



**6:00 p.m. City Council Workshop**

**AGENDA – December 7, 2015**

**7:00 p.m. City Council Meeting**

Long Beach City Hall  
115 Bolstad Avenue West

**6:00 p.m. Workshop**

WS 15-20	Chevron Station Signage – <b>TAB A</b>
WS 15-21	Comprehensive Plan Public Participation Plan – <b>TAB B</b>
WS 15-22	Pioneer and Washington property discussion – <b>TAB C</b>

**7:00 p.m. CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL**

Call to order	Mayor Andrew, Council Member Linhart, Council Member Perez,
And roll call	Council Member Murry, Council Member Hanson, and Council Member Phillips

**CONSENT AGENDA – TAB D**

All matters, which are listed within the consent section of the agenda, have been distributed to each member of the Long Beach City Council for reading and study. Items listed are considered routine by the Council and will be enacted with one motion unless a Council Member specifically requests it to be removed from the Consent Agenda to be considered separately. Staff recommends approval of the following items:

- Corrected Minutes, November 2, 2015 Regular City Council meeting.
- Minutes, November 16, 2015 Regular City Council Meeting.
- Minutes, November 20, 2015 Special City Council Meeting.
- Payment Approval List for Warrant Registers 55915-55940 & 78936-79050 for \$249,236.19

**BUSINESS**

- **AB 15-65 2016 Budget - PUBLIC HEARING – TAB E**
- **AB 15-66 Resolution 2015-Safety Policies – TAB F**
- **Mayoral Proclamation – Daughters of the American Revolution – TAB G**

**ORAL REPORTS**

•	<b>City Council</b>	<b>Mayor</b>	<b>City Administrator</b>	<b>Department Heads</b>
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**CORRESPONDENCE AND WRITTEN REPORTS – TAB H**

- **Sales and Lodging tax report for November 2015**
- **Long Beach Police Report November 2015**
- **LBPVB Report October 2015**
- **Correspondence – Mr. Kelly regarding Bears in Long Beach**
- **Correspondence – WS Transportation Improvement Board**
- **Correspondence – Madeline Moore supporting the Farmers Market**
- **Correspondence – WS Recreation and Conservation Funding Board**
- **Correspondence – WCIA regarding Public Participation Plan**

**FUTURE CITY COUNCIL MEETING SCHEDULE**

The Regular City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 PM and may be preceded by a workshop.  
December 7, 2015, December 21, 2015, January 4, 2016, January 19, 2016

**PUBLIC COMMENT**

At this time, the Mayor will call for any comments from the public on any subject whether or not it is on the agenda for any item(s) the public may wish to bring forward and discuss. Preference will be given to those who must travel. **Please limit your comments to five minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Administrator at least one week in advance of a meeting.

**ADJOURNMENT**

American with Disabilities Act Notice: The City Council Meeting room is accessible to persons with disabilities. If you need assistance, contact the City Clerk at (360) 642-4421 or advise City Administrator at the meeting.



**TAB - A**








**CITY COUNCIL  
WORKSHOP BILL  
WS 15-20  
Meeting Date: December 7, 2015**

AGENDA ITEM INFORMATION		
<b>SUBJECT: Chevron Station Signage: Request for Code Interpretation</b>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	GB
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST:</b> N/A		
<p><b>SUMMARY STATEMENT:</b> Stephen Hampton on behalf of Karina Stotts is asking for a code interpretation from the Council. He is proposing an internally lit sign, which is allowable in the C1 zone where the Chevron is located. However, the code states <i>"Internally illuminated signs shall count at a 2:1 ratio. Each square foot of internally illuminated signage shall be calculated as two (2) square feet."</i></p> <p>The question is:</p> <p>Does the square foot calculation count</p> <ol style="list-style-type: none"> <li>1. against the sign allocation for the particular sign or</li> <li>2. against the sign allocation for the entire business property?</li> </ol> <p>This is a great question. Obviously 1. would result in smaller internally lit signs, and 2. would result in more flexibility for a property owner in making sign design decisions for their business.</p> <p>The application as well as the relevant code language are attached.</p>		



Zone	Total Signage Allocation	Permitted Signs	Prohibited Signs
C1, C2, LI, RC - each single business property	100 SF, including 1 freestanding sign not to exceed 25 SF	Wall signs; projecting signs; freestanding signs; internally illuminated signs <sup>(1)</sup> ; off premises signs; way finding signs <sup>(2)</sup> ; temporary signs; individual letter signs	Moving or flashing signs
C1, C2, LI, RC - each multiple-tenant building	2 SF per linear foot of street frontage up to 175 SF, including 1 freestanding sign up to 50 SF	Wall signs; projecting signs; freestanding signs; internally illuminated signs <sup>(1)</sup> ; off premises signs; way finding signs <sup>(2)</sup> ; temporary signs; individual letter signs	Moving or flashing signs
C1, C2, LI, RC - each multiple-building complex	1 SF per linear foot of street frontage up to 100 SF, including 1 freestanding sign up to 50 SF; in addition, each business may have 1 wall sign not to exceed 1 SF per linear foot of wall frontage	Wall signs; projecting signs; freestanding signs; internally illuminated signs <sup>(1)</sup> ; off premises signs; way finding signs <sup>(2)</sup> ; temporary signs; individual letter signs	Moving or flashing signs
P, PR	100 SF per street frontage, including 1 freestanding sign not to exceed 25 SF	Wall signs; projecting signs; freestanding signs; off premises signs; way finding signs <sup>(2)</sup> ; temporary signs; individual letter signs	Moving or flashing signs; internally illuminated signs

## Note:

1. Internally illuminated signs permitted in C1 and RC only, provided the signs are located on frontage facing Pacific Avenue. Internally illuminated signs shall count against the sign allocation at a 2:1 ratio. Each square foot of internally illuminated sign shall be calculated as two (2) square feet.
2. Way finding signs are permitted in OT, RC, C1, P and PR zones only, subject to city council approval.

- B. Materials: Signs may be made of any material, other than chipboard; provided, that the sign shall complement the property upon which the sign is erected and shall be durable; wood and paint is preferred. For signs in zones requiring design review, the standards for buildings in those zones shall be used as a guide for sign design.
- C. Double-Faced Signs: Only one side of a double-faced sign shall be counted toward the sign area, provided only one side is visible from a single vantage point, such as a freestanding and projecting sign.



