, be aware of the hazards; look at the SDS, determine what type of proper personal protective equipment is required to clean up the spill safely.
8. Spills: All spills must be cleaned up. Eliminate potential discharge sources. If it is possible and safe to do so, identify and shut down the source of the discharge to stop the flow. Contain the discharge with sorbents, berms, dirt, etc. Dispose of the recovered products according to regulation. Contaminated soil will be disposed of offsite.
9. Spill Reporting: All outdoor spills (gasoline, diesel, chemicals etc.) must be reported immediately. A spill report must be completed by the Lessee within 24 hours.

**Acknowledgement of Receipt**

I acknowledge that I understand the ITC General Safety and Environmental Rules. By signing below, I agree that:

1. I am responsible to comply with the ITC’s General Safety and Environmental Rules.
2. The ITC General Safety and Environmental Rules provide information to comply with federal and state rules and regulations, but is not all inclusive. ITC programs and policies along with federal and state law are subject to change. I understand that although the rules are an important tool they do not account for all regulations that may need to be addressed.
3. I agree to comply with all Occupational Safety and Health Administration (OSHA) standards that apply for my work at the ITC.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## Lessee Safety Lead Form

Name, Title

Date

Company

Do you have hands-on experience working in/with a power plant or a similar industrial process?

Y

N

List (describe ) experience

Do you have other qualifications to lead your company in the safety and environmental processes required by this manual?

Y

N

List (describe) qualifications

What are your company's safety and environmental goals while testing at the ITC?

Do you understand the Lessee Safety and Environmental Manual and are you comfortable ensuring your company's compliance with the safety and environmental manual?

Y

N

Can you effectively train other employees and your company's contractors in the safety and environmental requirements that are required to perform work at the ITC?

Y

N



## **Lessee Safety And Environmental Manual Acknowledgement Form**

The purpose of the ITC Lessee Safety Manual is to assist the Lessee Safety Lead in implementing procedures and other controls necessary to promote safety and prevent accidents. There is also a need to provide adequate warning and training to all lessees and their contract employees regarding workplace safety. Our concern is for the safety of all employees, and documenting lessee compliance with OSHA and the EPA.

I, the lessee, understand my responsibility to consult with the ITC Operations Manager regarding any questions not answered in this manual. I also understand that any negligence resulting from my employees or myself may result in a breach of lease.

The manual provides information to comply with federal and state rules and regulations, but is not all inclusive. Federal and state law may be subject to change at any time. I understand that although the manual is an important tool it does not account for all regulations that may need to be addressed through the course of work.

I acknowledge that this manual is neither a contract of employment nor a legal document, but acknowledgement that I have received a copy of the Lessee Safety and Environmental Manual. I will familiarize myself and our employees with the information contained in the Lessee Safety Manual and will comply with the procedures and program applicable to our job scope while on-site.

Name, Title

Company

Signature

Date

# Incident Report Form

Use this form (or equivalent form in use by your company) to report accidents, injuries, property damage, or significant near miss events. Complete this form within 24 hours of the event and submit to the Operations Manager. Attach additional information to this form as needed. Any incident requiring medical care (other than basic first aid) must be followed by an investigation (no investigation form is provided)

Date of incident

List personnel involved in incident (name, title, company)

List personnel witnessing the incident (name, title, company)

Detailed Location of incident

Detailed Description of Incident (attached additional pages, photographs and sketches if necessary)

Describe medical treatment provided including first aid, emergency room, clinic (if any)

Describe general extent of injuries and/or property damage (if any)

Date of Report

Report Written by (name, title, company)

To provide for the safety and wellbeing of those working at the ITC, and to insure compliance with the ITC's environmental and loss control requirements, all contractors will be approved by the ITC prior to performing Class "A" work (hands-on work) at the ITC site.

ITC Tenant (ITC tenant requesting contractor approval) \_\_\_\_\_

### Contractor Information

Name \_\_\_\_\_

Scope of Work \_\_\_\_\_

Anticipated dates of work \_\_\_\_\_

Name and Title of Primary Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Contractors who are approved by Basin Electric Power Cooperative for work at Dry Fork Station are pre-approved for work at the ITC. The information below is not required for pre-approved contractors.*

Provide the following:

- \_\_\_\_\_ certificate of insurance
- \_\_\_\_\_ Experience Modification Rate (EMR)
- \_\_\_\_\_ written safety program
- \_\_\_\_\_ resume, recent project list, or statement of experience
- \_\_\_\_\_ filing ID for the registered business (company) in Wyoming\*
- \_\_\_\_\_ Wyoming license for the type of work (ex – Electrical or General Contractor)

Send this form and all required information to: [will@co2mgt.com](mailto:will@co2mgt.com) with copies to [ray@co2mgt.com](mailto:ray@co2mgt.com) and [jim@co2mgt.com](mailto:jim@co2mgt.com)

*Approval: Allow two weeks for the ITC to verify the contractor information and either reject or approve the contractor. Applications will be evaluated based on the information received with consideration for the scope of work of the contractor.*

\*for more information regarding becoming a registered business in Wyoming visit:  
<https://soswy.state.wy.us/Business/Docs/HowToCreateAWyomingCompany.pdf>



# Wyoming Integrated Test Center (ITC) COVID-19 Procedures

## **Introduction**

This document describes the ITC's procedures addressing Coronavirus Disease 2019 (COVID-19). The outbreak of COVID-19 is a dynamic situation that is being taken seriously at the Wyoming Integrated Test Center (ITC).

These procedures are included in and governed by the ITC's Safety and Environmental Program. All entities (tenants and contractors) with badged access to the ITC are required to have their own internal COVID-19 policies included in their health and safety programs.

Our primary concern is the health and safety of all those who work at the ITC. Secondly we seek the continued and efficient operations of the ITC and Dry Fork Station (DFS).

These procedures are categorized as follows:

1. Staying informed.
2. Required preventative measures.
3. Additional recommended preventative measures.

## **Staying Informed**

The ITC is monitoring and assessing information provided by the Occupational Safety and Health Administrations (OSHA) the Centers for Disease Control and Prevention (CDC) and the State of Wyoming. These procedures will be updated periodically as guidance changes. It is up to all individuals working at the ITC to be aware of current guidance. Individuals working at the ITC should, in cooperation with their health care provider, understand their personal health risks and how best to reduce their risk associated with COVID-19.

## **Required Preventative Measures**

### *A. Limit personnel on the ITC Site*

1. Limit the presence of all non-essential personnel on the ITC site including media, tour groups, friends, families, and trainees. All such visits must be approved by the ITC in advanced.
2. Limit work activities to those presently required. If a project or contractor can be reasonably delayed until such time that the COVID-19 transmission rates are minimized, then consider delaying it.
3. Limit ITC gatherings and meetings, using other means when possible such as phone calls and web meetings.
4. Use telework arrangements limiting ITC office use when possible.



