

Confined Space Entry Plan



Environmental Health, Safety, and Risk Management Department

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*A special thanks to Northwestern University for allowing us to utilize their
Confined Space Entry Plan to aid in the development of this plan for the 2021 revision.*

I. Purpose & Scope

This plan establishes procedures to protect personnel from hazards associated with entering and working in confined spaces at Stephen F. Austin State University. This plan has been established in compliance with OSHA regulations, 1910.146 – Permit required confined spaces.

This plan applies to all SFA employees and outside contractors who perform work in a confined space defined as spaces that are:

- Large enough for an employee to enter and perform work,
- Have limited or restricted means for entry or exit, and
- Are not designed for continuous occupancy.

Examples of confined spaces at SFA are manholes (such as sewer, storm drain, electrical, communication, and other utility); tunnels, tanks, incinerators, concrete pier columns, transformer vaults, air conditioner ducts, lift stations, chillers, boilers, transformers, pipes, excavations, elevator pits, vaults, and ducts.

The following confined spaces require an authorized permit prior to entry:

- Contains or has a potential to contain a hazardous atmosphere,
- Contains the potential for engulfing a person,
- Has an internal configuration such that a person could be trapped or asphyxiated by inwardly converging walls or sloping floor?
- Contains any other recognized, serious safety or health hazard.

Confined spaces should be evaluated prior to entry by a competent supervisor or an Environmental Health, Safety & Risk Management (EHSRM) Safety Officer using the Confined Space Evaluation Form included in *Appendix A* of this plan. A permit requirement determination should be made and a Confined Space Entry Permit issued if needed. The Confined Space Entry Permit is included in *Appendix B* of this plan.

II. Responsibilities

A. Environmental Health, Safety and Risk Management (EHSRM)

1. Review, audit, and revise this plan every 3 years or anytime processes or regulatory guidance changes.
2. Evaluate and inspect confined spaces on campus in collaboration with facilities, maintenance, and IT supervisors upon request or when safety concerns are reported or identified.
3. Provide guidance and technical assistance, such as oxygen level monitoring, as needed.
4. Stop or suspend work in confined spaces when safety hazards are reported or observed until the appropriate safety measures are put in place.
5. Provide safety training in coordination with facilities and IT supervisors in the safe entry and procedures required to conduct work in confined spaces.

B. Facilities Maintenance and IT Supervisors

1. Evaluate confined spaces, prior to entry, for hazardous conditions and approve permits as needed using the forms located in the Appendix of this plan.
2. Ensure employees and contractors are fully informed through training in confined space entry requirements and procedures outlined in this program.
3. Ensure refresher training is provided as needed when confined spaces, processes, or procedures change.
4. Provide all necessary safety equipment including PPE and air monitoring equipment, and ensure such equipment is maintained and calibrated as needed.
5. Inform contractors of SFA procedures when work requires access into confined spaces.

C. Employees

Employees who are authorized to enter confined spaces (Authorized Entrant) shall:

1. Complete all required confined space training.
2. Know the hazards that may be present in confined spaces,
3. Wear appropriate personal protective equipment correctly.
4. Maintain communication with the attendant and alert the attendant in the event you need to evacuate the space.
5. Exit the space as quickly as possible whenever:
 - a) An order to evacuate is given by the attendant or supervisor,
 - b) An entrant recognizes any warning signs or symptoms of exposure to a dangerous situation,
 - c) A prohibited condition is detected, or
 - d) An evacuation alarm is activated.
6. Report any injuries, illnesses, questions, or any unsafe working conditions to the department supervisor.