# APPLICATION FOR DESIGN REVIEW FOR A SIGN

Return to Long Beach City Hall, 115 Bolstad Avenue West, PO Box 310, Long Beach, WA 98631

## APPLICANT INFORMATION

Name STEPHEN HAMPTON  
Mailing Address PO BX 497  
ABERDEEN, WA 98520

Telephone 360-875-1595  
Fax 360-637-8557  
E-mail SH-PHOENIX1616@GMAIL.COM

## PROPERTY OWNER INFORMATION (if different)

Name PIONEER FUEL INC  
Mailing Address 50 SCHOUWEILER TRACTS RD E  
ELMA, WA 98541

Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

## PROJECT INFORMATION

Site Address 2071 PACIFIC Zoning \_\_\_\_\_  
Cross Street(s) PIONEER 5'-10"  
Size of Proposed Sign 4'-8" x 4'-2"  
Total Size, All Existing and Proposed Signs C-60 = 90.4 NEW C-45 = 34.3  
Materials to be used \_\_\_\_\_

per 12-14-5

## SIGN TYPE(S) (check all that apply)

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Wall   | <input type="checkbox"/> Portable                | <input type="checkbox"/> Temporary  |
| <input type="checkbox"/> Off Premises                                     | <input checked="" type="checkbox"/> Freestanding | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Way Finding                                      | <input type="checkbox"/> Individual Letter       | <input type="checkbox"/> Monument   |
| <input type="checkbox"/> Internally Illuminated (in C1 and RC zones only) |  |                                     |

Do existing signs on the property conform to City regulations? (circle one) YES NO

## CHECKLIST

Provide 1) a completed application; 2) a site plan showing property boundaries and building location(s), each sign location (including proposed and existing signs); and 3) a drawing of each proposed sign showing dimensions, colors, artwork, and copy text. Drawings must be to scale and on standard-sized sheets no larger than 11" x 17". The following information must be shown on the drawings and also described here.

Sign Face Area 24.3  
Sign Height 4'-8" 16' max at top  
Sign Material LEXAN, ALUMINUM, LED, PWR SUPPLY  
Sign Colors:  
Text WHITE  
Background BLUE, GREEN  
Frame SILVER  
Existing building colors WHITE  
Type of illumination LED

APPLICANT SIGNATURE S. W.

DATE 10-29-15

OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Fee Use Only

Received by AS  
Date 11/20/15

Project No. S 2015-09





# APPLICATION FOR DESIGN REVIEW FOR A SIGN

Return to Long Beach City Hall, 115 Bolstad Avenue West, PO Box 310, Long Beach, WA 98631

## APPLICANT INFORMATION

Name STEPHEN HAMPTON  
Mailing Address PO BX 497  
ABERDEEN, WA 98520

Telephone 360-875-1595  
Fax 360-637-8557  
E-mail SH-PHOENIXSILH6@GMAIL.COM

## PROPERTY OWNER INFORMATION (if different)

Name PIONEER FUEL INC  
Mailing Address 50 SCHROEDER TRACT RD E  
ELMA, WA 98541

Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

## PROJECT INFORMATION

Site Address 2001 PACIFIC Zoning \_\_\_\_\_  
Cross Street(s) PIONEER  
Size of Proposed Sign 4'8" x 4'2"  
Total Size, All Existing and Proposed Signs C-60 = 90.8 NEW C-45 = 34.3  
Materials to be used \_\_\_\_\_

## SIGN TYPE(S) (check all that apply)

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Wall   | <input type="checkbox"/> Portable                | <input type="checkbox"/> Temporary  |
| <input type="checkbox"/> Off Premises                                     | <input checked="" type="checkbox"/> Freestanding | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Way Finding                                      | <input type="checkbox"/> Individual Letter       | <input type="checkbox"/> Monument   |
| <input type="checkbox"/> Internally Illuminated (In C1 and RC zones only) |  |                                     |

Do existing signs on the property conform to City regulations? (circle one) YES NO

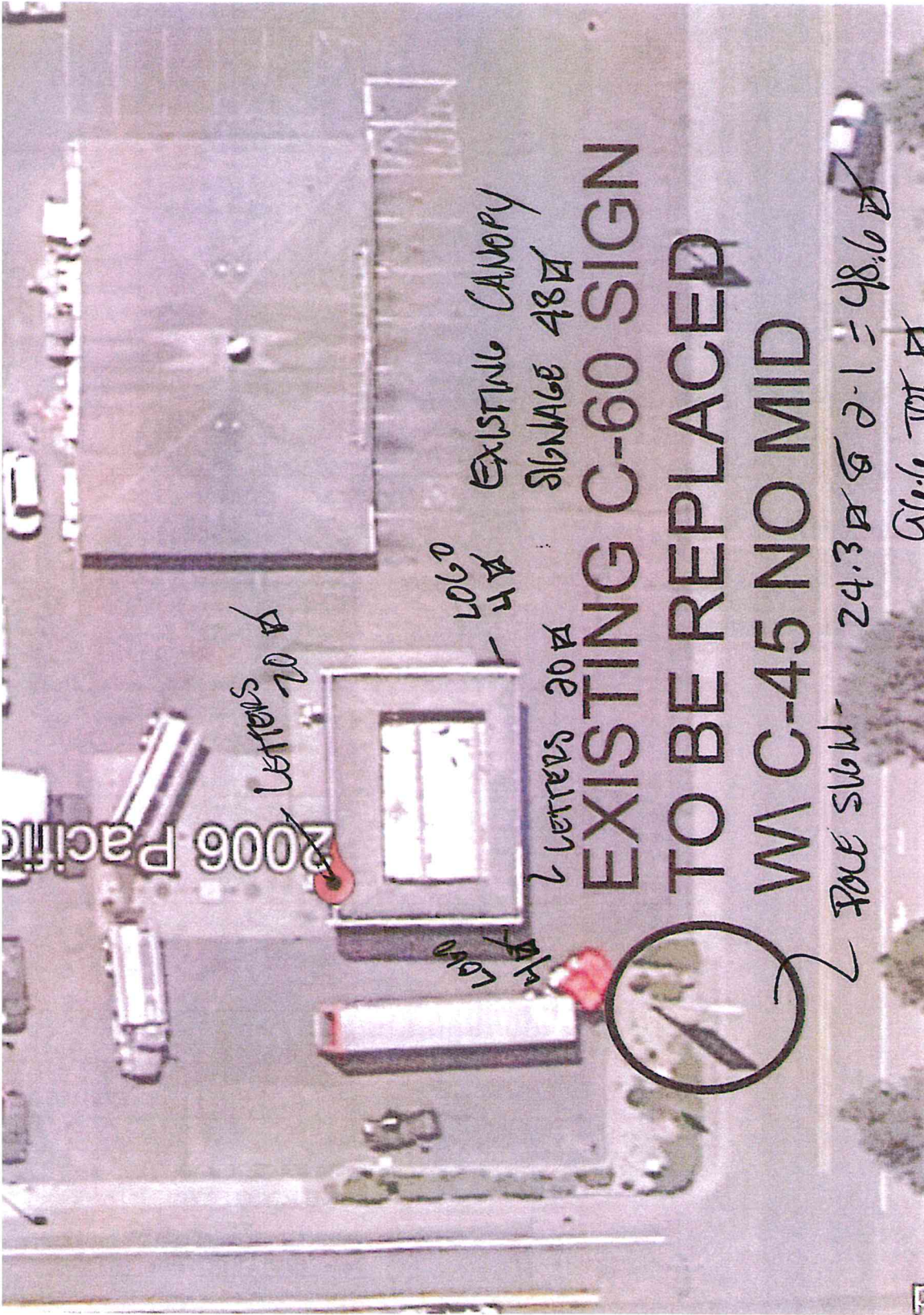
## CHECKLIST

Provide 1) a completed application; 2) a site plan showing property boundaries and building location(s), each sign location (including proposed and existing signs); and 3) a drawing of each proposed sign showing dimensions, colors, artwork, and copy text. Drawings must be to scale and on standard-sized sheets no larger than 11" x 17". The following information must be shown on the drawings and also described here.