## Wyoming Integrated Test Center (ITC) COVID-19 Procedures

### *B. Limit Interaction with DFS Personnel and Common Contractors*

1. Do not route mail and freight through DFS. Make other arrangements including residential, hotel, or UPS store deliveries.
2. Do not conduct face-to-face interaction with DFS personnel except in an emergency. ITC personnel are instructed to stay within the boundaries of the ITC (do not enter the DFS property).
3. Conduct face-to-face interaction with common contractors (including but not limited to Hladky Construction, J2ML, etc.) only when other options such as phone and virtual meetings are not available.

### *C. Personal Exposure and Transmission Control*

1. Stay away from the ITC if feeling sick or if you were exposed to someone with COVID-19. The recommended isolation period is 14 days.
2. Frequently and thoroughly wash hands with soap and water or alcohol-based hand sanitizers (with at least 60% alcohol content).
3. Limit touching face, nose and eyes.
4. Whenever practical, maintain social distancing of at least six feet (greater separation of 23 to 27 feet is recommended by recent studies).
5. Wear a face covering (mask) when social distancing guidelines cannot be maintained, especially for prolonged periods of close contact. Carefully remove and handle used face covers, wash hands after handling face covers, and wash face covers at least daily.
6. Avoid shaking hands and other human physical contact.
7. Cough and sneeze into a facial tissue or when those are not available, cough and sneeze into the crook of your elbow to minimize airborne delivery to others.
8. Avoid speaking loudly and avoid other persons speaking loudly (recent studies indicate that considerable SARS-CoV-2 is projected into the air by speaking loudly).
9. Avoid face-to-face meetings on site if alternatives are available.
10. Keep in-person meetings as short as possible, limit the number of people in attendance, and use social distancing practices. Hold meetings outside of the office building when practical.
11. Avoid using other personnel's phones, desks, office or other work tools and equipment unless they have been disinfected.
12. If handling of equipment, computers, etc. is required by multiple users, clean shared equipment frequently using alcohol based disposable wipes (or other no less effective means) and/or wear disposable gloves.
13. Those using the ITC office facility are responsible for cleaning touch surfaces (desks, phones, door knobs, keyboards, common areas, kitchen areas etc.) frequently. (The ITC's janitorial service is on a monthly basis).



## Wyoming Integrated Test Center (ITC) COVID-19 Procedures

### Additional Recommended Preventative Measures

#### *A. Recommended Personal Exposure and Transmission Control*

1. Consult with your health care provider to determine if you have any elevated vulnerability health risks. Based on your health care provider's guidance, additional protection may be warranted.
2. To aid in protecting vulnerable persons, exercise extra social distancing and precautions when around such people.
3. Avoid travel to COVID-19 hotspots and avoid contact with persons that have recently traveled to COVID-19 hotspots.
4. Limit or discontinue use of the kitchen facilities (including coffee), especially when multiple working groups are on site. Plan ahead and bring food and refreshments that do not require use of the kitchen.
5. For those based outside of Gillette, limit unnecessary travel in and out of the area. Plan your work to limit travel.

#### *B. Other Recommended Engineering Controls*

1. Maintain signage and posters encouraging exposure and transmission control hygiene and etiquette.
2. Utilize (purchase\install) touch free equipment (to reduce touch surfaces).
3. Improve office ventilation, air changes and filtering.
4. Increase air changes by opening windows.

Responsibilities for supplying and maintaining personal exposure and transmission control supplies:

<b>Line</b>	<b>Item</b>	<b>ITC Supplied</b>
1.	alcohol based hand sanitizer	<b>No</b>
2.	hand soap and water	Yes
3.	face coverings	<b>No</b>
4.	office cleaning supplies	Yes
5.	facial tissues	Yes
6.	alcohol based cleaning wipes	<b>No</b>

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## **ITC Emergency Action Plan (EAP)**

5/01/20

### **I. OBJECTIVE**

The objective of the ITC Emergency Action Plan (EAP) is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare personnel for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and resources by training personnel, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the ITC.

### **II. ASSIGNMENT OF RESPONSIBILITY**

#### **A. ITC Operations Manager**

The ITC Operations Manager will manage the ITC EAP, maintaining all training records, and scheduling routine tests of the EAP in conjunction with the appropriate authorities.

The ITC Operations Manager will also coordinate with local public resources, such as the fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this EAP.

#### **B. Lessee and Lessee Safety Leads**

Lessees are responsible for their own safety and for recognizing and responding to emergencies impacting their personnel. The ITC does not have a general alert system, central emergency command center, or in-house emergency response team. Lessees must have the resources (personnel, equipment, training, procedures, etc.) to recognize when emergencies occur and to effectively respond to such emergencies. Effective emergency response includes communicating with and assisting emergency services personnel.

Safety Leads are responsible for implementing the procedures in this plan for their personnel, visitors, contractors and vendors. Implementation of this plan includes: training, procedural modifications to account for the unique processes of the lessee, plan testing, stocking emergency response supplies\equipment, reporting and communicating with the ITC Operations Manager about the EAP.

C. Personnel, Contractors, Vendors and Visitors

All people working or visiting the ITC are responsible for following the procedures in this plan.

D. Dry Fork Station (DFS)

The Dry Fork Station, adjacent to the ITC, maintains a detailed EAP, is staffed 24/7/365, and is equipped with an emergency response team and audible alert system. DFS's emergency response resources are intended for personnel working at the DFS, not those working at the ITC.

The Dry Fork Station operator may assist as they are able during an emergency at the ITC. This assistance will be normally be limited to ensuring first responders gain access to the ITC site.

The DFS alert system and instructions given over loud speakers are audible to those working at the ITC. Lessees should remain attentive to the DFS loud speaker system. Notification of an anhydrous ammonia leak will be communicated using this loud speaker system. Other DFS instructions and warnings may be useful, however, they are normally intended for DFS personnel.

### III. PLAN IMPLEMENTATION

A. Reporting Emergencies

Emergency situations will be reported as soon as possible directly to local emergency services **by calling 911**. Give a detailed location as described below.

*The Integrated Test Center (ITC) at the Dry Fork Station  
12480 North Highway 59  
Include the name or identifier of the individual test bay*

Describe the situation and stay on the phone until you are released.

Send someone to meet the first responders at the Basin Electric Dry Fork Station sign (at the highway) and escort them to the location of the emergency.

After emergency services has been contacted, contact the Dry Fork Station control room using the ITC facility radio system or by phone at 307-687-8401.

