































Chapter 6: [Confined Space](#)

## Entry Procedures

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedProcedEntry.pdf>

### 1 Purpose

The purpose of these procedures is to ensure that entry into any confined space is planned and documented as required in order to identify and control hazards. They cover the entry method selection, planning, and documentation of entry into confined spaces of both classifications: *non-permit-required confined space (NPRCS)* and *permit-required confined space (PRCS)*. They apply to workers (as *entrants* and *attendants*), *confined space entry supervisors*, *confined space owners*, area and building managers, line management, field construction and service managers, and the confined space program manager.

### 2 Procedures

Requirements for entering a confined space depend on the hazards present as determined by information in the [confined space inventory](#) and by observation. The first step is to determine the applicable entry method as described in Section 2.1. (For a description of the inventory, see Section 2.5.4.)

All entries must be reviewed and confirmed as described below and in the required form or permit. To ensure entry conditions are acceptable, forms are good for one day only. For work lasting more than one day, a separate form is needed for each day's work. Completed forms must be kept at or near the entrance to the space during the entry.

*Note* A signed and approved [hot work permit](#) is required for any spark or flame-producing activities to be done in the space. Proper lock out/tag out procedures must be in place where applicable, and must be performed by authorized persons properly trained as described in [Chapter 51](#), "[Control of Hazardous Energy](#)".

The *two-person rule* applies to all confined space entries; that is, every confined space entry requires the presence of at least two qualified persons:

- For NPRCS entries, the minimum qualification is that both workers are current in the training required at the *attendant* or *entrant* level.
- All PRCS entries must be supervised by a *confined space entry supervisor* and carried out by workers who are current in the training required at the attendant or entrant level.

Additional requirements for all types of entry are described in Section 2.5.

## 2.1 Determining the Applicable Entry Method

The four possible methods of confined space entry are non-permit-required (NPRCS) and three variants for spaces classified as a permit-required confined space (PRCS): alternate entry, temporary declassification, and permit required. The required method depends on the confined space classification (NPRCS or PRCS), identified hazards listed in the [confined space inventory](#), and hazards introduced by the work to be done. Each type of entry requires a specific procedure and a form or permit as described below. (For an overview, see Figure 1.)

### 2.1.1 Non-permit-required Confined Space Entry

Non-permit required confined space (NPRCS) entry applies when no recognized hazards are present. The confined space entry supervisor must confirm that no hazards exist and none will be introduced (see Section 2.2). The entry is documented using the [Confined Space: Non-permit-required Confined Space Entry Form](#).

*Note* The NPRCS entry supervisor may reclassify the entry if hazardous materials or activities are involved.

### 2.1.2 Permit-required Confined Space Entry

A permit-required confined space (PRCS) entry applies when hazards are present. The applicable form or permit requires that all hazards are listed and it specifies the required controls that mitigate or eliminate each hazard.

Entry into a confined space classified as a PRCS may qualify for an alternate procedure or a temporary declassification if hazards can be eliminated as described below. If hazards exceed the stated conditions, a permit is required.

#### 2.1.2.1 Alternate Entry

A PRCS for which the only identified hazard is an actual or potential hazardous atmosphere qualifies for the alternate entry procedure (Section 2.3) if it can be demonstrated by air monitoring that continuous forced air ventilation alone is sufficient to remove the hazardous atmosphere and maintain the space safe for entry. A confined space entry supervisor must complete the [Confined Space: Alternate Entry Form](#) (or equivalent subcontractor's SLAC-approved form) to verify these conditions.

#### 2.1.2.2 Temporary Declassification

A PRCS may be temporarily declassified if both these conditions apply:

1. No actual or potential atmospheric hazards are present
2. All hazards within the space can be eliminated from outside the space for the duration of the entry

A confined space entry supervisor temporarily declassifies a PRCS by signing a completed [Confined Space: Temporary Declassification Form](#) (or equivalent subcontractor's SLAC-approved form) (see Section 2.3). All hazards must remain completely eliminated for the duration of the entry. Evacuation and reassessment is mandatory if any change in conditions introduces a hazard.



### 2.1.2.3 Permit Required

If entry conditions do not qualify for the alternate entry or a temporary declassification, entry into the PRCS must follow the entry procedure for PRCS (Section 2.4) and be controlled by a [Confined Space: Entry Permit](#) (or equivalent subcontractor’s SLAC-approved permit) that is administered and carried out by a confined space entry supervisor.