Sign Face Area 24.3 sq  
Sign Height 4'8" max 16' at top  
Sign Material LEXAN, ALUMINUM, LED, PUR SUPPLY  
Sign Colors:  
Text WHITE  
Background BLUE, GREEN  
Frame SILVER  
Existing building colors WHITE  
Type of illumination LED

APPLICANT SIGNATURE [Signature] DATE 10-29-15  
OWNER SIGNATURE [Signature] DATE \_\_\_\_\_

Office Use Only  
Received by \_\_\_\_\_ Date \_\_\_\_\_ Project No. \_\_\_\_\_



Drawing includes one (1) revision at no additional cost. Further revisions will be at a charge of a minimum of \$20 each.  
Please check spelling, colors, dimensions, and all other details in this layout.

**Terms:** Please send signed approval, revisions or call with any questions or concerns regarding this layout. It is your responsibility the customer to approve this design for production. By signing you are approving all aspects and specifications of this design as it appears. (i.e., color, font, text height, general layout, spelling, translation...)

JOB NAME: PIONEER MARKET

JOB LOCATION: 2006 PACIFIC

DRAWING #

DRAWN BY: SH

DATE: 10-29-15

SALES:

APPROVED FOR PRODUCTION

☐ WITH REVISIONS

☐ NO REVISIONS

NAME

DATE

**PHOENIX**  
**SIGN CO.**  
360-532-1111  
FAX # 360-637-8667 WWW.PHOENIX-SIGN.COM

THESE ORIGINAL DRAWINGS, SPECIFICATIONS AND DATA INCLUDE MATTER WHICH IS PROPRIETARY OF PHOENIX SIGNS AND SHALL NOT BE REPRODUCED IN WHOLE OR PART OR USED IN ANY MANNER EXCEPT IN CONNECTION WITH PHOENIX SIGNS BUSINESS WITH OUT THE WRITTEN PERMISSION OF PHOENIX SIGNS OR UNLESS TRANSFERRED BY PHOENIX SIGNS TO ANOTHER PARTY IN WRITING.

ALL MATERIALS AND PROCEDURES ARE U.L. LISTED AND APPROVED

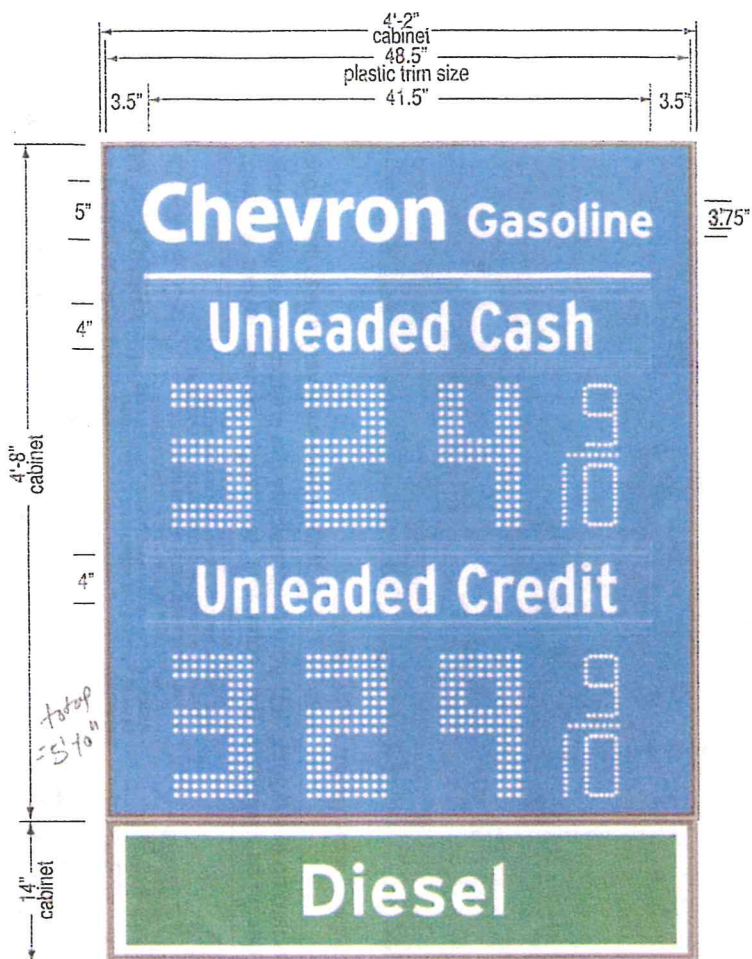


P.O. BOX 497  
ABERDEEN, WA 98520  
(360) 532-1111

phoenixsign@centurytel.net  
LICENCE # PHOENSC923TC

\*Print colors may vary due to limitations in printing process



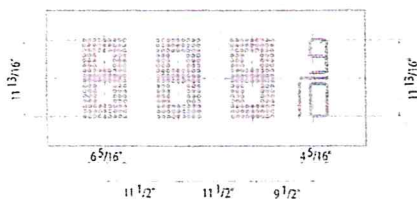


1-2  
4-8  
5-10

## C-45

### LPS

Translucent formed polycarbonate plastic face.  
Background screen-printed to match Chevron Blue - PMS 2935.