The emergency services personnel will lead the emergency response. DFS control room operators can provide site access escort if necessary.

Lessees must have the personnel, procedures, training and equipment necessary to recognize when emergencies occur and then to effectively communicate with and to assist emergency services personnel who respond to their emergency.

All personnel are authorized to contact emergency services when fire, chemical, medical, or other emergencies deem it necessary. Personnel who contact emergency services *are also responsible for further communications* as outlined below

## B. Informing ITC personnel

In the event of an emergency situation, the person who initially reported the emergency will ensure that all personnel working at the ITC are notified as soon as possible. This can be accomplished using the ITC facility radio system.

## C. Administrative Notification

In the event of an emergency, as soon as reasonably practical the person who initially reported the emergency will contact the Lessee Safety Lead and the ITC Operations Manager.

ITC Operations Manager will contact the Wyoming Infrastructure Authority Executive Director or their designee.

## D. Emergency Contact Information

The ITC Operations Manager will maintain an emergency contact list kept in the following locations:

1. ITC Office (in the vicinity of the WIA office phone and door)
2. Storm Shelters
3. Appendix "A" of this plan

Lessee safety leads will post emergency contact information for their organization in a prominent place on or near their testing facility and in the vicinity of their assigned ITC office.

## E. Evacuation Routes and Designated Assembly Areas

Emergency evacuation escape route plans, also showing the designated assembly areas, are posted in the following areas:

1. ITC Office (in the vicinity of the WIA office door)
2. Storm Shelters
3. Appendix "B" of this plan

The ITC's designated assembly areas are listed below:

### Indoor Assembly Areas:

1. ITC Office Building (**not** intended as a severe storm (tornado) shelter)
2. Small Test Bay Storm Shelter
3. Large Test Bay Storm Shelter

### Outdoor Assembly Areas:

1. Flag Pole Outside ITC Office Building
2. South East corner of the Large Test Center bay
3. The ITC main gate

In the event that a fire or emergency requires evacuation (a partial or complete site evacuation), all personnel (except those noted in Part III. F of this plan "Securing Property and Equipment") must

immediately report as soon as possible to the closest safe assembly area. All personnel are responsible to know the location of the closest assembly area and must use their judgement to determine if, given the nature of the emergency, the assembly area is safe. The ITC main gate assembly area will be used if a complete evacuation of the ITC site is necessary. When applicable, doors must be unlocked and closed as the area is exited.

Prior to entering the ITC, mobility-impaired personnel must be assigned an assistant(s) who will aid the mobility impaired person in the event of an evacuation.

#### F. Securing Property and Equipment

Prior to evacuating the ITC site (or portion of the site), some equipment may need to be secured to prevent further danger to the facility and personnel (such as shutting down equipment to prevent release of hazardous materials).

Lessees will develop an emergency plan for securing (shut-down) their facilities and provide the plan to the ITC Operations Manager. The plan must include assignment of responsibilities, estimated duration of planned tasks, and consideration of after-hours staffing.

During an evacuation, all personnel remaining behind to shut down critical systems must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the facility by the nearest escape route as soon as possible.

#### G. Accounting for Personnel (and visitors) After Evacuation

The ITC does not have a central system for accounting for all personnel, visitors and contractors. Each Lessee Safety Lead and the Operations Manager (or their designee(s)) is\are responsible for accounting for people under their responsibility. Lessees must have procedures in place to ensure they can account for their personnel in the event of an emergency.

All people who have not entered the ITC using a badge swipe entry must sign in and out (daily) using the visitor's log located in the ITC office. All visitors are required to be continuously escorted by badged personnel.

Once an evacuation has occurred, the ITC Operations Manager, Lessee Safety Lead (or their designees) will account for each employee or visitor assigned to them. Each person on site is responsible for reporting to the appropriate person so an accurate head count can be made.

In the event of a catastrophic event where personnel are unaccounted for, Lessees and the ITC Operations Manager will consult the visitor's log and may request badge entry system data from DFS to validate the head count (this will be a post-event process that will require substantial time).

#### H. Re-entry

Once the ITC has been evacuated, no one may re-enter for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All personnel must remain at the designated assembly area until the fire department or other emergency response agency indicates that either:

1. the site is safe for re-entry, in which case personnel will return to their workstations
2. the designated assembly area is not safe, in which case personnel will vacate the premises

#### **IV. TRAINING**

##### **A. Employee Training**

All personnel will receive instruction on this Emergency Action Plan as part of initial site safety training (required for obtaining an ITC entry badge). Additional training must be provided:

1. when there are any changes to the plan or facility
2. annually, as refresher training (ITC entry badges expire annually)

Items for review during the training include:

1. means of reporting emergencies (use of radios and office phones)
2. listing of emergency contacts
3. fire extinguisher locations, usage, and limitations
4. individual responsibilities
5. escape routes, assembly areas and procedures
6. emergency shut-down procedures
7. procedures for accounting for personnel and visitors
8. closing office doors
9. sheltering in storm shelters
10. procedures for specific emergencies (fire, medical, chemical, weather, etc.)

##### **B. Evacuation Drills**

Evacuation drills must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the site or processes change impacting this EAP.

##### **C. Training Records**

The ITC Operations Manager will document all training pertaining to this plan and will maintain records at the ITC office.

#### **V. PLAN EVALUATION**

The ITC Operations Manager will review and modify this plan at least annually. Following each drill, affected parties will evaluate the drill's effectiveness and will suggest improvements to the EAP.

#### **VI. SPECIFIC EMERGENCIES – ADDITIONAL PROCEDURES**

Additional procedures are given in this section for the specific emergencies listed below.

##### **A. Unexpected Incidents**

1. Fires and Explosions

In the event of a fire: Call the fire department (911). Attempt to extinguish the fire using a fire extinguisher only if safe to do so and the appropriate fire suppressant is available.

Personnel shall not fight a fire after it can no longer be put out with a fire extinguisher, or enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

Lessee personnel who are knowledgeable about their process equipment must be available to assist and ensure the safety of first responders.

## 2. Chemical Releases and Spills

Lessees shall use the nearest eye wash station/shower in the event they come in contact with a chemical or hazardous material.

The Lessee will control additional spills or further gas releases from a safe distance. Lessees will avoid exposure to toxic or flammable atmospheres.

Chemical spills will be cleaned up in accordance with the SPCC Plan. In emergency situations the fire department can assist with containing spills of hazardous chemicals that may be a threat to the public. The fire department does not provide spill cleanup.

