



**LOCKOUT TAGOUT PROCEDURE**

**Department:** Construction Plumbing

**Equipment:** Vacuum System Separator Tank

**Equipment Location:** Dental School Maintenance Rooms (Brauer, Tarrson and Koury)

**Purpose:** This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing the tank to protect employees from the unexpected energization or start-up of the vacuum pump, or release of stored energy.



**Special Precautions:** None

**EQUIPMENT PICTURE**



Example: Brauer Hall Vacuum Pump and Separator Tank

**ENERGY SOURCES**


Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 460 V	Pump Disconnect on control panel for pumps	Place in "Off" position and perform LOTO	3a	
Vacuum	Vacuum Pump Inlet Valve	Place in "Closed" position and perform LOTO	3b	

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LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. <b>Notify Employees</b>	Notify affected employees of LOTO activity: a. Construction Plumbing Shop Supervisor b. Dental School Building Representative
2. <b>Equipment Shutdown</b>	Shut down pump by normal stopping procedure. a. Place pump switch in "Off" position. 
3. <b>Isolate Energy</b>	a. Turn off disconnect to pump. b. Close pump inlet valve.
4. <b>Lockout Energy</b>	Lockout and tagout the disconnect and valve.
5. <b>Dissipate Energy</b>	Vent system and verify vacuum is zero on pressure gauge.
6. <b>Verify Isolation</b>	Place pump switch in "Hand" position to verify isolation (i.e., pump should not start).
7. <b>Perform work</b>	The equipment is locked out. Perform work.

RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
8. <b>Clear Work Area</b>	To restart equipment, clear work area of personnel and tools.
9. <b>Verify Controls</b>	Verify that controls are in off or closed position.
10. <b>Remove Lockout</b>	Remove lockout devices, reenergize disconnect, and open valve.
11. <b>Notify Employees</b>	Notify affected employees that servicing is completed.