### 2.1.3 Confined Space Entry Method Selection Procedure

Step	Person	Action
1.	Confined space entry supervisor / entrant / attendant or, for work involving subcontractors: field construction manager (FCM) / service manager (SM)	If the confined space is identified with a posting: uses identifying information to check the <a href="#">confined space inventory</a> for profile information. If the space is listed in the inventory but not posted: contacts the listed confined space owner to request that a posting with identifying information is put in place. If the work space is not posted and not listed: determines if this is a new confined space – it is large enough to enter and perform work, have limited means of access/egress, and is not designed for continuous human occupancy? If all three attributes apply, a profile must be created: contact the confined space program manager.
2.	Confined space entry supervisor	Determines or confirms applicable entry method (for an overview, see Figure 1): <ul style="list-style-type: none"> <li>▪ If the listed classification is NPRCS <b>and</b> no new hazards are identified in the space or from the work to be performed: the procedure in Section 2.2 applies. If new hazards associated with the space are identified, contact the confined space program manager to reclassify the space.</li> <li>▪ If the listed classification is PRCS and if the hazards are atmospheric only and it can be controlled by forced air ventilation: the procedure in Section 2.4 applies</li> <li>▪ If the listed classification is PRCS and hazards other than atmospheric are present, determines if a temporary declassification applies.<sup>1</sup> If so, the procedure in Section 2.4 applies</li> <li>▪ If none of the above apply, use the procedure in Section 2.4</li> </ul>
3.	Confined space program manager	Updates <a href="#">confined space inventory</a> when new confined spaces or hazards are reported
4.	Confined space owner	Ensures that identifying information is available at the confined space location as described in <a href="#">Confined Space: Posting Requirements</a>

*1 29 CFR 1910.146, paragraph (c)(7), states that if all hazards associated with a permit-required confined space can be eliminated before entry, then the space can be reclassified as a non-permit-required confined space (NPRCS) for the time necessary to accomplish the work and the hazards remain eliminated.*