A DFS ammonia release will be announced over the DFS loud speaker system. All personnel must remain attentive to the DFS loud speaker system. During an ammonia release personnel are to move crosswind or upwind depending on your location relative to the area of the release. The propane tank wind sock and ITC flags will help personnel determine wind direction. All personnel must determine the best shelter location depending on the specifics of the situation (temperature, wind, amount of ammonia released, etc.). The ITC office may provide adequate shelter, however all heating, air-conditioning and ventilation systems must be turned off and doors and windows must remain closed.

In the event of an ammonia release, DFS will also notify nearby residents and businesses, including the ITC, using an automated telephone based system ("code red" system). The ITC office phones have been entered into this "code red" system. Lessee cell phones may also be entered into this system upon request.

## 3. Hazardous Waste

Contain the flow of hazardous waste to the extent possible. Clean up the hazardous waste and any contaminated materials or soil.

## 4. Medical Emergency

In all cases that require more than minor first aid treatment, the Lessee shall make arrangements for transportation of the individual(s) to Campbell County Health (hospital) in Gillette.

The lessee will determine the type of transport needed. If the individual is conscious, ambulatory and not considered to be in immediate danger, an on-site vehicle may be used as transportation.

An ambulance response is required for all life threatening injuries. All personnel are authorized to request ambulance service (911).

Ambulance response time to the ITC is estimated at 20-30 minutes. In some situations the patient may be transported by the lessee part way to the hospital, meeting the ambulance in route to the hospital. The emergency services dispatcher can give instructions if meeting and transferring the patient is deemed a reasonable and time saving option.

Advanced medical care and treatment shall be administered by trained professionals who have the necessary training, equipment, and experience to give such aid. Campbell County emergency

medical services will normally provide advanced medical care. Untrained people might endanger themselves or those they are trying to assist.

#### 5. Confined Space Rescue

Lessees are responsible for planning for a confined space rescue (pre-job planning) and staging necessary rescue equipment on the site according to the rescue plan requirements. If personnel are injured or incapacitated inside a confined space and are unable to exit on their own, immediately notify emergency services (911). Entry into the space to provide first aid treatment will not be attempted by the attendant or any untrained personnel.

#### 6. High Rope Rescue

If personnel are injured or incapacitated at an elevated location and are unable to climb down on their own, immediately notify emergency services (911). First aid treatment may be provided, if possible by trained personnel. Trained personnel administering first aid at elevated locations will ensure their own safety and maintain positive fall protection at all times.

Only a trained high rope rescue team will be used to rescue personnel that may need to be lowered from elevated locations using rope.

### B. Forces of Nature

Lessees shall monitor for approaching weather threats, and shelter in one of two available storm shelters when necessary. There are three weather radio's located in the ITC offices available for use by lessees. Internet access is also available at the ITC office (<https://www.weather.gov/>). The ITC does **not** issue weather alerts or warnings.

#### 1. High Wind Conditions, Thunderstorms, Tornadoes

The location of storm rated shelters is shown on the Evacuation\Designated Assembly Area drawing. Lessee Safety Leads will ensure that all personnel have been trained and have practiced entering and securing the door of these shelters. Lessees are responsible for monitoring weather conditions and determining when entry into a storm shelter is required. The ITC office building and ITC bathrooms are **not** secured by means of a permanent foundation and are **not intended** as a severe storm (tornado) shelter.

When high winds are occurring or predicted lessees shall secure all areas for high wind conditions. This may include removing or securing boards, scaffolds, and any other miscellaneous material that can blow about. Any temporary structures are to be anchored with cables when warning time permits.

Outside work activities will be shut down if sustained wind velocities exceed safe working conditions. All lessees must be constantly alert for debris or material that can be moved by high winds and cause employee injuries or damage to equipment.

High winds can cause tornado like damage. Light duty structures are dangerous to occupy during windstorms and should be evacuated.

In the event of a hailstorm, all lessees must take immediate cover for the duration of the hailstorm.

During tornado season (typically May through August) the lessees must, at the beginning of each shift, minimize the amount of boards, scaffolding, sheet metal, etc. that can be blown about. Lessees are required to remove or tie down any elevated structure, scaffold, or unused material that can endanger personnel or equipment.

## 2. Winter Weather (Blizzards)

Lessees are responsible for monitoring winter weather advisories and alerts (<https://www.weather.gov/>) and to be aware of road conditions and road closures (<https://www.wyoroad.info/>). Remain alert and plan ahead for changing weather and road conditions. Lessees should limit road travel when severe winter weather is occurring or predicted.

If road conditions and/or closures warrant, lessees are permitted to stay overnight at the ITC office. The ITC will **not** provide food or bedding for overnight stays. Lessees are encouraged to plan for and stock supplies that may make an extended stay at the ITC more comfortable.

### C. Unauthorized Personnel and Suspicious Activity

Stay alert for any unusual activities and/or unauthorized personnel while approaching or working at the ITC. Report suspicious incidents and/or trespassers immediately to the Lessee Safety Lead and ITC Operations Manager.

The Operation's Manager will contact the DFS control room and if warranted will contact the Sheriff's Department at 307-682-7271 with any concerns.

If you make contact with a suspected trespasser maintain your professional approach and avoid confrontation (or avoid contact all together). Do not touch or attempt to restrain trespassers. Law enforcement officials will handle removal if necessary. Be sure your actions ensure the safety of you, other personnel, contractors and visitors.

Trespassers may attempt site access by hiding in delivery trucks or on equipment, or by jumping railroad tracks or fences. Be aware of this and conduct an extra thorough review of your work site, vehicles and equipment before starting work or unloading a truck.

