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Subcontractors	Type: List	For Additional Info: http://EDMS	Effective Date: 10/06/22
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Manual: Subcontractor Requirements

Change Number: 375359

*The current revision can be verified on EDMS.

Alternate ID: LST-SRM-01

100% rule: All participating qualified electrical workers are in agreement of the work to be completed and the work sequence in which it should be performed before switching, isolating, testing, or working on energized circuits.

Action Level: Airborne chemical exposures, which meet or exceed established action levels or half the established exposure limits for chemicals, which do not have assigned action levels.

Calibration Status Indicator: The use of labels and seals on measurement standards and material and testing equipment to ensure calibration status is clearly evident and to help guarantee the validity of data collection.

Caution: Indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury. It may also be used to alert against unsafe practices.

Clarification: A written response that provides direction regarding information or requirements that already exist in approved design or project documents. A clarification does not add, change, or delete technical requirements, design configuration, or work scope.

Commercial Grade: An item that satisfies all of the following conditions:

Not subject to design or specification requirements unique to nuclear facilities.

Used in applications other than nuclear facilities.

Ordered from the manufacturer or supplier on the basis of specifications published in the manufacturer's product description.

Competent Person: A person identified by the subcontractor who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Conditional Release: A controlled, documented, and approved release of a nonconforming item for limited use (pending nonconformance disposition) to permit continuation of construction, installation, maintenance, or modification where schedule delay has been determined to be a critical impact to the facility or project.

Confined space: A space that (a) is large enough and so configured that an employee can bodily enter and perform assigned work; and (b) has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits that may have limited entry); and (c) is not designed for continuous employee occupancy. Confined spaces include both permit-required confined spaces and non-permit confined spaces.

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Container: Includes any bag, barrel, bottle, box, can, cylinder, drum, machinery reservoir, reaction vessel, or tank used for storage or as a dispensing container. Pipes or piping systems; engines, fuel tanks, or other operating systems in a vehicle; hazardous waste containers; and in-process laboratory reaction vessels are excluded.

Contractor: Idaho Environmental Coalition, LLC, (IEC) and all of its duly authorized representatives acting in their professional capacity, in the performance of work at the Idaho Cleanup Project (ICP) at the Idaho National Laboratory (INL).

Contractor Point of Contact: (POC). Individual identified in the subcontract documents as the duly authorized representative for overseeing subcontractor work activities.

Controlled Articles: Includes, but is not limited to, government- or company-owned cameras, video/audio recording devices, transmitting devices, or other government property transported on or off the INL or between DOE facilities.

Controlled Substances: Includes, but is not limited to, the following five basic categories:

1. Central Nervous System (CNS) – Stimulants. Consist of three basic categories: Amphetamines, Methamphetamine, and Cocaine.
2. Central Nervous System (CNS) – Depressants. Consist of three basic categories: Barbiturates, Methaqualone, and Tranquilizers.
3. Narcotics/Opiates. Are also CNS depressants with the added characteristic of being a powerful analgesic or painkiller. Examples include Codeine, Demerol, Dialaudid, Methadone, Morphine, Opium, Percodan, and Heroin.
4. Hallucinogens. Consist of four major types: LSD, Psilocybin, Mescaline (Peyote), and PCP.
5. Cannabis. Consists of Marijuana, Hashish, and Hashish Oil.

Danger: Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury. This signal word is to be limited to the most extreme situations.

Design Change: Revision or alteration of the technical requirements defined by approved and issued design output documents and approved and issued changes thereto.

Disease: These are infectious diseases with the potential of occurring in areas infested with rodents, birds or bats, which may include hantavirus, psittacosis, chlamydiosis, and histoplasmosis. Bloodborne pathogens and infections agents are defined in 29 CFR 1910.1030.

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Disposition: A statement of the action(s) to be taken to deal with a nonconforming condition. NCR disposition categories include:

- Rework – the action taken to correct nonconformances to meet original specified requirements.
- Use-As-Is – the action taken when the nonconformance will not adversely affect engineering functional requirements, including performance, maintainability, fit, or safety.
- Repair – the action taken to correct nonconformances to safe and reliable function although the item does not conform to original specified requirements.
- Reject – the item is unsuitable for the intended use and is economically impractical or physically incapable of being reworked or repaired.