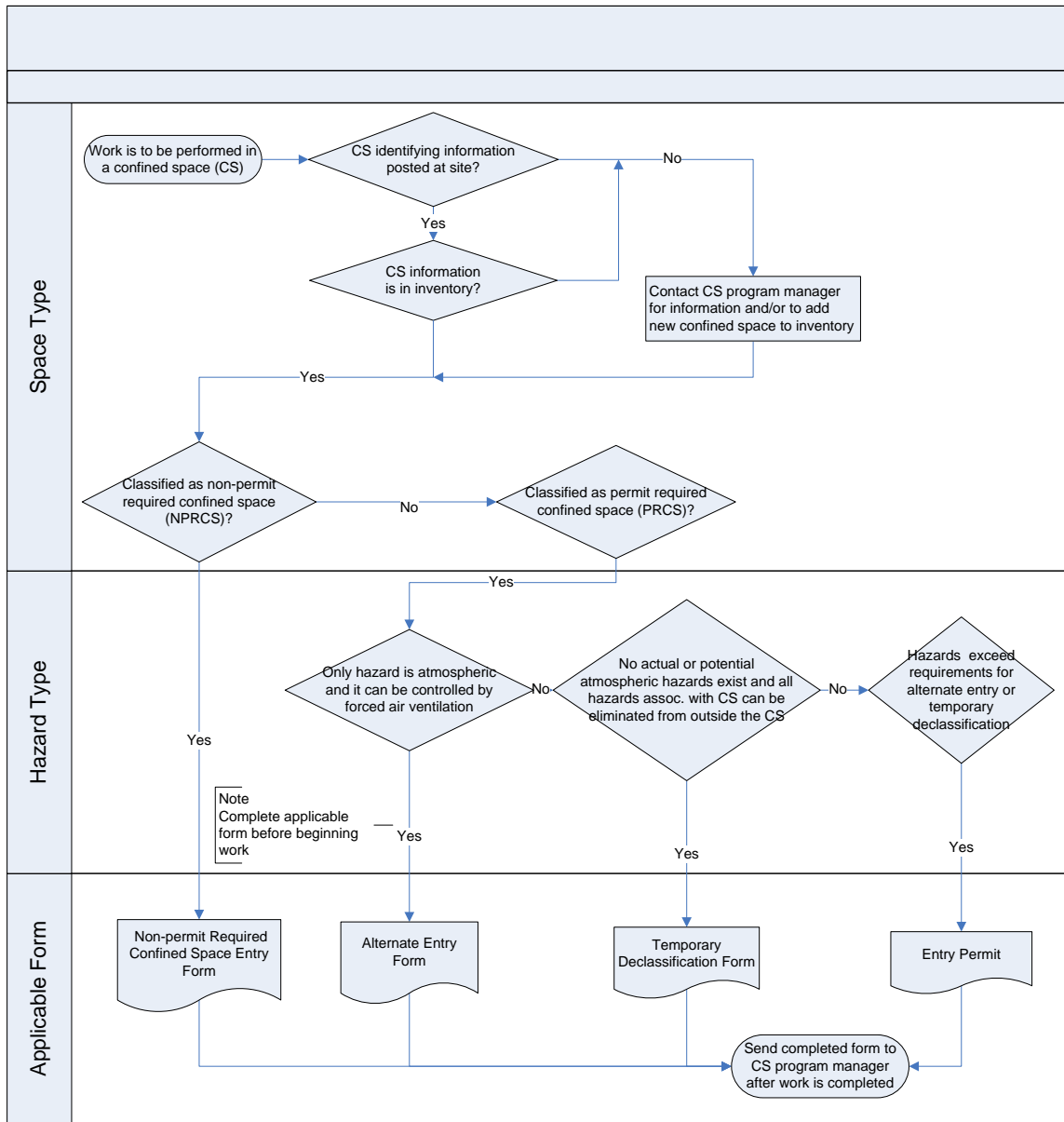


Figure 1 Entry Method Selection Process

## 2.2 Entry Procedure for Non-permit-required Confined Space (NPRCS)

Step	Person	Action
1.	Entrant / attendant	Completes <a href="#">Confined Space: Non-permit-required Confined Space Entry Form</a> (or equivalent subcontractor's SLAC-approved form) to establish that the confined space still qualifies as non-permit required and that no hazardous work <sup>1</sup> will be performed.
2.	Confined space entry supervisor / confined space program manager	Before any confined space work is begun, confirms NPRCS entry conditions by signing the form or determines that another entry method applies
3.	Entrant / attendant	Takes precautions, as necessary <ul style="list-style-type: none"> <li>▪ Installs vehicular and pedestrian traffic controls as needed</li> <li>▪ Posts warning signs and any required permit at the work location</li> <li>▪ Takes measures to prevent hazards near the confined space</li> <li>▪ Dons any required personal protective equipment</li> </ul>
4.	Entrant / attendant	Performs authorized work <ul style="list-style-type: none"> <li>▪ One person must remain outside the confined space</li> <li>▪ If a hazardous condition is encountered, evacuates immediately and reports to supervisor</li> </ul>
5.	Confined space entry supervisor	Sends entry form to the confined space program manager (Mailstop 22) once work is completed
6.	Confined space program manager	Reviews form, updates <a href="#">confined space inventory</a> as necessary, and keeps form on file for a minimum of one year

*1 Hazardous work includes painting, cleaning with acids or solvents, welding, brazing, torch cutting, sanding with power tools, sandblasting, breaking utility lines, using cryogenic gases, conducting work that involves reduction-oxidation reactions, or operating valves capable of releasing material, such as water or gas, in a quantity sufficient to engulf a person or cause a hazardous atmosphere.*

## 2.3 Entry Procedure for Alternate Entry and Temporarily Declassified Confined Spaces

Step	Person	Action
1.	Confined space entry supervisor	Confirms that entry conditions qualify for the selected entry method (as determined in Section 5.1) by signing the applicable form (or equivalent subcontractor's SLAC-approved form): <ul style="list-style-type: none"> <li>▪ <a href="#">Confined Space: Alternate Entry Form</a></li> <li>▪ <a href="#">Confined Space: Temporary Declassification Form</a></li> </ul>
2.	Confined space entry supervisor	Ensures that hazards and controls are understood by the entrant(s) and attendant(s)

Step	Person	Action
3.	Entrant / attendant	Secures the work site <ul style="list-style-type: none"> <li>▪ Installs barriers and/or controls vehicular and pedestrian traffic as needed</li> <li>▪ Posts warning signs and any required permits at the work location</li> <li>▪ Takes measures to prevent hazards near the confined space</li> </ul>
4.	Entrant / attendant	Ensures hazard is controlled before entry <ul style="list-style-type: none"> <li>▪ For alternate entry, ensures atmospheric testing is conducted as necessary to determine that entry conditions remain acceptable, and ensures forced air ventilation is in place if required (see completed form)</li> <li>▪ For temporary declassification, ensures hazards are eliminated as specified on completed form<sup>1</sup></li> </ul>
5.	Entrant / attendant	Performs work as long as hazards are controlled as specified on the form <ul style="list-style-type: none"> <li>▪ Any change that introduces hazards requires that the space be vacated</li> <li>▪ New hazards must be re-assessed and a new entry method may apply; no entry is allowed until all hazards are eliminated</li> </ul>
6.	Entrant / attendant	Sends completed form to the confined space program manager (Mailstop 22) once the work is finished
7.	Confined space program manager	Reviews form, updates <a href="#">confined space inventory</a> as necessary, and keeps form on file for a minimum of one year