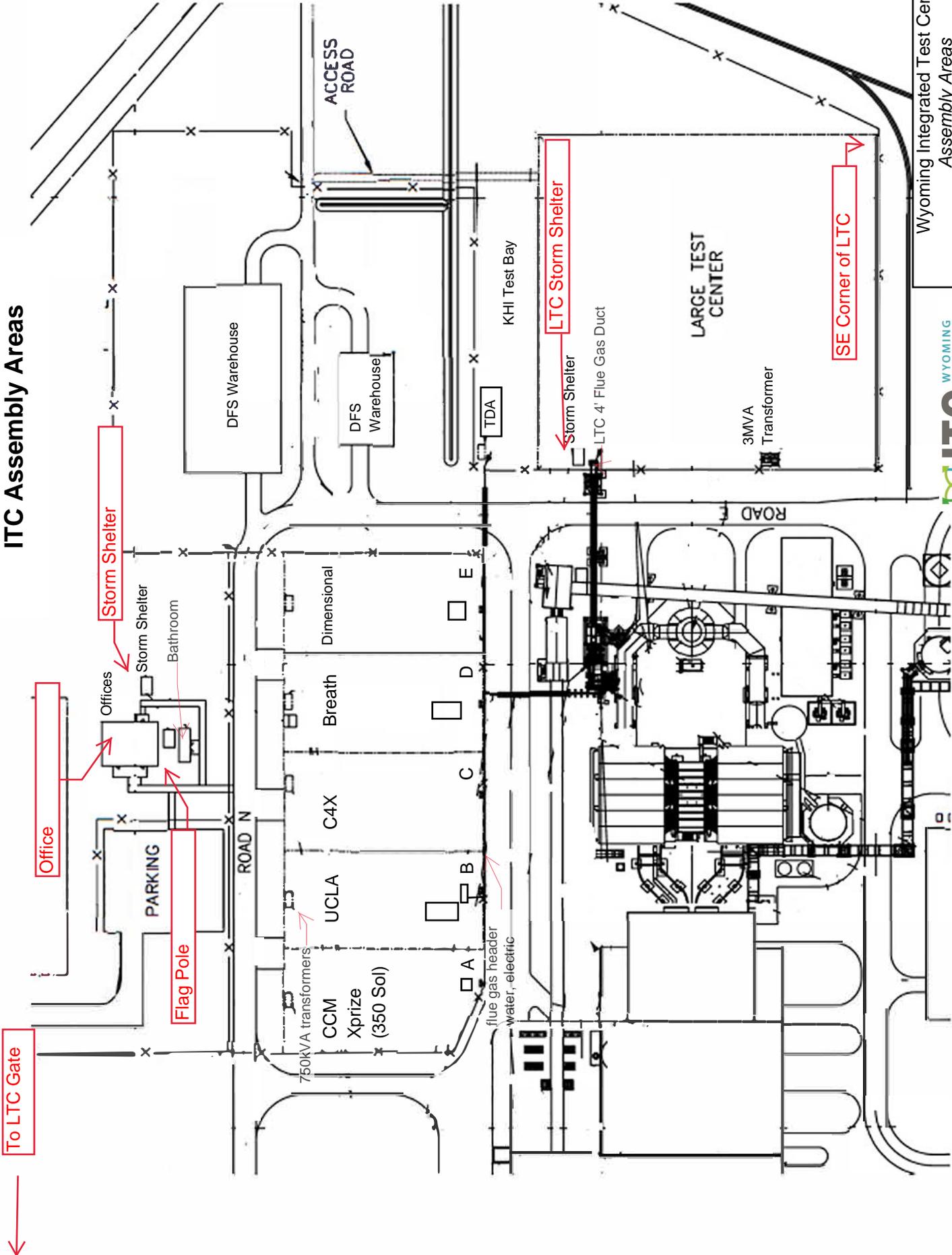
Appendix A: Emergency Contact List

Your Location

The Integrated Test Center (ITC) at the Dry Fork Station  
 12480 North Highway 59  
 Include the name or identifier of the individual test bay

ITC Emergency Contact Phone Numbers			
Line	Group	Contact	Phone Number
1	DFS	BEPC HDQ Emergency/Security	1-701-557-5555
2	<b>DFS</b>	<b>DFS Control Room/Operating Authority</b>	<b>1-307-687-8401</b>
3	DFS	DFS Plant Manager	1-307-689-1585
4	DFS	DFS Safety Coordinator	1-307-689-9997
5	DFS	Environmental Coordinator	1-307-351-1423
6	DFS	Shift Supervisors Office	1-307-689-1318
7	ES	Campbell County Emergency Management Agency	1-307-686-7477
8	ES	Emergency Service Dispatch, non-emergency	1-307-682-7271
9	<b>ES</b>	<b>Police, Ambulance and Fire Department</b>	<b>911</b>
10	<b>ITC</b>	<b>Operations Manager, Jim Ford</b>	<b>1-307-680-3445</b>
11	<b>ITC</b>	<b>Operations Manager, Ray DeStefano</b>	<b>1-307-670-1117</b>
12	ITC	Technical Lead, Will Morris	1-385-249-0587
13	ITC	WIA Executive Director, Jason Begger	1-307-256-0098
14	ITC	WIA Office	1-307-635-3573
15	Neighbor	Dry Fork Mine	1-307-682-2839
16	Neighbor	Gillette TSM	1-307-685-8950
17	Other	CHEMTREC	1-800-424-9300
18	Other	National Poison Control Center	1-800-222-1222
19	Other	National Response Center	1-800-424-8802
20	Other	Occupational Safety and Health Administration	1-303-844-1600