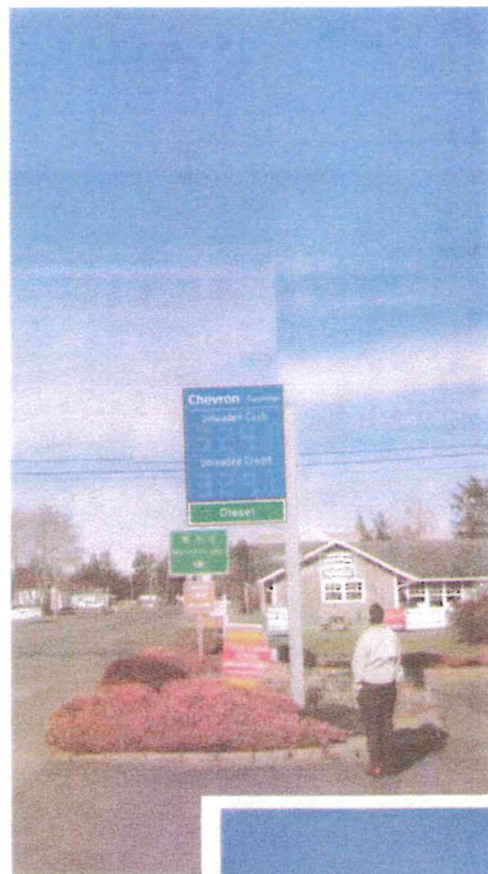


Dark Blue PMS 2935

### APC

Translucent polycarbonate plastic face.  
Background screen-printed to match PMS 3415 green with white border and copy.

PMS 3415 Green



**PROPOSED  
C-45**



**EXISTING  
C-60**

**2006 PACIFIC AVE. N.  
LONG BEACH, WA**

Design # **78234.01C**

Scale **3/4" = 1'-0"** Date **5-7-2015**

Created for the approval of: **Chevron**

Drawn by: **S. Hawke**

**CUMMINGS**  
Customer is responsible for all other signs.

THIS DESIGN REMAINS OUR EXCLUSIVE PROPERTY AND CANNOT BE DUPLICATED WITHOUT WRITTEN CONSENT.

# Signage

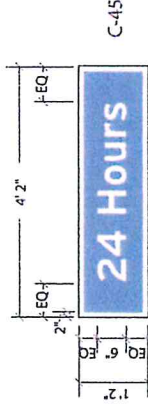
## Pole Mount APC Signs

C-45: 4'-2" x 1'-2" - 6" Font  
C-60: 5'-7" x 1'-7" - 8" Font  
C-78: 7'-5" x 1'-11" - 10" Font

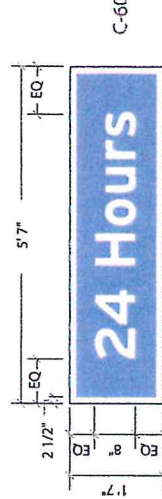
- APC signage internally illuminated. Polycarbonate face material.
- Internally illuminated APC blue with white border. All copy illuminated white Interstate Bold font. Diesel APC internally illuminated green with white border.
- Clear acrylic with blue color applied second surface with translucent white backspray.

### Notes:

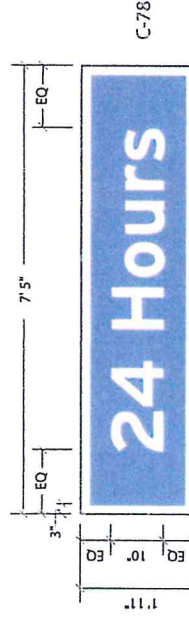
- Use artwork provided as a guide to create the layout.



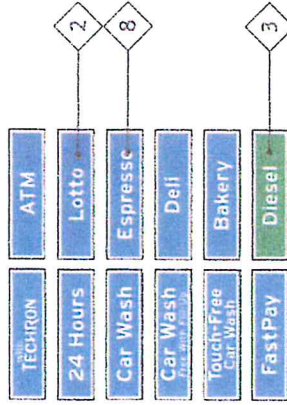
C-45



C-60



C-78



## 2 Column-Mount APC Sign Options

## 1 Column Mount APC Sign Dimensions

N.T.S.

**bedrock**  
shaping customer experiences™  
318 Harrison Street, Suite 302, Oakland, CA 94607  
1 888.722.1852 / 510.482.8836 www.bedrockbrands.com



Project: IR Fabrication and Placement  
File Name: IR\_Fab\_Place\_020107.indd  
Notes:

Job No.: 06-127-001  
Date: 02/01/07  
Scale: N.T.S.

☐ Original  
☐ Revision No. 2  
☒ Final

SUPPLIER IS RESPONSIBLE FOR CHECKING WORKING DRAWINGS BEFORE TEMPLATES ARE MADE FOR ACCURACY IN MEASUREMENTS, TOLERANCE REQUIREMENTS, REGISTRATION, AND CONSTRUCTION DETAILING, BUILDING AND SAFETY CODES, AND CHANGES MADE TO SHOP PRODUCTION REQUIREMENTS SHOULD BE APPROVED BY BOTH THE CLIENT AND DESIGNER. PRODUCTION SAMPLES SHOULD BE SUBMITTED TO CLIENT AND DESIGNER. ALL COPY SHOULD BE PREPROOFED BY CLIENT AND LEGAL REQUIREMENTS CHECKED BY CLIENT'S LEGAL DEPARTMENT.

## IMAGE REFRESH S-31

v3.0 / 02.2007

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**TAB - B**





**CITY COUNCIL  
WORKSHOP BILL  
WS 15-21**

**Meeting Date: December 7, 2015**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b> <b>Comprehensive Plan Public Participation Plan</b>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	GB
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST:</b> N/A		

The State now requires that a public participation plan become part of a city's Comprehensive Plan. WCIA's land use review identified this as something the city needs to address. Attached is a plan that has been reviewed by WICA with no comment. Council previously approved a similar plan for the SMP update.

Because the Comp Plan was adopted by ordinance, this public participation plan will need to be adopted by ordinance as well. That is likely to occur in January 2016. Staff will get the ordinance process under way.

Staff asks that you provide any comments you may have. Please note, the document as presented does not contain detailed information regarding specific stakeholders, etc. That information will be developed as time draws nearer to the Comp Plan update (2018). A participation plan is by its nature fluid.



# Public Participation Plan



Comprehensive Plan Update 🌊 City of Long Beach 🌊 November 2015





# Public Participation Plan

## Long Beach Comprehensive Plan Update



### Prepared by:

The City of Long Beach  
115 Bolstad West  
PO Box 310  
Long Beach, Washington 98631

### Contact:

Gayle Borchard  
Director of Community Development  
360.642.4421



November 2015

This document should be cited as follows:

City of Long Beach, Washington, 2015. Public Participation Plan: Long Beach Comprehensive Plan Update. November.

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# Acronyms and Abbreviations

The first appearance in the text of each of the following acronyms and abbreviations is marked with the ¶ symbol.

**Commerce:** (Washington State) Department of Commerce.

**GMA:** (Washington State) Growth Management Act

**Plan:** (Long Beach) Comprehensive Plan

**RCW:** Revised Code of Washington

**WAC:** Washington Administrative Code

## Glossary

The first appearance in the text of each of the following words or phrases is marked with the ¶ symbol.