Employees who are authorized to attend a confined space (Authorized Attendants) shall:

1. Complete all required confined space training.
2. Know the hazards that may be present during entry into confined spaces, including information on the mode, signs or symptoms, and consequences of exposure.
3. Be aware of possible behavioral effects of hazard exposure.
4. Accurately record all data on the permit including: names of individuals, date, time of entry, and atmospheric data.
5. Continuously maintain an accurate count of entrants in the confined space.
6. Ensure an attendant is always present while entrants are in the space.
7. Maintain communication with the entrants to assess their status and alert them of the need to evacuate immediately under the following conditions:
 - a) If an attendant detects a prohibited or dangerous condition,
 - b) If an attendant detects the behavioral effects of hazard exposure in an entrant,
8. Call for rescue or other emergency services if entrants need assistance to escape from the space.
9. Ensure that no employee enters a confined space unless they are authorized to do so.
10. Report any injuries, illnesses, questions, or any unsafe working conditions to the department Supervisor.

D. Contractors

1. Communicate the need to work in a confined space to the SFA representative (e.g. PPD, Residence Life, or IT Services supervisors) and obtain any information regarding hazardous conditions in the confined space where work will take place.
2. Ensure contractor employees are properly trained in confined space entry.
3. Provide the necessary equipment, personal protective equipment, and resources necessary for safe entry into confined spaces, including air monitoring equipment as needed.
4. Develop rescue procedures specific to the confined space.
5. Post permits at confined space entry sites for the duration of the entry. Provide completed permits to the SFA representative (e.g. PPD, Residence Life, or IT Services Supervisors) and/or EHSRM depending on the scope of work and affected departments. A blank SFA Confined Space Entry permit may be obtained on the EHSRM website at: <https://www.sfasu.edu/docs/safety/confined-space-assessment-form.pdf>.
6. Inform SFA EHSRM of any hazards observed before or while working in the confined spaces on the SFA campus by calling 468-6034 or email to safety@sfasu.edu.

III. Regulatory Authority and Related Information

SFA employees and contractors will comply with the Occupational Safety and Health Administration's (OSHA) standards, National Fire Protection Association's (NFPA) codes, and any other applicable codes and standards, including:

- A. OSHA 29 CFR 1910.146 – Permit-Required Confined Spaces
- B. OSHA Directive CPL_02-00-147 – The Control of Hazardous Energy – Enforcement Policy and Inspection Procedures
- C. OSHA 29 CFR 1926 Subpart AA – Confined Spaces in Construction
- D. NFPA 101 – Life Safety Code (2018 version)
- E. SFA Lockout/Tagout Safety Program

The following sections outline the procedures that must be followed while working in any confined space on the SFA campus and have been developed in accordance with the above referenced regulatory codes and standards:

IV. Non-Permit Confined Space Entry

- A. Confined spaces which have been evaluated by a supervisor or EHSRM Safety Officer and found to have no know hazards may be entered without using the permit system. If you are unsure of the hazard status of a confined space, contact your supervisor or EHSRM at 468-6034 prior to entry.
- B. A non-hazardous confined space may become hazardous depending on the scope of work to be performed. Examples include welding, working with hazardous chemicals, introduction or intrusion of a hazardous substance (e.g., flooding) or atmosphere (e.g., active steam release), and known or assumed structural failure. If such conditions are expected or have the potential to develop, supervisors must conduct a permit entry as described in the following section.

V. Permit Required Confined Space Entry

The following procedures should be reviewed and adhered to for all work that requires entry into a permit required confined space:

A. Pre-Entry

1. Notify EHSRM at 468-6034 prior to entry into a permit-required confined space.
2. Notify University Police at 468-2608 prior to entry into a permit-required confined space; this information must be noted on the entry permit.
3. Review and complete the Confined Space Assessment Form provided in Appendix A on page 8-9 to determine the permit requirement.
4. Evaluate the work activities and conditions, an action plan that addresses the work conditions, hazards, responsibilities, assigned duties, communication, and rescue/emergency services procedures. Discuss these procedures with employees prior to starting work in the confined space.
5. Approved confined space assessment forms and permits must be emailed to safety@sfasu.edu with at least 24-hour advanced notice when possible.
6. EHSRM will maintain a list of permit required confined spaces and provide this list and any updates to maintenance and IT supervisors. Spaces previously listed as permit-required confined spaces may be reclassified as a non-permit confined space if the space poses no actual or potential atmospheric hazards and all hazards within the space are eliminated without entry into the space. See the section on Reclassification Procedures on page 7 for more information.
7. Review the confined space assessments and lockout/tagout procedure (when needed) with all parties involved during a pre-work briefing.
8. Test all air monitoring equipment before each entry into a confined space in accordance with the manufacturer's instructions, and calibrate if necessary.
9. No employee may enter a confined space until all identified hazards are eliminated or controlled and acceptable entry conditions have been established.
10. Because confined spaces may be immediately dangerous to life and health (IDLH), continuous forced air ventilation must be used to eliminate the potentially hazardous atmosphere:
 - a) Air must be taken from a clean source and supplied until all employees have left the space.
 - b) If the minimum oxygen content of 19.5% cannot be maintained by forced air ventilation and the environment is oxygen-deficient, do not enter. This area may only be entered and work performed by a contractor with the proper training and equipment needed to conduct work in a hazardous atmosphere.
11. Before authorized entrants enter the space, the internal atmosphere must be tested with a calibrated, direct-reading instrument. The air in the confined space must contain 19.5-23.5% oxygen by volume. The entry attendant or supervisor must ensure air monitoring has been conducted within 15 minutes prior to entering any permit-required confined space and be repeated every 15 minutes until all workers have left the space. See the Air Monitoring section on page 6 for more information.
12. Complete the permit provided in *Appendix B* on page 10 and submit a copy or photo of the permit to EHSRM by email to safety@sfasu.edu. EHSRM will evaluate the permit to ensure all requirements are met prior to entry. Upon approval, the EHSRM Safety Officer will sign the permit and return a copy of the approved permit to the person requesting the permit. Entry into the confined space may then be allowed.
13. Post the approved confined space permit at the entry location prior to beginning work.

B. Entry

1. Only trained and authorized employees may enter a confined space or act as an attendant or supervisor; measures must be in place to prevent unauthorized entries.
2. During permit-required confined space entries, an attendant must be present at all times; the attendant cannot perform any other tasks that could potentially interfere with his/her abilities to provide any support necessary to the entrant(s).
3. Keep running vehicles away from the permit workspace to prevent contaminating the air in the confined space.
4. Maintain constant visual or voice communication between the attendant and entrants entering.
5. Protect all openings to confined spaces with barriers when hatches, covers, or lids are removed to protect entrants and others from potential fall hazards.
6. When the possibility of a release of hazardous energy exists, appropriate lockout/tag out procedures must be utilized. See the “Hazardous Energy Isolation” section below and the SFA Lockout/Tagout Safety Program at:
<https://www.sfasu.edu/docs/safety/lockout-tagout-electrical-safety-program.pdf>
7. Utilize all personal protective equipment deemed necessary by the entry supervisor or EHSRM.
8. In the event a hazardous atmosphere or condition is detected or suspected at any time during a confined space entry, all personnel must exit the space immediately and measures must be implemented to protect employees from the hazards before any re-entry.
9. If an emergency rescue becomes necessary or in the event of an injury, the entry attendant or on-site supervisor must call UPD at 468-2608 and 911 immediately and provide information, guidance, and assistance as necessary. No SFA employee should attempt an emergency rescue. Be specific and report the emergency as a confined space rescue. Confined space rescues should only be conducted by the Nacogdoches Fire Department. The entry attendant must describe in detail to the UPD or 911 dispatcher, to the best of their knowledge, all hazards present in the confined space and remain onsite until the rescue is complete.

C. Post-Entry

1. When all work is complete and personnel have exited the confined space, the Entry Attendant or Supervisor must:
 - a) Ensure the worksite is returned to safe conditions,
 - b) Close out the permit,
 - c) Notify EHSRM and the entry supervisor the entry has been completed,
 - d) Document any problems or unexpected hazards encountered during the entry, and
 - e) Maintain all relevant documentation for at least three years. This documentation may be requested anytime re-entry into the confined space is needed.