# EAP Appendix B ITC Assembly Areas



Wyoming Integrated Test Center  
Assembly Areas

Scale: 1"=140' by: RJD 5/6/20

### EAP Appendix C: Dryfork Station Radio Information

Radio Information			Name	Rad	Ph	Name	Rad	Ph	Name	Rad	Ph
<b>Name</b>	<b>Rad</b>	<b>Ph</b>	Fulciniti, Dawn	218	8485	Miller, Colter	254		Riddle, Jaime	219	8431
Bartow, Brian	212	8479	Haluzak, Roger	260		Moore, Dominic	283		Riggs, Cole	292	
Bauer, Gerald	287		Heafner, Nicole	258	8410	Morgan, Bill	204	8402	Rust, Jacob	261	
Behunin, Monty	266		Heying, Kathy	240	8451	Mortson, Jean	227	8478	Sanders, Katie	265	8458
Bishop, James	252		Hoff, Cory	221		Mosteller, Jim	249		Schnell, Steve	257	
Blessing, Stuart	262	8432	Hohnholt, Cole	243		Neumann, Trevor	279		Schroyer, Sandy	208	8400
Boe, Tanner	230		Hood, Benjamin	293		Norris, Dustin	298		Schwarz, Chris	277	
Bray, Nolan	264	8475	Hottell, Shaun	216		Oliver, Art	215		Shift Supervisor	204	8402
Brazeo, Ken	222		Hugo, DaLyn	231	8447	Olson, Guy	228	8428	Shirley, Ryan	256	
Bryant, Floyd	235		Just, Amy	213	8453	Onaindia, Darcy	205	8498	Sloan, Bruce	204	8402
Chapman, Rhonda	200	8436	Klein, Eli	204	8402	Pearson, Brigitte	296		Somer, Frank	286	
Clyde, Michael	226	8446	Lausen, David	270		Peterson, Drew	276		Stalcup, Tom	239	8450
Control Room Console	220	8401	Lotvedt, Christopher	267		Pirtz, Tyler	207		Stavelly, Kevin	247	8469
Control Room Portable	202		Luraas, Tyler	210		Pratt, Neil	223		Storbeck, Terry	225	8494
Dobrovolny, Matthew	242		Manitz, Daniel	211		Prelle, Sean	253		Tiltrum, Casey	282	
Donovan, Robert	263	8434	McDougald, Shawn	236	8445	Reints, Tim	285		Tschetter, Scott	204	8402
Elliott, Connie	206	8462	Meyer, Larry	268		Reynolds, Chris	273				
Fraser, Ashley	217	8452									
<b>Name</b>	<b>Rad</b>	<b>Ph</b>	<b>TSM &amp; Contractor</b>	<b>Rad</b>	<b>Ph</b>	<b>CHANNEL INFO.</b>	<b>#</b>	<b>DFS Address &amp; Main Phone No.</b>			
Vessa, Ron	246	8448	<b>TSM Reception</b>		<b>8950</b>	<b>Emergency Alert</b>	<b>1</b>	12460 N. Hwy. 59			
Villegas, Joe	275		*Patrick	696-3776	8954	Basin	2	Gillette, WY 82716			
Wager, Robert A.	289					Operations	3	307-687-8400			
Wager, Zach	224		*Cort Cundy	299-2702	8952	Mechanics	4	<b>Delivery Gate</b>	<b>3417</b>		
Warner, Ronda	280					E & I	5	<b>Employee Gate</b>	<b>3407</b>		
Webster, Ben	248		<b>Hladkey Construction</b>	<b>300</b>		Utility Operations	6	<b>Headquarters</b>	<b>701-223-0441</b>		
Webster, Kevin	251		*Mark Jamtgaard	660-6783		Warehouse	7	<b>Tech Support</b>	<b>701-557-5382</b>		
Weeks, Yuma	204	8402				Lab	8				
Williams, Eric	234	8489	<b>J2ML</b>	<b>309</b>		Work Group 1 - Contractors	9	<b>Calling Radio From Phone</b>			
Williamsen, Mike	203	8457	John Poloncic	660-7934		" 2 - Contractors	10	Dial 3470, wait for tone, dial radio #			
<b>3/19/20</b>			Matt Cady	302		" 3 - Contractors	11	followed by # sign			
			<b>ITC</b>			" 4 - Contractors	12				
			Jim Ford	319	8477	" 5 - Contractors	13				
			Ray DeStafano	320	8477	" 6 - Contractors	14				
			ITC	321							
			Steve Raab - UCLA	322							
			ITC	323							
			ITC	324							

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## **Hazardous Energy Isolation (Lockout / Tagout)**

05/01/20

### **Scope**

The ITC Hazardous Energy Isolation (lockout/tagout) program covers hazardous energy isolation of *ITC owned\controlled equipment*. Lessees and their contractors must have their own hazardous energy isolation programs and procedures for energy isolation of their equipment.

Hazardous energy isolation is required prior to any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal, or springs under tension.

These procedures apply to all ITC owned\controlled equipment, however the main isolation points are for process water (hydrants), flue-gas (small test center eight inch valve) and electrical supply (480V disconnect switches) to the individual test centers. The flue gas supply to the large test center must be isolated by Basin Electric under their procedures.

This procedure pertains to hazardous energy isolation of equipment for the purpose of personnel protection. Other operational and administrative procedures address the supply (initial, ongoing, and discontinuation) of utilities (water, flue-gas, and electricity) to an individual lessee test site.

### **Not Covered (exemption)**

Certain equipment can be exempted from the hazardous energy isolation procedures if the following eight specific conditions are met: (1) There is no potential for stored or residual energy or re-accumulation of stored energy after shut down; (2) there is only a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment; (4) the energy source is isolated and locked out during servicing or maintenance; (5) a single hazardous energy isolation device will achieve a locked-out condition; (6) the hazardous energy isolation device is under the exclusive control of the

employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

Chord and plug connected equipment will often meet these eight elements if the plug is unplugged and controlled by the employee performing the maintenance.

### **Hazardous energy isolation and Tagout Devices**

Group hazardous energy isolation devices and tags for use on ITC controlled equipment will be supplied by the ITC. Locks will be supplied by the individual or lessee who is working under the protection of the hazardous energy isolation.

In all cases lockout and tagout devices will be singularly identified, used only for this purpose, and will be durable, standardized, substantial, and identify the employee applying the hazardous energy isolation.

### **Multiple Energy Sources**

These procedures are intended for isolation of a single energy source. The utilities (process water, flue gas and electricity) for the test sites are supplied from single energy sources. In the event that ITC machines or equipment have more than one source of energy, a written step-by-step hazardous energy isolation procedure must be developed with the guidance and approval of the ITC Operations manager. Such procedures will be specific for each machine. Each machine/equipment-specific hazardous energy isolation procedure must be assessed at least annually to ensure that the procedure remains valid or if any changes are warranted.

### **Procedures for Hazardous Energy Isolation of ITC owned\controlled Equipment**

1. The lessee's Safety Lead will normally request hazardous energy isolation of ITC equipment on behalf of the lessee or their contractors.
2. Only personnel who are trained in these procedures may request or perform energy isolation operations including application of a personal lock.
3. When requesting energy isolation, lessees will give the ITC Operations Manager a minimum twenty-four hour notice whenever practical.
4. The ITC Operations Manager or their designee will perform energy isolation.
5. The ITC Operations Manager will apply an ITC lock in addition to the personal locks of those working under the protection of the hazardous energy isolation.
6. All energy isolation activities will be recorded in the hazardous energy isolation log book located in the ITC office.
7. The log book and tags will be filled out completely and include the following information:
  - a. date of hazardous energy isolation
  - b. expected duration of work
  - c. the equipment to be locked out (limits of isolation)
  - d. person performing the energy isolation activities

- e. names of individuals, lessee, and/or contractor working on the isolated equipment
- 8. The sequence of hazardous energy isolation and restoration will be followed
- 9. Personnel working on isolated equipment must either apply their own lock or work under the direct and continuous supervision of someone who has applied a lock.

### **Sequence of Hazardous Energy Isolation**

- (1) Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out.
- (2) For the machines or equipment having more than one source of energy requiring hazardous energy isolation, refer to the machine specific written procedure.
- (3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop/off button, open switch, close valve, etc.).
- (4) De-activate the energy isolating device(s) (main switch, circuit breaker, flow/control valve, etc.) so that the machine or equipment is isolated from the energy source.
- (5) Lock and tag the de-activated energy isolation device with assigned individual lock(s). If more than one person is exposed to the hazard or is working on the machine or equipment, each person must attach their individual lock. Only the person who attaches the lock is authorized to remove their lock.
- (6) Dissipate or restrain any stored or residual energy (such as that in capacitors, springs, elevated machine member, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) by such actions as grounding, repositioning, blocking, bleeding down, etc.
- (7) Ensure that the machine or equipment is disconnected from the energy source(s) by first checking that no persons are exposed, then verify the machine or equipment is isolated by operating the push/on button or other normal operating control(s) or by testing to make certain the machine or equipment will not operate. Return operating controls to neutral or off position after verifying the isolation of the machine or equipment. Whenever possible visually verify the isolation mechanism has operated as intended (open electrical switches, closed isolation valves). For any electrical work, voltage checks will be made of any circuit elements and electrical parts on which work is to be performed and any exposed adjacent parts.
- (8) The machine or equipment is now locked out, and servicing or maintenance may proceed.