**COMPREHENSIVE PLAN:** The guiding legal planning document for the City, containing a community-derived vision statement as well as goals and implementing strategies/policies intended to implement the community vision.

**STAKEHOLDER:** A party or entity (person, organization, group, etc.) who has an interest in the Comprehensive Plan update.

**VISION STATEMENT:** A statement based on community input that describes an idealized future Long Beach.



# Introduction

The City of Long Beach is updating its Comprehensive Plan (Plan) <sup>†</sup> with project funding from the Washington State Department of Commerce (Commerce) <sup>†</sup>. Comprehensive Plans must be updated in accordance with the State Growth Management Act (GMA) <sup>†</sup>, Revised Code of Washington [RCW] <sup>†</sup> 36.70A) and GMA Procedural Guidelines (Washington Administrative Code [WAC] <sup>†</sup> 365-196). The City of Long Beach adopted its current Comprehensive Plan in 2008 via Ordinance No. 838. The City is required to complete its update in 2018, consistent with the terms of a GMA Grant Agreement between the City and Commerce.

The current update is intended to be a public process that reevaluates and restates the citizenry's vision of a future Long Beach, and to identify and clearly state goals and implementing strategies/policies that would effectively implement the vision.

Public participation must recognize that planning does not occur in a vacuum, and the agreed-upon vision and resulting plan must be clear, achievable, and also be consistent with Pacific County and Washington State goals and policies.



## Objectives and Methods

### Objectives of this Plan

The objectives of this Public Participation Plan are to:

- Identify methods to inform the community about the Comprehensive Plan update scope, purpose, process, and progress as early as possible and throughout the update.
- Identify methods to engage stakeholders <sup>†</sup> to ensure that all interested and responsible parties who want to be involved in the update are involved.
- Lay out a process whereby elected officials, the Planning Commission, and staff understand community and stakeholder concerns and incorporate community input into Comprehensive Plan products and decision-making in a meaningful manner.
- Identify a process whereby Long Beach works as a community to create and to timely adopt a high-quality Comprehensive Plan update that meets State guidelines, effectively manages our city, reflects community values, and gains informed consent of the majority of stakeholders.



## Methods of Achieving Plan Objectives

Methods to achieve Plan objectives include the following, which taken in total comprise the Public Participation Program for the Comprehensive Plan update:

- Dedicate a portion of the City's website to sharing current and relevant information about the Comprehensive Plan update between the citizenry and the City.
- Provide updates primarily via the website, meetings, and newspaper articles.
- Publish announcements in the Chinook Observer regarding public meetings, hearings, and other opportunities for face-to-face public participation in the SMP update process.
- Conduct public workshops, meetings, and hearings to obtain community input and to update the public at important junctures of the Comprehensive Plan update process.
- Utilize the Planning Commission to seek input from the community and relay that input to Comprehensive Plan developers to ensure the Comprehensive Plan update meets all State criteria, reflects community values, and can effectively and fairly direct the City's future.



## Comprehensive Plan Update Messaging

The following messages will be promoted throughout the Comprehensive Plan update process.

**Purpose and Benefits of the Comprehensive Plan:** The purpose of the Comprehensive Plan is to identify a vision and a pathway to accomplishing that vision. It identifies opportunities for resource preservation/restoration as well as development; it describes a preferred urban form and land uses to achieve that form; it also addresses housing, parks, open space, and recreation, mobility, capital facilities, utilities, and economic development. The main benefit of the Comprehensive Plan is that it is a methodical means to identifying a preferred future and also laying out a realistic plan to achieve it. .

**Balanced Plan:** The Comprehensive Plan balances land utilization and resource protection.

**Required by State Laws and Rules:** The Comprehensive Plan is required by the GMA (RCW 36.70A) and is subject to Commerce Comprehensive Plan Procedural Guidelines (WAC 365-196).

**State and Local Partnership:** The Comprehensive Plan update is a partnership between local government and Commerce. The Plan must be developed by Long Beach with the guidance of Commerce.

**Local Vision:** State law dictates what topics are addressed in the Comprehensive Plan SMP. However, latitude exists that allows the City to craft a plan incorporating a local community vision.

**Comprehensive Plan and Development Regulations:** The Comprehensive Plan must be consistent with the Long Beach Shoreline Master Program (SMP) and the City's land use and building regulations. Locally-determined land uses, the SMP, and critical area regulations will be factored into the Plan.

**Public Participation is a State Requirement:** Public participation is a state requirement and key component of the Comprehensive Plan update (RCW 36.70A.140 and 36.70A.020(11); WAC 365-196-600). The Comprehensive Plan will incorporate community input and reflect a local vision.

**Easy and Convenient Access to Information:** The free flow of current, relevant information is essential to the Comprehensive Plan update process. The City will ensure information is easy to obtain, useful, timely, and pertinent.



## Public Participation Guiding Principles

The following beliefs and guiding principles for public participation will be upheld throughout the Comprehensive Plan update process:

1. Those affected by a decision have a right to be involved in the decision-making process.
2. The public's contribution will influence the decision.
3. Recognize and communicate the needs and interests of all participants.
4. Seek out and facilitate involvement of those potentially affected by or interested in the Comprehensive Plan update.
5. Seek input from participants in designing how they participate (and revise this Public Participation Plan accordingly).
6. Provide participants with information they need to participate in a meaningful way.
7. Communicate to participants how their input affects the Comprehensive Plan update.
8. Be consistent with the SMP, land use and building regulations, the GMA, and the expectations of stakeholders for transparent, open, and responsive government.
9. Clearly communicate the scope, objectives, and progress of the public process.



10. Define and effectively communicate the roles and interests of all participants.
11. Recognize and overcome barriers: physical, communication, economic, language, ethnic, and social.
12. Deal openly with differing levels of knowledge and conflict in order to maximize public input.
13. Work to ensure input is representative and inclusive.
14. Foster creativity and encourage civility and mutual respect among all parties.
15. Keep written communication clear, concise, objective, and free of technical jargon.
16. Address the following in written materials:
  - a. Scientific information upon which proposals rely, relevant existing policies and procedures, history of the issues, past City initiatives, and new requirements.
  - b. Basics of the process, e.g., schedule, decision milestones, progress, and opportunities for involvement.
17. Use the local newspaper and the City website to provide information to the public at large.
18. Distribute information/feedback regularly to stakeholders and at intervals to interested and affected parties.



## Public Participation Plan Format

To meet Plan objectives and ensure Comprehensive Plan update messages are consistently promoted, the remainder of this document addresses the following:

1. Stakeholders
2. SMP Update Phases and Public Participation
3. Outreach activities
4. Roles and responsibilities

A general schedule is included as an appendix.