VI. Hazardous Energy Isolation

Prior to entering a confined space, it is critical to identify, isolate, and/or disconnect all sources of hazardous energy. The following information describes the types of hazardous energy that may be present as well as energy isolation requirements.

A. Isolation

1. The SFA Lockout/Tagout Safety Program must be used in conjunction with these procedures in order to properly isolate the hazardous energy source(s), and can be found online at: <https://www.sfasu.edu/docs/safety/lockout-tagout-electrical-safety-program.pdf>
2. Isolation of all hazardous energy is required to reclassify a permit-required confined space to a non-permit required confined space. See section VIII Reclassification Procedures for more information.

B. Examples

1. Examples of conditions when hazardous energy must be isolated include:
 - a) Line breaking;
 - b) Visible or suspected steam leaks;
 - c) Corroded piping;
 - d) Installation, repair, or demolition of system components;
 - e) Adjusting or tightening compression seals, such as flanges;
 - f) Operation of valves;
 - g) Inspections or surveys;
 - h) Draining or releasing hot water from steam traps or condensate lines;
 - i) Any work in normally flooded spaces, such as boilers and water tanks;
 - j) When steam or condensate is enclosed in sealed piping and piping components (e.g., valves, steam traps); and
 - k) When there is imminent risk of direct exposure to contained hazards.
2. Single-valve isolation of flowable materials (e.g., steam, water) is not permitted.
3. Flowable materials (e.g., steam, water) must be isolated by the use of the following techniques:
 - a) Blanking or blinding;
 - b) Misaligning or removing sections of lines, pipes or duct; or
 - c) Use of a double block and bleed system.

C. Exceptions

Isolation of hazardous energy is not required in permit-required confined spaces where there is no foreseeable exposure to physical hazards (e.g., no visible or suspected steam leaks, no corroded piping, no other known conditions that could result in the potential release of hazardous energy) and when physical hazards are contained or enclosed in protective systems such as:

1. Electrical hazards that are enclosed in conduit or enclosures.
2. Physical hazards, such as steam, water, or liquids, that are:
 - a) Contained in tanks;
 - b) Enclosed in mechanically and structurally continuous runs of piping, without connections such as flanges, valves, and traps; and
 - c) Where there is no immediate risk of direct exposure to the contained hazard.
3. If at any time a hazard is suspected, develops, or is discovered while in the space (e.g., discovery of a steam leak, damage, or corrosion), the space must be immediately evacuated and re-evaluated.

VII. Air Monitoring

A. Monitoring Equipment

Departments are responsible for supplying, maintaining, calibrating, and operating all air monitoring equipment according to the manufacturer's instructions.

1. Prior to performing air monitoring for permit-required confined space entry, perform a bump test or full calibration in accordance with the manufacturer's instructions using the appropriate test gas.
2. Adjust instruments that fail a bump test by a full calibration before further use.

B. Atmospheric Conditions

Before authorized entrants enter the space and while entrants work in the space, atmospheric conditions must remain within the following limits:

1. **Oxygen:** between 19.5% and 23.5%
2. **Lower Explosive Limit (LEL):** less than 10%
3. **Carbon Monoxide (CO):** less than 35 ppm (parts per million)
4. **Hydrogen Sulfide (H₂S):** less than 10 ppm (parts per million)

VIII. Reclassification Procedures

Once a confined space has been classified as a "permit-required confined space" through the assessment form and permit processes in *Appendix A & B*, a permit will always be required to enter the space (EHSRM, facilities maintenance, and IT supervisors will keep a list of all permit-required confined spaces on campus). A permit-required confined space may be reclassified as a non-permit confined space if the space poses no actual or potential atmospheric hazards and all hazards within the space are eliminated without entry into the space. The following procedures describe the steps necessary to reclassify the space:

- A. Use the reclassification form in *Appendix C* on page 11 to reclassify a permit-required confined space to a non-permit confined space.
- B. Forward a copy of the completed reclassification form to EHSRM for approval by emailing it to safety@sfasu.edu.