*1 Specified hazard elimination activities may include*

- *Flushing chemicals*
- *Verifying a safe pH*
- *Isolating incoming fluid or gas lines*
- *Removing or locking out any exposed mechanical and electrical energies*

## 2.4 Entry Procedure for Permit-required Confined Space (PRCS)

Step	Person	Action
<b>Planning</b>		
1.	Confined space entry supervisor	Determines if non-entry rescue can be performed. If it cannot, entry is prohibited; contacts the confined space program manager
2.	Confined space entry supervisor	Determines control measures for hazards associated with the confined space entry
3.	Confined space entry supervisor	Verifies that all required equipment, attendants, and entrants are available
<b>Pre-entry</b>		
4.	Confined space entry supervisor	Documents the pre-entry process with the <a href="#">Confined Space: Entry Permit</a> (or equivalent subcontractor's SLAC-approved permit)
5.	Confined space	Ensures that the confined space's atmosphere is ventilated as necessary and tested

Step	Person	Action
	entry supervisor	<p>prior to entry using properly calibrated monitoring equipment. (For assistance with obtaining monitoring equipment, contact the confined space program manager or ESH coordinator.)</p> <p>Results for the following must be recorded on the permit</p> <ul style="list-style-type: none"> <li>▪ Oxygen</li> <li>▪ Flammability (percent of lower explosive limit)</li> <li>▪ Hydrogen sulfide</li> <li>▪ Carbon monoxide</li> <li>▪ Any other suspected or known atmospheric hazard</li> </ul> <p>If at any time the oxygen concentration falls below 19.5 percent, the cause of the deficiency must be determined and controls must be in place before entry is allowed. If entry is necessary to correct the deficiency, self-contained breathing apparatus must be worn.</p> <p><i>Note: the entrant has the right to witness atmospheric testing.</i></p>
6.	Confined space entry supervisor	<p>Secures the work site as appropriate</p> <ul style="list-style-type: none"> <li>▪ Installs barriers and/or controls vehicular and pedestrian traffic as needed</li> <li>▪ Posts warning signs and any required permit(s) at the work location</li> <li>▪ Takes measures to prevent hazards near the confined space</li> </ul>
7.	Confined space entry supervisor	<p>Conducts pre-entry briefing for all personnel involved in the entry that includes at minimum these topics</p> <ul style="list-style-type: none"> <li>▪ Work to be performed</li> <li>▪ Anticipated hazards, including signs, symptoms and consequences of exposure</li> <li>▪ Hazard control measures</li> <li>▪ <i>Prohibited conditions</i> (specified in the permit)</li> <li>▪ Non-entry rescue procedures; generally these involve using a full-body harness with a retrieval line attached to a mechanical device or fixed point. (Wristlets may be used to aid in a difficult extraction; however, wristlets should not be used to support the person's weight.)</li> </ul>
8.	Confined space entry supervisor	<p>Verifies that</p> <ul style="list-style-type: none"> <li>▪ All control measures, procedures, and equipment specified by the permit are in place</li> <li>▪ Entry conditions are acceptable</li> </ul>
9.	Confined space entry supervisor	Signs the pre-entry certification section of the permit
<b>Confined space entry</b>		
10.	Entrant	<p>Enters the permit-required confined space only if</p> <ul style="list-style-type: none"> <li>▪ Listed on the permit</li> <li>▪ Entry conditions are acceptable</li> <li>▪ All control measures and specified non-entry rescue provisions are implemented</li> </ul>
11.	Confined space entry supervisor	Verifies that acceptable entry conditions are maintained and that entry operations remain consistent with terms of the permit and the hazards associated with the planned

Step	Person	Action
		work
12.	Attendant	<ul style="list-style-type: none"> <li>▪ Maintains communication with the entrant(s) and performs no other duties that might interfere with his or her ability to observe and protect the entrant(s)</li> <li>▪ Controls entry by remaining at the work site and keeping an accurate accounting of entrants on the permit</li> <li>▪ Does not become an entrant unless he/she is both listed as an entrant and has been replaced by a qualified attendant.</li> </ul>
13.	Entrant	Maintains communication with the attendant. Maintains readiness to exit if ordered by attendant.
14.	Attendant	<p>Orders entrant(s) to evacuate the space if one or more of the following occurs:</p> <ul style="list-style-type: none"> <li>▪ Detects a <i>prohibited condition</i></li> <li>▪ Observes any behavioral effects of exposure to any hazard</li> <li>▪ Identifies a nearby situation that may endanger the entrant(s)</li> <li>▪ Becomes unable to effectively and safely perform all required duties</li> </ul>
<b>Post-entry / documentation</b>		
15.	Confined space entry supervisor	Conducts a post-entry debriefing with entrants and attendants
16.	Confined space entry supervisor	<p>Closes the permit by signing the permit closure section of the permit as warranted</p> <ul style="list-style-type: none"> <li>▪ At the completion of the job</li> <li>▪ At the end of the work shift</li> <li>▪ When a change occurs in work conditions or methods that requires additional controls</li> <li>▪ When a changes occurs that affects acceptable entry conditions</li> </ul> <p>If the permit is closed due to a new hazardous condition, a new permit is required.</p>
17.	Confined space entry supervisor	Forwards the permit to the confined space program manager at Mailstop 22
18.	Confined space program manager	Reviews the closed permit, updates the <a href="#">confined space inventory</a> if necessary, and maintains permits for at least one year from date of entry