### **Restoring the Machine or Equipment to Service**

When the servicing or maintenance is complete and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

To restore energy:

- (1) Check the machine, make sure nonessential items are removed from the machine, all components are operationally intact, and all guards are installed.
- (2) Clear the work area and notify all affected employees that the hazardous energy isolation/tagout is going to be removed.
- (3) Verify that the controls are in the neutral position.

(4) Remove the hazardous energy isolation and tagout devices and reenergize the equipment. Only the person who attached the hazardous energy isolation device may remove it.

(5) Notify affected employees that servicing or maintenance is complete and the machine is ready for use.

### **Emergencies and Unforeseen Events – Procedural Exceptions**

Situations may arise which warrant alteration of these procedures on a case-by-case basis. For example, a hazardous energy isolation/tagout device may need to be removed by someone other than the person installing it due to sickness or personal tragedy. Other unforeseen events and emergencies may also arise that warrant exceptions and changes to these procedures. In these rare situations the following will be required:

- a. Written explanation of the situation and reason a procedural change must be implemented (to be documented in the hazardous energy isolation log book)
- b. Written approval of the ITC Operations Manager or designee
- c. Written approval of the lessee Safety Lead or designee
- d. Additional safe guards that ensure personnel safety may be used including additional notifications and accounting of effected personnel

### **Tagout (without lockout)**

ITC owned and controlled equipment is equipped with lockable isolation mechanisms. If a situation arises where energy isolation equipment cannot be locked out (tagout only), additional precautions will be used and may include one or more of the following:

- a. isolation of upstream devices
- b. grounding of electrical circuits
- c. use of additional PPE
- d. use of look-out personnel to control tagged out energy isolation mechanisms
- e. additional precautions as needed

If tagout isolation is used (without lockout) documentation and approval will be as described in the above paragraph (“Emergencies and Unforeseen Events – Procedural Exceptions”).

### **Training**

Hazardous energy isolation training will be conducted for all personnel who are required to perform work on any equipment as referenced in this program. The training will address all components and procedures of this program. It will include methods to ensure employees understand the purpose and function of the program, that they can recognize applicable hazardous energy isolation situations, and that they have acquired the knowledge and skills required for applying, using, and removing the locks and tags.

Training will be conducted at least annually.

# Attachments

## ITC Hazardous Energy Isolation Log

Line	Date and Time Isolated	Date and Time Restored to Normal Operation	Device(s) Locked and Tagged	Isolation Performed By	Person Requesting Isolation	Work Being Done
1						
2						
3						
4						
5						
6						
7						
8						

## Hazardous Energy Isolation Detailed Procedure

This form may be used to develop step by step detailed hazardous energy isolation procedures. Detailed procedures are needed when more than one device must be locked out to isolate an energy source. For example if there are two or more sources of electricity.

Equipment to Isolate:

Step	Action	Device	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Returning to regular service:

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



Date: 5/01/20

## ENVIRONMENTAL COMPLIANCE

An integral part of the Wyoming Infrastructure Authority's, Wyoming Integrated Test Center, and Basin Electric Power Cooperative's mission is to maintain full compliance with all environmental regulatory requirements. It is imperative to correct and proactively manage issues of noncompliance such as leaks, spills, unpermitted air quality emissions, improper disposal of waste, and wildlife issues. Lessees have an important role in maintaining Dry Fork Station's (DFS) environmental compliance.

### QUESTIONS TO REVIEW BEFORE STARTING WORK

If any of the below questions apply to your work, you need to report them to the ITC Operations Manager immediately and follow the proper procedures.

1. Will your job be creating outdoor dust?

*Cease work until you discuss how your work can be done differently to prevent outdoor dust. This includes dust that is created indoors but can make it outside through a door or opening.*

2. Are you bringing an unpermitted emission source onsite?

This may include:

- Fuel burning equipment with a heat input of more than 25 million BTU/hr (6.25 billion gm-cal/hr)
- Gaseous fuel containing more than 10 million BTU/hr (2.5 billion gm-cal/hr)

*You will need to contact the WDEQ for a waiver or temporary permit. Mobile internal combustion engines are exempt from this regulation*

3. Is your vehicle tracking dirt and dust?

*Minimize the spreading of dirt and dust around the ITC site. Can you take a different route? Is your equipment properly maintained? Stay on the asphalt as much as possible, stay off the limestone.*

- Wash the equipment on a regular basis (not on the ITC Site).
- Keep to the same routes rather than tracking additional routes.
- Clean spilled materials off the road.

4. Did you have any type of spill or leak? This includes very small amounts, less than a pint (473 ml).



*All oil and chemical leaks or spills must be contained, cleaned up, reported, and disposed of immediately. The spill forms are attached, and must be returned to the ITC Operations Manager immediately.*

Examples of spills include oil from your vehicle, process water from your work, hydrate or pebble lime from offloading.

Use spill prevention equipment such as pads and storm drain covers. Use appropriate media to clean the spill.

### **Cleaning up a Spill:**

- Use dirt or the product Dual Zorb (absorbent) for outdoor spills.
  - Call the vacuum truck (contracted services based in Gillette).
  - Dispose of the spill and clean up material immediately.
  - Fill out and submit a Spill Report to the ITC Operations Manager.
5. Are you performing the proper preventative maintenance on your equipment and vehicles to prevent leaks and spill?  
*Preventative maintenance is an important best management practice for leak and spill prevention.*
6. Are you going to have a 55 gallon drum of fuels or chemicals onsite?  
*If so, SPCC rules apply. The drum does not have to be full to be subject to regulation.*
7. Do you need water to perform your job?  
*You may not use process water if it can get in a storm drain. If you add any type of detergent, chemical, or process to any water onsite, it cannot go into a storm drain.*

Examples include water for dust control, work, and for washing.

8. Did you bring oil or chemical onsite without an SDS?  
*If so, get a copy of the SDS.*
9. Do all of your hazardous substances have a lid and a label?  
*If not, find a lid and a label.*
10. Are all of your oils and chemicals stored indoors, and did you take them offsite when not in use?