# Stakeholders

This Public Participation Plan is intended to reach all stakeholders that may have an interest in the SMP update process. It is also intended to reach out to other groups and individuals—those that may not yet have an interest or be compelled to participate—to encourage their awareness, understanding, and involvement in the process.

## Stakeholder Categories

The following types of stakeholders are likely to be important to the SMP update process:

**Citizens:** Interested citizens across the community; property owners.

**General Business:** Business owners; merchant association.

**Environmental Interests:** Organizations or individuals with expertise and/or interest in environmental issues.

**First Nations Peoples:** Regional tribes or nations.

**Local/Regional Government:** Agencies, decision-makers, and staff with expertise in local issues, the environment, economic development, land use, and other Comprehensive Plan topics.

**Infrastructure:** Power and telecommunications providers; water, sewer, and drainage providers.

**Media:** Local news outlets.

Outreach activities should be focused on keeping these groups engaged and up-to-date on SMP update progress, issues, meetings, and key decisions. Public participation activities are designed to provide “windows into work” at strategic junctures and to prevent last minute surprises or perceptions from these groups that they have not been adequately informed or worse yet, have been discouraged from participating in the process. Below is a list of specific stakeholders identified to date who are important to engage in the Long Beach SMP update process.



## Outreach Activities

Outreach activities will occur throughout the Comprehensive Plan update process and will generally include the following types of activities:

- Development of outreach materials

- Distribute outreach materials to inform and educate about, and to invite greater participation in an upcoming workshop or event
- Media relations
- Regularly-scheduled meetings (Council, Planning Commission)
- Public open houses/workshops

Outreach and other materials will be made available on the City website and at City Hall.

## Outreach Tools

### Stakeholder Database

City staff will develop and maintain a database of stakeholders, community members, and organizations interested in receiving Comprehensive Plan update announcements. Notice will be provided by email and via the City website. The City will update the database with information after each public outreach activity to identify individuals and organizations that attended the activity, to describe information resulting from the activity, and to inventory and respond to project comments.

### Stakeholder and Interested Parties Outreach

Prior to each key Planning Commission or City Council meeting, or each public workshop/meeting, the City will notify stakeholders, community members, and organizations through one or more of the following means, in compliance with RCW 36.70A.035:

- Website posting
- Email to stakeholders and identified interested parties
- Flyers posted at City Hall, the Post Office, and Long Beach Police station
- Newspaper notice

Notice of all public hearings and special public meetings regarding the Comprehensive Plan update will be published in the local newspaper of record, the Chinook Observer. Legal notice of public hearings will be published not less than 14 nor more than 30 calendar days prior to the date of the hearing or special meeting. The notice will include the date, time, location, and purpose of the hearing or meeting, as well as information relevant to those persons with disabilities.

### Website

Stakeholders and interested community members will have access to project updates, reports, meeting notices, and agendas at the City's website ([www.longbeachwa.gov](http://www.longbeachwa.gov)).

## Media Relations

The City will provide the Comprehensive Plan update schedule, meeting invitations, and flyers to local media, and will engage with them to create interest in the update process.

## Public Record

Copies of the Public Participation Plan, Comprehensive Plan products, decision documents, staff reports, and other project-related information will be made available locally for public review at City offices and on the web site. Planning Commission minutes are available for public review at Long Beach City Hall.



## Roles and Responsibilities

The roles and responsibilities of key players are briefly described below.

### The City

- Review all Comprehensive Plan update materials, print, and publish/distribute
- Coordinate logistics for Comprehensive Plan update public meetings and hearings
- Establish and work closely with a Stakeholder Committee; listen fully to and understand its advice and recommendations
- Make meeting notifications; produce/print meeting packets
- Prepare Comprehensive Plan update products and provide technical assistance
- Plan, attend, and help facilitate visioning events
- Work with the Stakeholder Committee and Long Beach citizenry to articulate a vision statement<sup>†</sup>
- Ensure the Comprehensive Plan update balances preservation/restoration with development and implements the vision statement
- Adopt a fair and effective Comprehensive Plan in a timely manner
- Ensure the Comprehensive Plan conforms to requirements of the GMA and its Guidelines, and the Commerce/City GMA Grant Agreement



## The Community

- Recognize the input of the community is essential to an optimal outcome
- Keep an open mind and work with neighbors, staff, and decision-makers to achieve majority consensus on issues
- Stay informed regarding update information
- Attend relevant public meetings and hearings
- Provide input to the Comprehensive Plan update process and to developing products
- Review and comment on developing and final products



## References

During preparation of this plan, the following document was reviewed. In some cases concepts or even text from these plans were used.

City of Anacortes, N.D. *Shoreline Master Program Public Participation Plan*.

City of Sedro-Wolley, 2011. *City of Sedro-Woolley Shoreline Master Program Update: Public Participation Plan*. July. City of Sedro-Woolley. Grant No. G1100233.

ICF Jones & Stokes, 2009. *Public Involvement Plan: North Bend Shoreline Master Program Update*. October. (ICF J&S 00780.09.) Seattle, WA. Prepared for City of North Bend.

J.W. Slocomb, N.D. *Public Participation Plan for Town of Friday Harbor Shoreline Master Program Update 2011-2013*. Prepared for the Town of Friday Harbor.

City of Spokane Valley, 2003. *Comprehensive Plan Public Participation Program*. August.



**TAB - C**







**CITY COUNCIL  
WORKSHOP BILL  
WS 15-22  
Meeting Date: December 7, 2015**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b> <i>Brigid Byrne property donation.</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST:</b> N/A		
<b>SUMMARY STATEMENT:</b> This was part of the council correspondence in November, and the council requested a workshop to review the request.		

October 27, 2015  
33200 J Place  
Ocean Park, Wa 98640

City Council  
City of Long Beach  
Long Beach, Wa 98640

Dear Sirs;

I would like to donate 3 pieces of property I own to the City of Long Beach. They are lots 2, 3, and 4 on Pioneer Road and Washington Street. Hopefully the City will purchase the property of Lot 1 from the current owner, making a beautiful large area for public use. I have found that development of this property for single family homes for which it is zones is not affordable. I feel the best use would be as a park of your choice although I make no requirements that that's what it become.

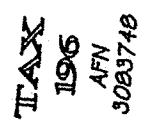
Please consider accepting this proposal. If you have any questions please call me or email me.

Most sincerely,

Brigid Byrne

[brigidellenbyrne@gmail.com](mailto:brigidellenbyrne@gmail.com)  
360-665-2350

SHORT FLAT NO. 94





**TAB - D**





## LONG BEACH CITY COUNCIL MEETING

November 2, 2015

### CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Pro Tem Linhart called the meeting to order at 7:00 p.m. and asked for the Pledge of Allegiance and roll call.

### ROLL CALL

David Glasson, City Administrator, called roll with Mayor Pro Tem Linhart, C. Murry, C. Perez, C. Phillips, and C. Hanson present.