## 2.5 Additional Requirements

### 2.5.1 Preventing Unauthorized Entry

Confined space owners must post an identifying sign at the entrance of each confined space as specified in [Confined Space: Posting Requirements](#).

The following are additional measures that can be taken to prevent unauthorized persons from entering a PRCS:

- Engineering controls such as
  - Locking or bolting the entrance

- Making access to the entrance difficult without the use of tools, heavy equipment, or several workers
- Welding the entrance shut
- Administrative controls such as ensuring personnel are trained to recognize hazards or PRCS conditions

## 2.5.2 Equipment

Owners of equipment used for confined space entry – such as air monitors, full body harnesses, lifelines, tripods, hoists, respirators, and any other types of personal protective equipment (PPE) – will develop and follow a maintenance schedule, and the equipment will carry inspection and calibration information when appropriate.

## 2.5.3 Rescue

All permit-required entries must have a *non-entry rescue* plan and *retrieval system* in place before entry. No entry for which entry rescue is required will be authorized, as there is no active confined space entry rescue team at SLAC. When rescue is needed, the following actions will be taken:

1. Perform non-entry rescue
2. Call 911
3. Call SLAC Site Security (ext. 5555)
4. Notify supervisor
5. Prevent entry into space

## 2.5.4 Confined Space Inventory

### 2.5.4.1 Inventory Maintenance

The confined space program manager will maintain the [confined space inventory](#), which includes all identified confined spaces and provides the basis for entry method selection.

Each confined space profile includes

- A profile (confined space owner, dimensions, location, and description)
- Hazards and controls
- Classification (PRCS or NPRCS)

The program manager must keep the inventory current by reviewing forms and permits for all confined space entries.

Upon creation or discovery of a new or suspected confined space

- The building or area manager designates a confined space owner and notifies the confined space program manager.
- The confined space program manager evaluates the confined space and adds it to the inventory.

- The confined space owner identifies the confined space with the posting appropriate to the space classification (see [Confined Space: Posting Requirements](#)).

## 3 Forms

The following forms (or equivalent subcontractor's SLAC-approved forms) are required by this procedure:

- [Confined Space: Entry Permit](#) (SLAC-I-730-0A21J-002). Form for documenting entry into confined space that does not qualify for temporary declassification or alternate entry
- [Confined Space: Alternate Entry Form](#) (SLAC-I-730-0A21J-010). Form for documenting entry into confined space in which the only hazard is atmospheric
- [Confined Space: Non-permit-required Confined Space Entry Form](#) (SLAC-I-730-0A21J-006). Form for documenting entry into non-permit required confined space
- [Confined Space: Temporary Declassification Form](#) (SLAC-I-730-0A21J-009). Form for documenting entry into confined space in which there is no actual or atmospheric hazard and all hazards associated with the confined space can be eliminated from outside the space
- [Confined Space Inventory](#)

## 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- Active forms must be kept at or near the entrance to the space during entry. SLAC forms must be sent to the confined space program manager (Mailstop 22) once work is completed; subcontractors maintain their own forms.
- The confined space program manager (or subcontractor) will compile all closed permits and all completed non-permit-required confined space entry, alternate entry, and temporary declassification entry forms and retain them for a minimum of one year for use in program assessments.

## 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 6, "Confined Space"](#)
  - [Confined Space: Posting Requirements](#) (SLAC-I-730-0A21S-051)
- [Chapter 29, "Respiratory Protection"](#)
- [Chapter 51, "Control of Hazardous Energy"](#)

Other SLAC Documents

- [Hot Work Permit-Fire](#)

Other Documents



- Title 8, *California Code of Regulations*, “Industrial Relations”, Division 1, “Department of Industrial Relations”, Chapter 4, “Division of Industrial Safety”, Subchapter 7, “General Industry Safety Orders”, Group 16, “Control of Hazardous Substances”, Article 108, “Confined Spaces”, Section 5157, “Permit-Required Confined Spaces” ([8 CCR 5157](#))





