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THREE MILE ISLAND NUCLEAR STATION  
 ADMINISTRATIVE PROCEDURE #1037  
 CONTROL OF CAUTION AND DNO TAGS

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 Approval [Signature] Date       
 Cognizant Dept. Head

Unit 2 Staff Recommends Approval  
 Approval [Signature] Date       
 Cognizant Dept. Head

Unit 1 PORC Recommends Approval  
[Signature] Date 7/20/78  
 Chairman of PORC

Unit 2 PORC Recommends Approval  
[Signature] Date 7/25/78  
 Chairman of PORC

Unit 1 Superintendent Approval  
[Signature] Date 8/23/78

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THREE MILE ISLAND NUCLEAR STATION  
ADMINISTRATIVE PROCEDURE #1037  
CONTROL OF CAUTION AND DNO TAGS

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THREE MILE ISLAND NUCLEAR STATION  
ADMINISTRATIVE PROCEDURE #1037  
CONTROL OF CAUTION AND DNO TAGS

1.0 GENERAL

1.1 Purpose

The purpose of this procedure is to describe the control of CAUTION tags.

1.2 Scope

1. CAUTION tags are used as an information tag only. It is not to be used as a safety tag for protection of personnel. The CAUTION tag is to be used to attach to a component, control switch or other device to indicate an off normal condition or to caution personnel to a specific condition which must be satisfied prior to using the component or device.
2. CAUTION tags are not intended to be used in place of an instrument out-of-service sticker. These are covered by another administrative procedure.
3. A DO-NOT-OPERATE tag, which is primarily used for equipment protection may be used in place of a CAUTION tag particularly when used in environments where the CAUTION tags may easily deteriorate under extended use.

1.3 References

1. AP 1002 Rules for Protection of Personnel

2.0 RESPONSIBILITIES

2.1 Shift Supervisors, Shift Foremen and Control Room Operators

1. The SS, SF or CRO will be responsible for implementing this procedure as required by plant, system or component conditions

which in their judgement warrants the need to place a CAUTION notice.

2. The SS, SF or CRO may decide whether a CAUTION tag or DO-NOT-OPERATE tag needs to be used. Refer to 1.2, Scope.

### 3.0 REQUIREMENTS

#### 3.1 Control of CAUTION and DNO tags

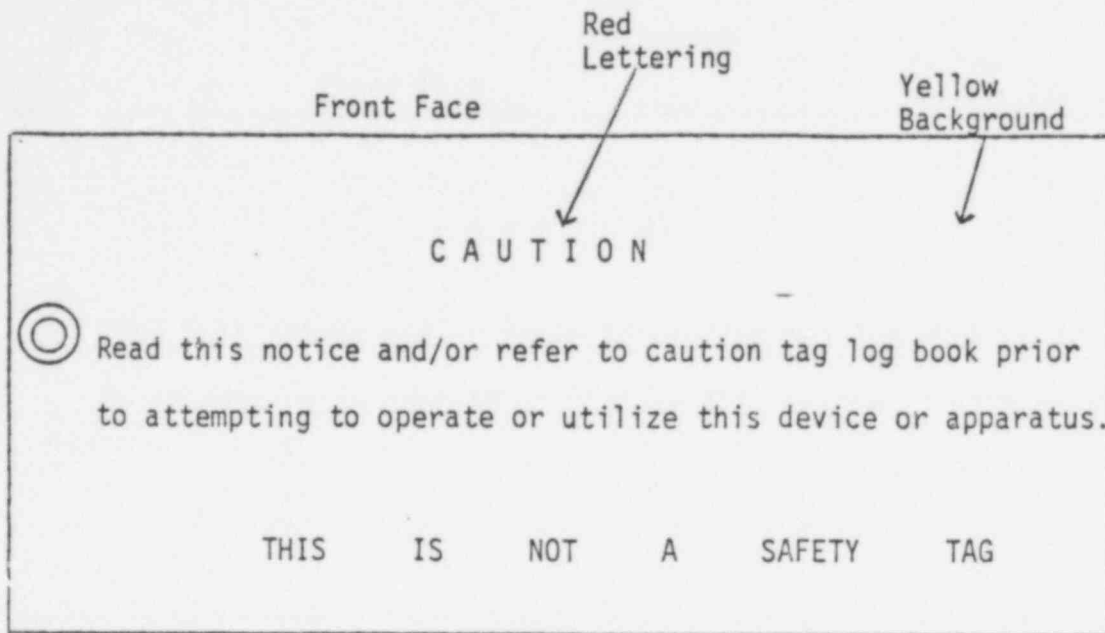
1. CAUTION tags may be used when it is considered necessary to inform personnel of an off normal condition existing with a system or component. It may designate certain actions be taken prior to or associated with the operation of the affected system or component.
2. CAUTION tags will be yellow in color and will be made per Figure 1.
3. When a CAUTION tag is placed on a component it shall be filled in with the required information as applicable. Also the CAUTION tag log will be filled in with the following information: Tag number corresponding to the log sheet tag number, date, time, name of authorizing person (SS/SF/CRO), device to which attached, and reason for attaching to the device. The CAUTION tag log book must also be filled out.
4. In place of a CAUTION tag a DO-NOT-OPERATE tag may be used. The reason for DO-NOT-OPERATE tag use is primarily for equipment protection and although the CAUTION tag is preferred, the DO-NOT-OPERATE tag may be used particularly in environments where the CAUTION tags may otherwise deteriorate.
5. The DO-NOT-OPERATE tags are yellow (Unit #1) and red (Unit #2) bakelite tags which have preinscribed numbers on them which

correspond to the tag number in the CAUTION and DNO tag log book.

6. Upon removal of a CAUTION tag or DO-NOT-OPERATE tag, the time, date, and authorizing signature (SS/SF/CRO) shall be filled in on the respective log sheet.
- 3.2 Use of the CAUTION and DNO tag log book.
1. A log book will be normally maintained in the Control Room of the respective unit.
  2. Log sheets for the CAUTION tags (see Enclosure I) and separate log sheets for use of DO-NOT-OPERATE tags (see Enclosure II) will be kept in the CAUTION and DNO tag log book.
  3. Anytime a CAUTION tag is used the appropriate information must be entered on the CAUTION tag log sheet(s).
  4. Anytime a DO-NOT-OPERATE tag is used the appropriate information must be entered on the DO-NOT-OPERATE tag log sheet(s).

FIGURE 1

CAUTION TAG DESCRIPTION



Back Face

CAUTION TAG

Tag Number \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Authorized By \_\_\_\_\_

Device \_\_\_\_\_

Reason for Caution Tag \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