### CONSENT AGENDA

Corrected October 5, 2015 Regular Council Meeting Minutes

Minutes, October 19, 2015 Regular City Council meeting

Payment Approval List for Warrant Registers 55845- 55874 & 78824 - 78877 for \$150,493.76

**C. Hanson made the motion to approve Consent Agenda and C. Phillips seconded the motion. 5 Ayes, motion passed.**

### BUSINESS

AB 15-58 Resolution 2015-13 – Policies Regarding City Athletic Fields

Gayle Borchard, Community Development Director, presented the agenda bill. The resolution formalizes as policy the City's practice to waive fees on City owned and/or managed athletic facilities. In addition, a second policy would clarify and prioritize use of City owned/or managed athletic facilities as youth athletic facilities.

**C. Hanson made the motion to approve AB 15-58 and C. Phillips seconded the motion. 5 Ayes, motion passed.**

AB 15-59 Resolution 2015 – 12 Welcoming Community

David Glasson, City Administrator, presented the agenda bill. The Resolution is a copy of the City of Astoria diversity resolution, modified to the city of Long Beach. It is a resolution establishing the city of Long Beach as a welcoming community where everyone feels valued, accepted, respected and safe.

**C. Hanson made the motion to approve AB 15-59 and C. Murry seconded the motion. 5 Ayes, motion passed.**

AB 15-60 Agreement with Margie Seals

David Glasson, City Administrator, presented the agenda bill. The City Council and Ms. Seals has had discussions and workshops to ease the problem created by her building being built close to the property line without setbacks. Ms. Seals has requested the ability to construct a fence in the city rights of way on 9<sup>th</sup> Street North and Oregon. The agreement has been created and reviewed by City Attorney, Doug Goelz.

**C. Phillips made the motion to approve AB 15-60 and C. Hanson seconded the motion. 4 Ayes, 1 Nay, motion passed.**

AB- 15-61 Shoeboxes of Joy

David Glasson, City Administrator, presented the agenda bill. Last year the Long Beach City Council chose to allow the Shoeboxes of Joy to use the Long Beach Train Depot free of charge due to the

large community service that they offer through this program. The Shoe Boxes of Joy Committee is requesting the use of The Depot again this year, free of charge, from Nov. 1<sup>st</sup>-Dec. 23<sup>rd</sup>, 2015.

**C. Phillips made the motion to approve AB 15-61 and C. Perez seconded the motion. 5 Ayes, motion passed.**

AB- 15-62 Brigid Byrne Plat donation offer

David Glasson, City Administrator, presented the agenda bill. Mrs. Byrne approached the city with an offer to donate three lots of her plat if the city would purchase the fourth lot from the Stirling family. This plat is located on the South East corner of Washington and Pioneer.

**C. Phillips made the motion to approve AB 15-62, pending confirmation that the city does not have to buy the corner property. C. Murry seconded the motion. 5 Ayes, motion passed.**

AB 15-63 Plotter Purchase approval

David Glasson, City Administrator, presented the agenda bill. The 2015 Budget included the purchase of a replacement to the city plotter. The current plotter was purchased with grant money in 2000. The new plotter also functions as a scanner/copier for larger format drawings.

**C. Phillips made the motion to approve AB 15-63 and C. Hanson seconded the motion. 5 Ayes, motion passed.**

**EXECUTIVE SESSION to discuss litigation. Estimated Ending Time: 7:41 p.m. Actual Time: 8:01 p.m.**

#### **ORAL REPORTS**

C. Phillips, C. Perez, C. Murry, C. Linhart, C. Hanson, David Glasson, City Administrator, and Gayle Borchard, Community Development Director presented reports.

#### **CORRESPONDENCE AND WRITTEN REPORTS**

- Sales Tax & Lodging Tax Report for October 2015
- Correspondence- Mike Kitzman – Memorial Picnic Table Request
- Council Correspondence from C. Perez 10/19/15
- Proposed Budget Workshop Calendar

#### **PUBLIC COMMENT**

No comment

#### **ADJOURNMENT**

The Mayor Pro Tem adjourned the meeting at 8:16 p.m.

---

Mayor

ATTEST:

---

City Clerk

## **LONG BEACH CITY COUNCIL MEETING**

**November 16, 2015**

### **CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**

Mayor Andrew called the meeting to order at 7:00 p.m. and asked for the Pledge of Allegiance and roll call.

### **ROLL CALL**

David Glasson, City Administrator, called roll with Mayor Andrew, C. Murry, C. Hanson, C. Perez, C. Phillips, and C. Linhart present.

### **CONSENT AGENDA**

Minutes, November 2, 2015 Regular City Council meeting

Payment Approval List for Warrant Registers 55875- 55914 & 78878 - 78935 for \$133,070.63

**C. Linhart made the motion to approve Consent Agenda and C. Hanson seconded the motion. 5 Ayes, motion passed.**

### **BUSINESS**

AB 15-64      Setting 2016 Property Tax Levy Rate- Public Hearing

David Glasson, City Administrator, presented the Agenda Bill. This was a public hearing for the 2016 Preliminary Budget.

**C. Phillips made the motion to approve Agenda Bill 15-64 and C. Linhart seconded the motion. 2 Ayes, 3 Nays, motion not adopted and continued to December 7, 2015.**

### **ORAL REPORTS**

C. Phillips, C. Perez, C. Hanson, C. Murry, C. Linhart, Mayor Andrew, and David Glasson, City Administrator, presented reports.

### **CORRESPONDENCE AND WRITTEN REPORTS**

- Long Beach Police October 2015 Report
- LBPVB Report October 2015
- Farmers' Market Petition from ipetitions.com
- Department of Revenue – correction notice
- Correspondence - Executive Seminar – Cascadia Fault Line

### **PUBLIC COMMENT**

No public comment

### **ADJOURNMENT**

The Mayor adjourned the meeting at 7:10 p.m.

---

Mayor

## **LONG BEACH SPECIAL CITY COUNCIL MEETING**

**November 20, 2015**

### **CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**

Mayor Andrew called the meeting to order at 5:30 p.m. and asked for the Pledge of Allegiance and roll call.

### **ROLL CALL**

David Glasson, City Administrator, called roll with Mayor Andrew, C. Murry, C. Hanson, C. Perez, and C. Phillips present. C. Linhart was absent.

### **BUSINESS**

- Setting 2016 Property Tax Levy Rate
- **C. Phillips made the motion to approve a percentage increase of 1.0% from the previous year and C. Hanson seconded the motion. 3 Ayes, 1 Absent, motion passed.**

### **ADJOURNMENT**

Mayor Andrew adjourned the meeting at 5:32 p.m.