NATIONAL ACCELERATOR LABORATORY

ENVIRONMENT, SAFETY & HEALTH DIVISION

## Chapter 6: [Confined Space](#)

# Entry Permit

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedPermit.pdf> | [docx](#)

This form is available in the following formats:

1. Adobe Acrobat (pdf) (attached)
2. Microsoft Word ([docx](#))

A generic version, for use by construction subcontractors who do not have their own equivalent form, is also available:

1. Adobe Acrobat ([pdf](#))
2. Microsoft Word ([docx](#))



# Entry Permit

**Applicability.** This permit establishes that all hazards have been identified and controlled and it lists the confined space (CS) entry supervisor and authorized entrants and attendants. For more information, see [Confined Space: Entry Procedures](#) (SLAC-I-730-0A21C-007).

**Instructions.** This permit must be completed and signed by the CS entry supervisor (Pre-entry Certification) before anyone enters the space and kept at or near the entrance to the space during entry. Once the work is completed, the CS entry supervisor must close the permit by signing the Permit Closure and sending it to the CS program manager (M/S 22); the closed permit must be retained for a minimum of one year. To ensure entry conditions are acceptable, this permit is good for one day only. For work lasting more than one day, a separate permit is needed for each day's work.

### Permit Conditions

Reason for entry:	Entry date:
Entrant:	Acceptable entry conditions:
Entrant:	
Entrant:	
Attendant:	
Attendant:	
Location:	
Space description:	
Known and potential hazards:	Sample form, see URL at top of page
Additional required permits ( <i>for example hot work, radiological work permit, penetration permit</i> ):	

### Requirements Checklist (*check all that apply*)

Equipment	Personal protective equipment and personal monitors
Non-entry rescue equipment <input type="checkbox"/> Full body harness <input type="checkbox"/> Tripod / hoist <input type="checkbox"/> Lifeline Area security: <input type="checkbox"/> Warning signs <input type="checkbox"/> Barricades <input type="checkbox"/> Ladder <input type="checkbox"/> Fall protection equipment <input type="checkbox"/> Ventilation fan or blower <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Air purifying respirator: specify cartridge type: <input type="checkbox"/> Other: <input type="checkbox"/> Other:	Gloves: <input type="checkbox"/> Leather <input type="checkbox"/> Impervious <input type="checkbox"/> Chemical resistant <input type="checkbox"/> Other: Face / eye protection: <input type="checkbox"/> Face shield <input type="checkbox"/> Goggles <input type="checkbox"/> Safety glasses <input type="checkbox"/> Footwear <input type="checkbox"/> Coveralls <input type="checkbox"/> Head protection <input type="checkbox"/> Radiation dosimeter(s) <input type="checkbox"/> Pocket ion chamber (PIC) <input type="checkbox"/> Other: <input type="checkbox"/> Other:

**Pre-entry Checklist**

<input type="checkbox"/> Verify adequate confined space training	Control of hazardous energy: <input type="checkbox"/> Lockout / tagout (LOTO) <input type="checkbox"/> Zero-voltage verification (ZVV) <input type="checkbox"/> Other:
<input type="checkbox"/> Pre-entry briefing on specific hazards and control methods	
<input type="checkbox"/> Notify subcontractors of permit and hazard conditions	
<input type="checkbox"/> Non-entry rescue and procedure in place	
<input type="checkbox"/> Notify affected departments and persons of service interruption	Communication: <input type="checkbox"/> Radio <input type="checkbox"/> Rope signals <input type="checkbox"/> Hand signals <input type="checkbox"/> Verbal
<input type="checkbox"/> Lines blocked or broken	Lighting: <input type="checkbox"/> Hazardous location rated <input type="checkbox"/> Standard
<input type="checkbox"/> Drain space	Air flush: <input type="checkbox"/> Preliminary <input type="checkbox"/> Continuous
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**Personnel Entry and Exit Record** *(to be completed as needed before and during work)*

Attendant name:	Entrant name:	Entrant name:	Entrant name:	Entrant name:	Entrant name:	Entrant name:
Time in						
Time out						
Time in						
Time out						
Time in						
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Time out						
Time in						
Time out						
Time in						
Time out						
Notes:						

Sample form, see URL at top of page

**Air Monitoring Results**

Attendant will sample air <input type="checkbox"/> Initially <input type="checkbox"/> Every _____ minutes <input type="checkbox"/> Continuously							
Device			Sequence or serial number	Calibration due date	Pre-use check performed by	Notes	
Time	Sampled by	<input type="checkbox"/> O <sub>2</sub> (19.5–23.5%)	<input type="checkbox"/> (LEL/LFL <10%)	<input type="checkbox"/> CO (<25 ppm)	<input type="checkbox"/> H <sub>2</sub> S (<10 ppm)	<input type="checkbox"/> Stratification	<input type="checkbox"/> Other:

Sample form, see URL at top of page

**Pre-entry Certification** *(must be signed by the confined space entry supervisor before entry)*

I hereby certify that all required hazard controls are in place, that air monitoring is being conducted as required and results show that the atmosphere is acceptable for entry, and that all required information is documented on this permit.	
Name:	
Signature:	Date:

**Permit Closure** *(must be signed by the confined space entry supervisor after work is completed)*

The work was done in accordance with this permit. A copy of this permit will be forwarded to the confined space program manager (M/S 22).	
Name:	
Signature:	Date:







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## Chapter 6: [Confined Space](#)

# Alternate Entry Form

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedFormAlt.pdf> | [docx](#)

This form is available in the following formats:

1. Adobe Acrobat (pdf) (attached)
2. Microsoft Word ([docx](#))

A generic version, for use by construction subcontractors who do not have their own equivalent form, is also available:

1. Adobe Acrobat ([pdf](#))
2. Microsoft Word ([docx](#))





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## Chapter 6: Confined Space Alternate Entry Form

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedFormAlt.pdf> | [docx](#)

**Applicability.** This form applies to the entry of a permit-required confined space (PRCS) in which **the only hazard is atmospheric** and this hazard can be controlled and the space maintained safe for entry with continuous forced air ventilation (per [8 CCR 5157](#) [c][5]). If conditions do not meet these requirements or for more information, see [Confined Space: Entry Procedures](#) (SLAC-I-730-0A21C-007).

**Instructions.** This form must be completed before anyone enters the space and kept at or near the entrance to the space during the entry. Forms must be sent to the confined space program manager (M/S 22) once work is completed and retained for a minimum of one year. To ensure entry conditions are acceptable, this form is good for one day only. For work lasting more than one day, a separate form is needed for each day's work.

### Confined Space

Reason for entry:	Entry date:
Location:	
Space description:	
List all known atmospheric hazards associated with the confined space:	
List all potential atmospheric hazards that will be introduced by the planned work:	
Forced air ventilation required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Air Monitoring Results

Attendant will sample air <input type="checkbox"/> Initially <input type="checkbox"/> Every _____ minutes <input type="checkbox"/> Continuously							
Device		Sequence or serial number	Calibration due date	Pre-use check performed by	Notes		
Time	Sampled by	<input type="checkbox"/> O <sub>2</sub> (19.5–23.5%)	<input type="checkbox"/> (LEL/LFL <10%)	<input type="checkbox"/> CO (<25 ppm)	<input type="checkbox"/> H <sub>2</sub> S (<10 ppm)	<input type="checkbox"/> Stratification	<input type="checkbox"/> Other:

Sample form, see URL at top of page





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Chapter 6: [Confined Space](#)

# Non-permit-required Confined Space Entry Form

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedFormNPRCS.pdf> | [docx](#)

This form is available in the following formats:

1. Adobe Acrobat (pdf) (attached)
2. Microsoft Word ([docx](#))

A generic version, for use by construction subcontractors who do not have their own equivalent form, is also available:

1. Adobe Acrobat ([pdf](#))
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Chapter 6: Confined Space

Non-permit-required Confined Space Entry Form

Product ID: 158 | Revision ID: 2165 | Date Published: 30 March 2020 | Date Effective: 30 March 2020

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedFormNPRCS.pdf> | [docx](#)

**Applicability.** This form applies to spaces that are listed as a *non-permit required confined space (NPRCS)* in the [confined space inventory](#). It establishes that there are no existing hazards associated with this confined space and that the planned work will not introduce any. If entry conditions do not meet requirements or for more information, see [Confined Space: Entry Procedures](#) (SLAC-I-730-0A21C-007).

**Instructions.** This form must be completed before anyone enters the space and kept at or near the entrance to the space during entry. Forms must be sent to the confined space program manager (M/S 22) once the work is completed and retained for a minimum of one year. To ensure entry conditions are acceptable, this form is good for one day only. For work lasting more than one day, a separate form is needed for each day's work.