- C. If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed using a confined space entry permit. If testing and inspection during that entry prove that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated. EHSRM will make the final determination on reclassification and issue final approval.
- D. Control of atmospheric hazards through forced air ventilation does not constitute elimination of atmospheric hazards.
- E. If hazards arise within a permit space that has been reclassified to a non-permit space, the space must be evacuated immediately and reevaluated to determine whether it must be reclassified as a permit space.
- F. Entry operations are immediately canceled when the work is completed or after 8 hours. Re-entry into the space requires a permit or new reclassification form.

IX. Training

A. Responsibility

Department supervisors are responsible for ensuring employees are properly trained and knowledgeable in the duties required for confined space entry. Contact EHSRM at 468-6034 for training assistance and forward copies of all training documentation to safety@sfasu.edu.

B. Requirements

Confined space entry training is required:

1. For new employees whose job duties include conducting work inside, in support of, or near a confined space.
2. For existing employees with a change in job duties before the employee is initially assigned a task involving a confined space as a supervisor, entrant, or attendant,
3. Whenever there is a change in a confined space that presents any new hazards(s), or
4. If an employee's knowledge or execution of confined space procedures demonstrates the need for retraining.

C. Refresher Training

Confined space refresher training is required every 3 years for all employees involved in confined space operations.

Appendix A – SFA Confined Space Assessment Form

SFA Confined Space Assessment Form

Instructions: All confined spaces must be assessed using this form. The purpose of this form is to identify the hazards and characteristics of a space to determine if it is a non-permit required space or a permit-required confined space. This assessment does not replace a Confined Space Entry Permit. This assessment must be reviewed by the entry team prior to any entry into a permit-required confined space.

Section A: General Information

1	Name:		Type of Space:	
2	Date of Assessment:		Assessment Conducted by:	
3	Location:			

Section B: Confined Space Determination

		Yes	No
4	The space is large enough and is so configured that an employee can bodily enter and perform assigned work.		
5	The space has limited or restricted means of entry or exit.		
6	The space is not designed for continuous employee occupancy.		
7	If items 4-6 were all marked Yes , then the space is considered a confined space; proceed to the next section. If you answered No to 4, 5, or 6, the space is not a confined space; check the box below.		
	The space does not qualify as a "confined space":		

Section C: Atmospheric Hazards

		Yes	No						
8	Does the space have or have the potential to contain a hazardous atmosphere? <i>If Yes, check the hazard(s) below.</i>								
9	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Oxygen Deficient (O₂ below 19.5%):</td> <td style="width: 10%;"></td> <td style="width: 30%;">Oxygen Enriched (O₂ above 23.5%):</td> <td style="width: 10%;"></td> <td style="width: 20%;">Explosive Gas/Vapor:</td> <td style="width: 10%;"></td> </tr> </table>	Oxygen Deficient (O ₂ below 19.5%):		Oxygen Enriched (O ₂ above 23.5%):		Explosive Gas/Vapor:			
Oxygen Deficient (O ₂ below 19.5%):		Oxygen Enriched (O ₂ above 23.5%):		Explosive Gas/Vapor:					
10	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Hydrogen Sulfide (H₂S):</td> <td style="width: 10%;"></td> <td style="width: 30%;">Carbon Monoxide (CO):</td> <td style="width: 10%;"></td> <td style="width: 20%;">Chlorine (Cl₂):</td> <td style="width: 10%;"></td> </tr> </table>	Hydrogen Sulfide (H ₂ S):		Carbon Monoxide (CO):		Chlorine (Cl ₂):			
Hydrogen Sulfide (H ₂ S):		Carbon Monoxide (CO):		Chlorine (Cl ₂):					
11	Other (specify):								

