

## **Tape Library Entry Procedure**

### **Objective**

The objective of this procedure is to eliminate the accidental startup of the SL8500 Tape Library, or 9310 Tape Library while it is being maintained internally. To enter, one must first complete Lockout/Tagout Level I, (LOTO I), given in New Employee Orientation, and LOTO II, as well as read and fully understand this procedure.

### **Definitions**

LOTO Lock – Lockout/Tagout Lock used specifically for the use of locking out equipment so that it may be safely maintained and/or entered. This lock is red in color and shall only be used for this purpose. This standardized lock can be purchased from the Fermilab Stockroom.

LOTO Tree – Device used specifically to aid in locking out equipment where multiple locks might be used to lock out one piece of equipment or breaker. This could also be used where only one lock is going to be used, but difficult to lock because of the configuration.

### **Responsibilities**

Supervisors up to Division Head - Ensure that employees are given training in LOTO I and II, as well as this specific procedure before entering the a Tape Library.

Personnel are responsible for their own safe conduct of operations and that of those under their supervision.

### **SL8500 Entry Procedure**

The SL8500 has interlocks on the doors that turn power off to the internal robotics for maintenance procedures. The door is prevented from casually being closed on the switches that would start up the robot arms. This is similar to the 9310 tape silos. However unlike the 9310 tape silos, the interlock can be defeated by reaching inside the door and pressing the emergency exit handle, releasing the locked outer handle. The doors could then be closed and the robots would activate.

To prevent this from happening, the door must first be locked out by placing a standard LOTO tree in the location of the latch in the door, preventing the door from closing on the activation switches. Each individual entering the library is required to place a standardized red LOTO padlock through both holes in the tree with their name on a “Do not operate” tag and attached to the lock. They are required to keep the key on their person at all times while working in the

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library. Each lock shall only be removed when the holder of the key is out of the library and have completed work. No one shall enter the SL8500 without following this procedure.



The LOTO tree and red locks are located in the blue cabinet in the tape library room or the green cabinet in fcc2. When you are finished with your task, return your lock and key to the cabinet.

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The last person out of the SL8500 shall secure the door shut and return the LOTO tree and lock to the cabinet.

### **9310 Entry Procedure**

Remove key for STK from 9311 Nearline Cabinet.

Insert key into 9310 door. Open door and remove key.

Internal STK green, lighted sign should read that it is safe for entry. If it does not read this, DO NOT ENTER.

If troubleshooting does not work, contact STK vendor before an entry can be made.

Individual entering STK has to have possession of key at all times.

Sign and date "Caution" tag. Hang on panel.

After project is complete, close STK door, lock it, and return key to 9311 cabinet.