Confined Space

Reason for entry:	Entry date:
Location:	
Space description:	
Evaluate if new hazards will be created by the planned work (a NPRCS entry requires that the answer to all three questions be "no")	
Will any activities that could create a hazard be conducted inside the confined space, such as welding or breaking a line? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:	
Will any chemicals that could create a hazard be brought into the space? Examples include solvents and adhesives. <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, specify:	
Are there any conditions in or around this space that could adversely affect anyone who enters it? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:	

Sample form, see URL at top of page

Air Monitoring Results

Attendant will sample air  Initially  Every \_\_\_\_\_ minutes  Continuously

Device		Sequence or serial number	Calibration due date	Pre-use check performed by	Notes		
Time	Sampled by	<input type="checkbox"/> O <sub>2</sub> (19.5–23.5%)	<input type="checkbox"/> (LEL/LFL <10%)	<input type="checkbox"/> CO (<25 ppm)	<input type="checkbox"/> H <sub>2</sub> S (<10 ppm)	<input type="checkbox"/> Stratification	<input type="checkbox"/> Other:







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# Temporary Declassification Form

Product ID: [161](#) | Revision ID: 2166 | Date Published: 30 March 2020 | Date Effective: 30 March 2020

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedFormDeclass.pdf> | [docx](#)

This form is available in the following formats:

1. Adobe Acrobat (pdf) (attached)
2. Microsoft Word ([docx](#))

A generic version, for use by construction subcontractors who do not have their own equivalent form, is also available:

1. Adobe Acrobat ([pdf](#))
2. Microsoft Word ([docx](#))





NATIONAL ACCELERATOR LABORATORY

ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 6: Confined Space

# Temporary Declassification Form

Product ID: [161](#) | Revision ID: 2166 | Date Published: 30 March 2020 | Date Effective: 30 March 2020

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedFormDeclass.pdf> | [docx](#)

**Applicability.** A *permit-required confined space (PRCS)* qualifies for temporary declassification only if both of these conditions are met: a) no actual or potential atmospheric hazards exist and b) **all hazards associated with the confined space** can be eliminated from outside the space for the duration of the entry (per [8 CCR 5157](#) [c][7]). If these conditions are not met by the planned confined space entry or for more information, see [Confined Space: Entry Procedures](#) (SLAC-I-730-0A21C-007).

**Instructions.** This form must be completed before anyone enters the space and kept at or near the entrance to the space during entry. Forms must be sent to the confined space program manager (M/S 22) once work is completed and retained for a minimum of one year. To ensure entry conditions are acceptable, this form is good for one day only. For work lasting more than one day, a separate form is needed for each day's work.

### Confined Space

Reason for entry:	Entry date:
Location:	
Space description:	

### Hazard Elimination

List all known and potential hazards	Describe how each hazard will be eliminated
Associated with the space:	
Introduced by planned work:	Sample form, see URL at top of page
Chemical:	

### Air Monitoring Results

Attendant will sample air <input type="checkbox"/> Initially <input type="checkbox"/> Every _____ minutes <input type="checkbox"/> Continuously							
Device		Sequence or serial number		Calibration due date	Pre-use check performed by	Notes	
Time	Sampled by	<input type="checkbox"/> O <sub>2</sub> (19.5–23.5%)	<input type="checkbox"/> (LEL/LFL <10%)	<input type="checkbox"/> CO (<25 ppm)	<input type="checkbox"/> H <sub>2</sub> S (<10 ppm)	<input type="checkbox"/> Stratification	<input type="checkbox"/> Other:





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## Posting Requirements

Product ID: [466](#) | Revision ID: 2167 | Date published: 30 March 2020 | Date effective: 30 March 2020

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedReqPost.pdf>

### 1 Purpose

The purpose of these requirements is to ensure that workers are alerted to the potential hazards of a confined space before any work is conducted in it. They cover the posting of new and existing confined spaces. They apply to area and building managers and confined space owners.



### 2 Requirements

The confined space owner is responsible for posting a confined space warning appropriate to the space's classification: *non-permit-required confined space (NPRCS)* and *permit-required confined space (PRCS)*. Requirements and recommendations are listed in Table 1.

A listing of all identified confined spaces is in the [confined space inventory](#). If a new confined space is identified, contact the confined space program manager.

**Important** All manholes at SLAC are considered to be confined spaces. These locations may not have signage. Communication regarding these locations will be covered in confined space training.

**Table 1** Confined Space Posting Requirements and Recommendations

Classification	Example Posting (use this or a similar sign)	Required	Recommended
Non-permit-required (NPRCS)			<ul style="list-style-type: none"> <li>▪ Include a warning in standard colors (DANGER in red and black on a white background)</li> <li>▪ Include requirements, such as permit or procedure</li> </ul>
Permit-required (PRCS)			<ul style="list-style-type: none"> <li>▪ The posting must be placed on or near the confined space entrance and be clearly visible and no smaller than 3.5 by 5 inches</li> </ul>

### 3 Forms

The following are forms required by these requirements:

- [Confined Space Inventory](#)

### 4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- None

### 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 6, “Confined Space”](#)
  - [Confined Space: Entry Procedures](#) (SLAC-I-730-0A21C-007)