Section D: Engulfment Hazards

		Yes	No												
12	Does the space have the potential to engulf or suffocate the entrant? <i>If Yes, check the hazard(s) below.</i>														
13	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sand:</td> <td style="width: 10%;"></td> <td style="width: 15%;">Water:</td> <td style="width: 10%;"></td> <td style="width: 15%;">Soil:</td> <td style="width: 10%;"></td> <td style="width: 15%;">Gravel/Rock:</td> <td style="width: 10%;"></td> <td style="width: 15%;">Sewage:</td> <td style="width: 10%;"></td> <td style="width: 15%;">Oil:</td> <td style="width: 10%;"></td> </tr> </table>	Sand:		Water:		Soil:		Gravel/Rock:		Sewage:		Oil:			
Sand:		Water:		Soil:		Gravel/Rock:		Sewage:		Oil:					
14	Other (specify):														

Section E: Entrapment Hazards

		Yes	No						
15	Does the space have an internal configuration that an entrant could become trapped? <i>If Yes, check the hazard(s) below.</i>								
16	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Converging Walls/Downward Sloping:</td> <td style="width: 10%;"></td> <td style="width: 30%;">Constriction/Taper to a Smaller Cross-Section:</td> <td style="width: 10%;"></td> <td style="width: 20%;">Difficult Exit/Inadequate Access:</td> <td style="width: 10%;"></td> </tr> </table>	Converging Walls/Downward Sloping:		Constriction/Taper to a Smaller Cross-Section:		Difficult Exit/Inadequate Access:			
Converging Walls/Downward Sloping:		Constriction/Taper to a Smaller Cross-Section:		Difficult Exit/Inadequate Access:					

17	Other (specify):													
Section F: Other Serious Hazards												Yes	No	
18	Is there a potential for any other serious safety and health hazards? <i>If Yes, check the hazard(s) below.</i>													
19	Electrical:		Moving Parts:		Slips/Trips/Falls:									
20	Hot/Cold Extremes:		Noise/Vibration:		Chemicals:									
21	Skin/Eye Irritants:		Pressurized Steam/ Condensate:		Unguarded Machinery:									
22	Pneumatic Energy:		Hydraulic Energy:		Stored Energy:									
23	Other (specify):													
Section G: Access														
24	Fixed Ladder:		Portable Ladder:		Stairs:		Door:		Hatch:		Manhole:		Lowering Winch:	
25	Other (specify)													
Section H: Ventilation														
26	None:		Unfavorable Natural:		Favorable Natural:		Mechanical:							
27	Mechanical ventilation is required in the space:													
Section I: Rescue												Yes	No	
28	Does the space have an internal configuration where non-entry rescue equipment (e.g., tripod and winch) will be effective in rescuing the entrant?													
29	Does the space have an internal configuration where non-entry rescue equipment (e.g., tripod and winch) may be ineffective in rescuing the entrant, depending on where the work is being performed inside the space?													
30	Will a standby rescue service be required outside the space if non-entry rescue equipment is ineffective in rescuing the entrant?													
Section J: Determination												Yes	No	
31	Is the space a Permit-Required Confined Space? <i>If items 8, 12, 15, or 18 were marked Yes, a permit is required to enter the space.</i>													
Section K: Notes														
32														
Section L: Hazardous Energy Isolation														
Hazards indicated in sections C through F may require isolation or de-energization in accordance with the SFA Lockout/Tagout Safety Program prior to entry .														