*Chemicals and Oils are not permitted to be stored outdoors. Store them indoors until you can take them with you.*

11. Are you using chemicals and/or oils outdoors?  
*If so, use a drain cover and cover up the closest storm drains. Use best management practices that include secondary containment and spill prevention measures.*
12. Did you throw batteries, light bulbs (broken or whole), hazardous substances, or household waste in an ITC trash receptacle?  
*If so, get it out of the trash receptacle and take it with you when you leave site. Tape the terminals on the lithium batteries to reduce a fire hazard during transport.*
13. Are you planning to wash any equipment or vehicles onsite?  
*This is prohibited, so cease work, and take them off the property to wash them.*
14. Are you doing vehicle maintenance onsite?  
*Vehicle maintenance should be completed offsite. In outdoor maintenance emergencies, cover the drains, and use spill prevention before beginning the work. Take the soiled products with you offsite.*
15. Are you pumping water on site?  
*Allowing process water to enter storm drains is against regulations.*
16. Are you using aerosol cans?  
*Aerosol cans must be stored with a lid in a flammable cabinet, you must have a copy of the SDS, and you must take it with you when you leave. Do not throw any aerosol can away in the trash. Do not leave them unattended.*
17. Did you see injured or dead wildlife?  
*Report this to the ITC Operations Manager immediately. Do not handle, chase, move, or disturb any wildlife. Do not feed the wildlife.*



## **ENVIRONMENTAL PROGRAM DETAILS**

### **AIR QUALITY**

- Visible emissions (dust) shall be minimized.
- Prevent visible emissions from leaving the buildings and enclosures. This may require closing doors and openings.
- Prevent visible emissions from other unpermitted sources.
- Offloading trucks must cease when visible emissions are being caused by the offloading of product. Report this visible emission to the ITC Operations Manager.
- Drive on paved roads to prevent excessive dust.

### **WASTE WATER POND**

- The ITC's waste water returns (large test center and KHI test bay only) are plumbed to a sump and then to the waste water pond. Dry Fork Station must first approve any use of the waste water return.
- Waste from the water pond may not be used for land application (ex. dust suppression)

### **STORM WATER POLLUTION PREVENTION PLAN**

- It is the responsibility of every lessee to follow the Storm Water Pollution Prevention Plan. A copy of this plan is available in the ITC office. The only water we are allowed to discharge offsite is storm water
- Prevent process water, contamination, and spills from entering the storm drainage system (drainage ditches). Any water that has been used in a lessee process, including for non-contact cooling is considered process water.
- Secondary containment is required when loading and offloading products.
- Lessee vehicles will be taken offsite for maintenance and cleaning.
- All waste streams will be managed to prevent storm water contamination.
- Chemicals and oils will be stored indoors and have the proper containment to prevent leaks and spills.

### **SPILL PREVENTION, CONTROL & COUNTERMEASURES PLAN (SPCC Plan)**

The ITC is located on property leased from DFS. The ITC works under and adheres to DFS's SPCC plan to help prevent contamination to waters of the state. A copy of the plan is available in the ITC Office.



All oil tanks (diesel, gas, etc.) equal to or greater than 55 gallons must have secondary containment, be labeled, and have a lid.

All chemicals and oils being used outside must have secondary containment, and be moved indoors for storage.

Periodic inspections are required by the SPCC on gas, oil, and diesel tanks over 55 gallons. All chemicals require periodic inspection.

Operate and maintain equipment to minimized discharges. Best management practices include:

- Proper and timely maintenance.
- Minimizing leaks.
- Using drip pans and containment.

Take precautions when loading/offloading products. Best management practices include:

- Securing the product.
- Inspecting systems, hoses, and connections.
- Using drip pans and containment.
- Draining and capping the end of the hose to prevent uncontrolled leads.

Mobile fueling equipment must minimize risks of spills/leaks by:

- Securing equipment with chocks.
- Preventative maintenance of hoses, etc.
- Awareness of the direction of flow in relation to waters of the state.

Lessees are responsible for reporting and cleaning up spills.

When spills and leaks occur, be aware of the hazards:

- Review the applicable SDS.
- Involve the ITC Operations Manager when necessary.
- Determine what type of personal protective equipment is required to clean up the spill safely.

Be prepared for the spill:

- All spills must be cleaned up. Eliminate potential discharge sources.



- If it is possible and safe to do so, identify and shut down the source of the discharge to stop the flow.
- Contain the discharge with sorbents, berms, dirt, etc.
- Dispose of the recovered products according to regulation.
- Petroleum contaminated soil will be disposed of properly offsite.

#### Spill Reporting:

- All outdoor oil spills (gasoline, diesel, hazardous chemical spills etc.) must be reported to the ITC Operations Manager immediately.
- A spill report must be completed by the Lessee within 24hrs.
- The ITC Operations Manager will inform Basin's Environmental Coordinator or Designee, and Basin will report to the proper authorities when necessary.

#### **SOLID AND HAZARDOUS WASTE**

- Lessees are responsible for their own hazardous wastes.
- Lessees must maintain SDS's and a copy of Lessee SDS's must be available to review when requested by the ITC Operations Manager.
- To prevent contamination of waste streams, products cannot be brought in from the outside (from home, etc.).
- All aerosol cans brought onsite by a lessee must be taken offsite for disposal.
- Empty containers may contain residue and can be dangerous. Do not attempt to refill or clean containers without proper instructions. Most empty drums should be returned to the vendor.
- No household waste will be permitted onsite since household waste is regulated differently than industrial waste.
- Broken light bulbs are considered hazardous wastes and must be disposed of properly.
- If you are unsure of how to dispose of a product or material, please contact the ITC Operations Manager.

#### **WILDLIFE**

Any type of on-site wildlife concern needs to be brought to the ITC Operations Manager's attention. Many birds are protected under the Migratory Bird Treaty Act, and attempting to handle, chase, move, or disturb a protected species can result in a fine/jail time. Notify the ITC Operations Manager of all dead and injured wildlife, and do not move them.



Environmental Forms  
Spill Report

ENV-3007

All outdoor oil spills (gasoline, diesel, etc) must be reported.  
All outdoor spills over 25 gallons must be reported to environmental within 24 hours.  
Report all hazardous chemical and material spills immediately.  
Include photo documentation.  
Email or deliver this form to Enviro.

ENVIRONMENTAL: 8447

SAFETY:8452

Name (Printed):	Date of Spill:
Phone No:	Time of Spill:
Shift:	
Quantity of Spill (gallons):	
Type of Spill (hydraulic fluid, chemical):	
Location of Spill:	
Did the spill enter waters of the state:	
Was the spill a result of equipment failure:	
How was the spill cleaned up:	
How was the spill properly disposed of:	
What preventative measures can be taken to prevent a similar spill in the future:	
Comments:	

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