Electrical worker: A person whose job assignments include performing electrical work. Electrical workers include, but are not limited to, the following classifications:

- **Line worker** - fully qualified to perform electrical work as well as the specialized activities associated with high-voltage power transmission and distribution equipment, including pole-top rescue and resuscitation.
- **Journeyman Electrician**-Idaho state licensed electrician fully qualified to perform electrical work.
- **Apprentice electrician** - participant in a structured training program to enable qualification as an electrician; authorized to perform energized electrical work only under the direct supervision of a journeyman electrician.

Entry: The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.

Excavation: Any manmade cut, cavity, trench, or depression in an earth surface bearing any depth that produces unsupported earth conditions by reasons of earth removal, where danger exists to personnel.

Explosives: Any chemical compound or mechanical mixture that, when subjected to stimuli such as heat, impact, friction, or shock, undergoes a very rapid chemical change that releases large volumes of highly heated gases that exert pressure in the surrounding medium. Components not in themselves classed as explosives are not subject to the provisions of the Contractor explosives safety program until they are transported to a mixing or use site or placed near other components of the explosive.

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Explosives custodian: A trained and experienced person who has been assigned responsibility for all explosive materials in an assigned area.

Explosives-use supervisor: A person that meets all of the requirements for explosives worker and will normally be in charge of the explosive operation. This person has the requisite knowledge and experience of the specific operation to verify workers are adequately trained and capable of performing explosive tasks safely. This person will in most cases be the person with the most knowledge and experience on the specific operation.

Exposure: Contact with a hazardous agent, without regard to the use of personal protective equipment.

Field Weld (F): Welding performed in the location where the item is to be permanently installed.

Field Work: Work performed in areas outside of individual INL facility boundaries, but within the INL site boundary. Examples of fieldwork include, but are not limited to, well-drilling, geological surveys, cultural resources studies, and off-road tours.

Formal Training: A documented systematic process provided to personnel so that they achieve proficiency, maintain proficiency, and adapt to changes in technology, methods, processes, or responsibilities as necessary to perform assigned tasks.

Hazard Evaluation: An assessment documenting the potential dangers and unhealthy exposures associated with each activity and the means that will eliminate, mitigate or administratively control such hazards.

Hazardous agent: Chemical agents (such as toxins, corrosives, irritants, sensitizers, carcinogens, teratogens, mutagens, cutaneous hazards, eye hazards, combustible liquids, compressed gases, explosives, flammables, organic peroxides, oxidizers, pyrophorics, unstable/reactive chemicals, and water-reactive chemicals), physical agents (such as noise, vibrations, temperature extremes, or non-ionizing radiations), biological agents (such as hantavirus or bloodborne pathogens), and ergonomic factors (such as work station design and lifting) that, in the professional opinion of a qualified person, have the reasonable potential to cause injury or illness to employees. Individual components of chemical mixtures are considered hazardous agents when they are present in concentrations of $\geq 1.0\%$ (or $\geq 0.1\%$ if a carcinogen), unless evidence suggests the components present in concentrations of $< 1.0\%$ (or $< 0.1\%$ if a carcinogen) could be released in concentrations that would exceed the OSHA PEL/ACGIH TLV action levels. Physical agents are considered hazardous agents when, under a worst-case scenario, the workplace levels can potentially equal or exceed the OSHA PEL/ACGIH TLV action levels. There are no threshold limit values for biological agents.

Hazardous chemical: A chemical or product is considered to be hazardous if it:

- A. is listed in Subpart Z of 29 CFR 1910
- B. appears on the annual National Toxicology Program listing

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- C. is categorized by the International Agency for Research on Cancer as Groups I and II
- D. is regulated as a carcinogen by OSHA
- E. has a threshold limit value (TLV) established by the American Conference of Governmental Industrial Hygienists (ACGIH) in the latest edition of their annual list
- F. has been designated a hazardous chemical by the cognizant industrial hygienist; if he/she determines that potential exposure to the chemical warrants the use of engineering controls, administrative procedures, or personal protective equipment.

Heavy industrial equipment: Self-propelled equipment designed to operate within off-highway job sites, as well as any attachments, trailers, implements, or loads. Such equipment also includes the following:

- Backhoes and loaders (rubber tired or track)
- Bulldozers (rubber-tired or track)
- Dump trucks, flat beds, end-dumps, and other equipment for hauling
- Forklift trucks
- Industrial or agricultural tractors (rubber-tired or track)
- Motor graders
- Off-highway trucks of greater than 1-ton capacity
- Mobile cranes and hoists
- Oversize trailers
- Self-propelled scrapers (rubber tired or track)
- Other similar equipment used in construction work.

Heavy Metal: A group of metals which are specially regulated due to their health effects, including lead, cadmium, chromium VI, arsenic, and beryllium.