Appendix B – Confined Space Permit

SFA CONFINED SPACE ENTRY PERMIT													
Use this permit when entering a permit-required confined space, which is only valid for the duration of work being performed and for no more than 8 hours. Post this permit at or near the entry point. An attendant is required outside the space, and must maintain communication with the entrant(s) and have a means to summon rescue services (e.g., 911). Review the confined space assessment to evaluate the space, and review the work to be performed within the space.													
General													
Space to be Entered:					Date & Time Issued:								
Location of Space:					Date & Time of Expiration:								
Purpose of Entry:					Department or Contractor:								
ENTRANT(S):													
ATTENDANT(S):													
Requirements													
Assessment Reviewed:	<input type="checkbox"/>	Actual or Potential Hazards:	<input type="checkbox"/> None <input type="checkbox"/> Atmos. <input type="checkbox"/> Entrap. <input type="checkbox"/> Engulf./Suff. <input type="checkbox"/> Other (Specify)										
Special Requirements		Yes	N/A	Special Equipment			Yes	N/A					
Secure Area or Work Zone (e.g., barricading, fencing-off)				Fire Extinguisher (not CO ₂)									
Pumps / Lines Blanked, Blocked, Capped (i.e., LOTO)				Special Lighting (e.g., explosion-proof)									
Purging, Flushing, Venting of Utility Lines				Portable Blower (i.e., forced-air ventilation)									
Other Permits (e.g., Hot Work):	(specify)			Water Pumps									
Other Special Requirements:	(specify)			Other Equipment:			(specify)						
Energy Sources Isolated:	<input type="checkbox"/> Elect. <input type="checkbox"/> Mech. <input type="checkbox"/> Hydr. <input type="checkbox"/> Pneum. <input type="checkbox"/> Chem. <input type="checkbox"/> Therm. <input type="checkbox"/> Steam <input type="checkbox"/> Other (specify)												
Entrant Communication:	<input type="checkbox"/> Radio <input type="checkbox"/> Cellular Phone <input type="checkbox"/> Visual <input type="checkbox"/> Verbal <input type="checkbox"/> Fixed Telephone <input type="checkbox"/> Other (specify)												
Required Personal Protective Equipment:	<input type="checkbox"/> Gloves (specify) <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Hardhat <input type="checkbox"/> Ear Plugs/Ear Muffs <input type="checkbox"/> Safety Shoes/Boots (specify) <input type="checkbox"/> Body Protection <input type="checkbox"/> Respirator <input type="checkbox"/> Other (specify)												
Atmospheric Testing													
Atmospheric Gases <i>(test in this order)</i>		Permissible Limits <i>(must be within limits)</i>		Pre-Entry Time		Time During Entry - Record Readings Every 2 Hours (8-hour maximum)							
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Oxygen (O ₂)		19.5% to 23.5%		%	%	%	%	%	%	%	%	%	%
Lower Explosive Limit (LEL)		Under 10%		%	%	%	%	%	%	%	%	%	%
Carbon Monoxide (CO)		Under 35 ppm		ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm
Hydrogen Sulfide (H ₂ S)		Under 10 ppm		ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm
Other:	(specify)	(specify)											
Tester's Initials:													
Monitoring Equipment Make and Model			Serial Number			Calibration Date			Bump test passed prior to use? (required)	Yes			
Rescue													
Rescue Method			Yes	N/A	Attendant Requirement			Yes	N/A				
Non-Entry Retrieval Equipment (e.g., tripod, lifeline, hoist, harness)					Trained in the Use of Non-Entry Equipment								
Rescue Service On-Site (SCBAs, entry retrieval equipment)					Has Means to Summon Rescue Services (required)								
Rescue Communication:	<input type="checkbox"/> Radio <input type="checkbox"/> Cellular Phone <input type="checkbox"/> Visual <input type="checkbox"/> Verbal <input type="checkbox"/> Fixed Telephone <input type="checkbox"/> Other (specify)												
SFA EHSRM Notified Prior to Entry:	<input type="checkbox"/> phone: 936-468-6034 <input type="checkbox"/> email: safety@sfasu.edu												
Authorization													
<i>I have reviewed the work authorized by this permit and the information contained here-in. This permit is not valid unless all appropriate items are completed. I certify that all actions and conditions necessary for safe entry have been performed.</i>													
Entry Supervisor:	(print):				(sign):				(title):				
EHSRM Safety Officer:	(print):				(sign):								
Cancellation													
<i>Entry will be terminated and this permit will be cancelled when the entry operations covered by the permit have been completed or a condition that is not allowed under the entry permit arises in or near the permit space. Re-entry into the confined space will not be allowed until a new assessment is completed and permit is issued.</i>													
Permit must be cancelled by Entry Supervisor and kept on file by departments for 3 years.													
Permit Cancelled by:					Date & Time:								
Reason:	<input type="checkbox"/> Work Complete <input type="checkbox"/> Rescue Unavailable <input type="checkbox"/> Conditions Violate Permit <input type="checkbox"/> New Hazards <input type="checkbox"/> Other (Specify)												