Higher than normal risk employee: A person whose work may involve exposed, energized electrical parts operating at 50 volts or more to ground. Jobs that fall into this category include, but are not limited to: craft supervisors; industrial machine operators; material handling equipment operators and riggers; mechanics, welders, painters, laborers, and custodial workers; process operators; truck drivers; planners and inspectors; telecommunication workers; and battery workers.

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Idaho Cleanup Project (ICP): The project operated by the *contractor* in support of the environmental cleanup mission at the Idaho National Laboratory.

Idaho National Laboratory (INL): The site location where ICP work is conducted by the *contractor* as overseen by the U.S. Department of Energy. For clarification, the M&O contractor performing research and development work at Idaho National Laboratory as overseen by the U.S. Department of Energy is Battelle Energy Alliance.

In Process Weld Defects: Defects identified during welding operations prior to Final Visual Examination. Examples of such defects are blow holes, coarse ripples, grooves, overlaps, porosity, undercuts, splatter, under fill, cold lap, incomplete fusion, slag or slag inclusions, crater pits of depressions, cracking etc.

Intraline Distance: The distance to be maintained between any two operating buildings or sites within an operating line, at least one of which contains or is designed to contain explosives or blasting supplies.

Laser Safety Officer: One who by formal training has the knowledge to determine controls for the safe use of lasers in the workplace.

Limited Approach Boundary: A shock protection boundary to be crossed by only qualified persons (at a distance from a live part.) which is not to be crossed by unqualified persons unless escorted by a qualified person.

Measuring and Test Equipment (M&TE): All of the measuring instruments, measurement standards, reference materials, and auxiliary apparatus that are necessary to perform a measurement.

NOTE: *The term M&TE includes measuring equipment used for process monitoring, data collection, testing, inspection, and calibration of other instruments. Measuring and test equipment is taken to encompass measuring instruments and measurement standards. A reference material is considered to be another type of measurement standard.*

NOTE: *The term M&TE does not include safety and health instrumentation and equipment used to monitor working environments for employee safety and health, i.e., noise dosimeters, environmental monitors, light meters, etc.*

Nonconformance: A deficiency in characteristic, documentation, or procedure that renders the quality of an item or activity unacceptable or indeterminate.

Nonconformance Report (NCR): Report used to document discrepancies or nonconformities in items and/or materials during the receiving and inspection process.

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Non-permit confined space: A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any recognized, serious safety or health hazard capable of causing death or serious physical harm.

One-Hundred-Percent Rule: See *100% Rule*.

Or-Equal: Products of other manufacturers that fully meet or exceed all minimum structural, use, and operational features of the particular manufacturer's item specified in the project documents. The other manufacturer's item must be easily interchangeable and be adequately incorporated within the allocated space in the building or structure.

Permit-required confined space (permit space): A confined space that has one or more of the following characteristics: (a) contains or has a potential to contain a hazardous atmosphere; (b) contains a material that has the potential for engulfing an entrant; (c) has an internal configuration in which an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; or (d) contains any other recognized serious safety or health hazard.

Point of Contact (POC): See *Contractor Point of Contact*.

Powered industrial truck: A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material.

Procurement Document: All inclusive term for purchase requisitions, purchase orders, subcontracts, amendments, change orders, specifications, or drawings used to define requirements for acquisition.

Prohibited Activities: Includes, but is not limited to, gambling, hunting, fishing, and trapping; non-emergency aircraft landings, or flights below current FAA minimums; and the destruction, excavation, or appropriation of any historic or prehistoric ruin, artifact, or object of antiquity from the INL.

Prohibited Articles: Includes, but is not limited to, firearms, ammunition, alcoholic beverages, illicit narcotics, explosives, wiretapping or eavesdropping devices, or any dangerous or potentially dangerous instruments or materials likely to cause substantial injury to persons, property, or animals.

Property Protection Area: A type of security area having boundaries identified with barriers and access controls for the protection of DOE property.

QA Record: A completed document (or other medium) that furnishes evidence of the quality of items and/or activities affecting quality that has been stamped, initialed or signed, and dated by an authorized QA Representative.

Quality Level (QL): See LST-99 or MCP-540.

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Qualified Person: A person identified by the subcontractor who by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project. Or for industrial hygiene hazards, a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards.

Quantity Distance: The distance required for a specific level of protection for a particular hazard class/division of ammunition and explosives.

Radiation Area: An area, accessible to personnel, in which radiation exists originating in whole or in part within radioactive materials, at such levels that a major portion of the body could receive a dose in excess of 5 millirems (5×10^{-5} sievert) during any single hour or a dose in excess of 100 millirems (100×10^{-5} sievert) during any five consecutive days.