Appendix C – Permit-Required Confined Space Reclassification Form

SFA PERMIT-REQUIRED CONFINED SPACE RECLASSIFICATION FORM													
Use this form to temporarily reclassify a permit-required confined space to a non-permit confined space, which is only valid for the duration of work being performed and for no more than 8 hours. The space cannot contain any actual or potential atmospheric hazards, and all hazards within the space must be eliminated without entry into the space. An attendant is required outside the space, and must maintain communication with the entrant(s) and have a means to summon rescue services (e.g., UPD, 911). Review the confined space assessment to evaluate the space, and review the work to be performed within the space.													
General													
Space to be Entered:				Date & Time Issued:									
Location of Space:				Date & Time of Expiration:									
Purpose of Entry:				Department or Contractor:									
ENTRANT(S):													
ATTENDANT(S):													
Requirements													
Hazards		Yes	No	If Yes, describe how the hazard was eliminated without entry into the space.									
Does the space contain or have the potential to contain a hazardous atmosphere?				If Yes, reclassification is not permitted. <i>Note:</i> Control of atmospheric hazards through forced-air ventilation does not constitute elimination of the hazards.									
Does the space contain biological or chemical hazards?													
Does the space contain electrical hazards?													
Does the space contain engulfment hazards?													
Does the space contain mechanical hazards?													
Does the space contain entrapment hazards?													
Does the space contain extreme temperatures?													
Does the space contain any other <i>serious</i> hazards? (e.g., steam)													
Will the work being done inside or near the space introduce new hazards into the space? (e.g., welding, chemicals, painting fumes)													
Atmospheric Testing													
Atmospheric Gases <i>(test in this order)</i>		Permissible Limits <i>(must be within limits)</i>		Pre-Entry Time		Time During Entry - Record Readings Every 2 Hours (8-hour maximum)							
				A	M	A	M	A	M	A	M	A	M
				P	M	P	M	P	M	P	M	P	M
Oxygen (O ₂)		19.5% to 23.5%		%	%	%	%	%	%	%	%	AM	
Lower Explosive Limit (LEL)		Under 10%		%	%	%	%	%	%	%	%	PM	
Carbon Monoxide (CO)		Under 35 ppm		ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	
Hydrogen Sulfide (H ₂ S)		Under 10 ppm		ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	
Other:		<i>(specify)</i>											
Tester's Initials:													
Monitoring Equipment Make and Model				Serial Number				Calibration Date		Bump test passed prior to use? <i>(required)</i>		Yes	
Certification and Authorization													
By signing below, I certify that the space does not contain or have the potential to contain a hazardous atmosphere, all hazards within the space have been eliminated without entry, and no hazards will be introduced into or created within the space during the entry. I certify that all actions and conditions necessary for safe entry have been performed to temporarily reclassify the permit-required confined space to a non-permit confined space.													
Entry Supervisor:		<i>(print):</i>		<i>(sign):</i>				<i>(title):</i>					
Cancellation													
If hazards arise within a permit-required confined space that has been declassified to a non-permit confined space, the space must be evacuated immediately. The space must be reevaluated to determine whether it must be reclassified as a permit-required confined space. Entry will be terminated and this form will be cancelled when the entry operations covered by this form have been completed, or when a condition that is not allowed under this form arises in or near the space. Form must be cancelled by the Entry Supervisor and kept on file by departments for 3 years.													
Form Cancelled by:				Date & Time:									
Reason:		<input type="checkbox"/> Work Complete <input type="checkbox"/> Conditions Violate Form <input type="checkbox"/> New Hazards <input type="checkbox"/> Other <i>(Specify)</i>											