Radiological Area: Any area within a controlled area (but not including the controlled area) defined as a radiation area, high radiation area, very high radiation area, contamination area, high contamination area, or airborne radioactivity area.

Restricted Approach Boundary: A shock protection boundary to be crossed by only qualified persons (at a distance from a live part) which, due to its proximity to a shock hazard, requires the use of shock protection techniques and equipment when crossed.

Required Reading: Method of training whereby an employee accepts the responsibility of gaining an understanding of the required information by reading and acknowledging comprehension of specified documents.

Sensitive area: As determined by the Operations director for an area. Examples include the Advanced Test Reactor, the Idaho Nuclear Technology and Engineering Center (INTEC) Tank Farm, bulk fuel storage areas, chemical storage areas, and areas with liquid propane gas.

Step Back: A Step Back is an action taken for a potentially unsafe condition that may be corrected by the performing employee and/or the cognizant line management with minimal effort and time. It can be as simple as an employee pausing to refocus on the task at hand after a break, or by asking for clarification about a task from an immediate supervisor. For a situation that is deemed a Step Back, the corrective action will have mitigated the risk. Step Backs can be called by any employee, any time, whenever they believe a job cannot be performed safely. If there is a need for any interim corrective action(s), then the situation is elevated to a formal “Stop Work.”

Shop Weld (S): Welding performed in a designated area for the fabrication of items prior to installation.

Status Indicator: Tags, color-coding and/or markings which identify an item’s disposition.

Stop Work: A Stop Work is a formal process to halt work in order to resolve safety issues or concerns that are not readily fixable by the performing employees and their first line supervisors.

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Supplier: Any individual or organization who furnishes items or services in accordance with a procurement document. All-inclusive term used in place of the following: vendor, seller, subcontractor, dealer, fabricator, consultant, manufacturer, distributor, and their subtier levels.

Surface Penetration: Any digging, drilling, driving, or cutting through any soil deeper than 12 inches manually or 6 inches mechanically, or in any other surfaces such as floors, walls, or ceilings, regardless of depth, where a potential for damaging underlying cables or piping exists. The following are examples of conditions that for the purposes of this manual would not constitute a surface penetration, due to the limited potential for damaging underlying cables or piping:

- removing, by cutting out, a section of plaster board or other wall surface material to inspect for wires or piping in the wall interior or to install a convenience receptacle when the cutting does not penetrate significantly beyond the interior surface of the plaster board or other wall surface material
- boring or cutting of pre-cast concrete components such as utility or electrical manholes or vaults, utility tunnel sections, or walls.

Tailgate Training: An informal session usually initiated by a line supervisor/manager that requires documentation (sometimes referred to as a "management discussion" or "lunchbox session" and generally covers low-hazard information. It does not require a formal lesson plan, but a content outline is developed, approved, and maintained to document what was discussed.

Temporary Facility: Manufactured structures, mobile homes, trailers, semi-trailers, modular structures, factory assembled structures, cargo containers, hazardous materials or flammable liquid storage containers, air-supported or inflated structures, and tent/membrane and cloth/rib structures documented to be in use for 6 months or less. This term does not apply to trailers and cargo containers that are being used in the transportation mode for conveying materials while on site, or to prefabricated buildings that are permanently located, such as "Butler" or "Strand Steel" buildings.

Temporary Wiring: Electrical wiring used for temporary construction, remodeling, maintenance, repair, demolition, or other similar activities performed on buildings, structures, or equipment.

Tie Point (TP): Welding performed to connect project item(s) to existing item(s).

Traceability: The ability to trace the history, application, or location of items or activities by means of recorded identification.

Transmitting Devices: Items such as CB radios, cellular phones and radios.

Unattended motor vehicle: Any vehicle in which the operator is not inside at the controls of the vehicle.

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Vendor Data: Supplier-furnished data that may be required by the subcontract or purchase order; e.g., drawings, operating and performance data, wiring diagrams, motor data, maintenance and operation control systems and procedures, test reports and procedures, personnel qualifications and certifications, material certifications and fabrication techniques, etc.

Welding, cutting, and other hot work: All methods of welding; arc and torch cutting; open flame brazing, burning, or soldering; other portable torch open flame operations; and grinding or similar spark-producing operations.

Weld Record Package: A package of documents, traceable to a specific drawing(s), which records evidence of fabrication, installation, inspection, and testing of a welded system(s).