---

Mayor

ATTEST:

---

City Clerk



# Warrant Register

Check Periods: 2015 - November - Second

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF LONG BEACH, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Council Member	Council Member	Council Member	Clerk/Treasurer
Number	Name	Print Date	Amount
Direct Deposit Run - 11/17/2015	Payroll Vendor	11/20/2015	
55915	Bell, Helen S	Total	\$19,926.20
55916	Binion, Jacob	11/20/2015	\$1,369.72
55917	Bonney, Matthew T	11/20/2015	\$1,606.48
55918	Booi, Kristopher A	11/20/2015	\$1,391.65
55919	Borchard, Gayle	11/20/2015	\$1,353.72
55920	Gilbertson, Bradley K	11/20/2015	\$1,610.06
55921	Goulter, John R.	11/20/2015	\$1,407.76
55922	Gray, Karen	11/20/2015	\$1,510.11
55923	Huff, Timothy M.	11/20/2015	\$84.48
55924	Luethe, Paul J	11/20/2015	\$1,479.96
55925	Mortenson, Tim	11/20/2015	\$1,399.46
55926	Padgett, Timothy J	11/20/2015	\$2,330.53
55927	Russum, Richard	11/20/2015	\$1,532.33
55928	Warner, Ralph D.	11/20/2015	\$1,329.25
55929	Wood, Matthew T	11/20/2015	\$1,914.62
55930	Wright, Flint R	11/20/2015	\$699.54
55931	Zuern, Donald D.	11/20/2015	\$2,431.55
55932	AFLAC	11/20/2015	\$2,192.43
55933	Association of WA Cities	11/20/2015	\$417.39
55934	City of Long Beach - Fica	11/20/2015	\$22,106.45
55935	City of Long Beach - FWH	11/20/2015	\$10,145.16
55936	Dept of Labor & Industries	11/20/2015	\$7,906.55
55937	Dept of Retirement Systems	11/20/2015	\$1,819.96
55938	Dept of Retirement Systems Def Comp	11/20/2015	\$10,623.40
55939	Massmutual Retirement Services	11/20/2015	\$1,350.00
			\$650.00

Number	Name	Print Date	Clearing Date	Amount
55940	Teamsters Local #58	11/20/2015		\$190.00
78936	Pacific County Auditor	11/17/2015		\$33.00
78937	Tangly Cottage Garden	11/17/2015		\$1,379.52
78938	Warner, Ralph	11/17/2015		\$71.00
78939	Marcelo A. Hernandez	11/20/2015		\$125.00
78940	Blue Book Law Enforcement Directory	11/23/2015		\$24.95
78941	Visa	11/24/2015		\$904.31
78942	Association of Washington Cities	11/24/2015		\$998.65
78943	Myers, Ragan	11/25/2015		\$71.43
78944	Zuern, Donald	11/25/2015		\$313.16
78945	Postmaster	12/1/2015		\$508.28
78946	At&T Mobility	12/3/2015		\$100.43
78947	Bank of The Pacific	12/3/2015		\$8,594.45
78948	CenturyLink	12/3/2015		\$1,899.28
78949	Department of Health	12/3/2015		\$210.00
78950	Dept of Ecology	12/3/2015		\$150.00
78951	Tangly Cottage Garden	12/3/2015		\$698.03
78952	Bank of The Pacific	12/3/2015		\$33,093.52
78953	Active Enterprises, Inc.	12/4/2015		\$225.60
78954	Aiken, James	12/4/2015		\$224.38
78955	All Safe Mini Storage	12/4/2015		\$190.00
78956	AlSCO-American Linen Div.	12/4/2015		\$123.16
78957	American Water Works Association	12/4/2015		\$209.00
78958	Arts Auto Parts Inc.	12/4/2015		\$43.08
78959	Astoria Janitor & Paper Supply	12/4/2015		\$1,043.88
78960	Astoria-Warrenton Area Chamber of Commerce	12/4/2015		\$177.00
78961	Backflow Management Inc	12/4/2015		\$1,500.00
78962	Bardonski, Cory	12/4/2015		\$142.19
78963	Belisle, John	12/4/2015		\$110.00
78964	Bonney, Bob Jr.	12/4/2015		\$120.00
78965	Bonney, Matt	12/4/2015		\$340.00
78966	Caldwell, Tye	12/4/2015		\$240.00
78967	Cartomation, Inc	12/4/2015		\$1,000.00
78968	Chevron & Texaco Business Card Services	12/4/2015		\$1,500.00
78969	Chinook Observer	12/4/2015		\$257.12
78970	City of Long Beach	12/4/2015		\$1,478.89
78971	Clatsop Power Equipment	12/4/2015		\$1,157.49
78972	Coast Rehabilitation Services	12/4/2015		\$876.00
78973	Curry, Kevin	12/4/2015		\$30.00
78974	Dennis Company	12/4/2015		\$537.87
78975	Dept of Ecology	12/4/2015		\$30.00
78976	Dijulio Displays	12/4/2015		\$1,957.71
78977	Ellyson, Sue	12/4/2015		\$46.88
78978	Englund Marine Supply	12/4/2015		\$84.95
78979	EverBank	12/4/2015		\$218.00



Number	Name	Print Date	Clearing Date	Amount
78980	Evergreen Septic Pumping LLC	12/4/2015		\$1,974.04
78981	Falcon's Crest Inc	12/4/2015		\$500.00
78982	Ferguson Enterprises, Inc #3001	12/4/2015		\$417.30
78983	First American Title	12/4/2015		\$102.50
78984	Ford Electric	12/4/2015		\$399.01
78985	Freuhauf, Anthony	12/4/2015		\$60.00
78986	Giffin, Scott	12/4/2015		\$70.00
78987	Glasson, David	12/4/2015		\$200.00
78988	Goelz, Doug	12/4/2015		\$1,500.00
78989	H. D. FOWLER	12/4/2015		\$593.63
78990	Hach Company	12/4/2015		\$550.62
78991	Hinojosa, Nick	12/4/2015		\$10.00
78992	Hoover, Branden	12/4/2015		\$70.00
78993	Hudkins, Andy	12/4/2015		\$20.00
78994	Iiwaco High School	12/4/2015		\$70.00
78995	Interstate Battery	12/4/2015		\$619.89
78996	Jacobson, Paul	12/4/2015		\$30.00
78997	Jewell, Kyle	12/4/2015		\$130.00
78998	K & L Supply, Inc.	12/4/2015		\$1,064.26
78999	L.N. Curtis & Sons	12/4/2015		\$746.34
79000	Lopez, Daniel	12/4/2015		\$240.00
79001	Luce, Tasha	12/4/2015		\$290.00
79002	Mcquire, Don	12/4/2015		\$200.00
79003	Miller, Matt	12/4/2015		\$150.00
79004	Mortenson, Jared	12/4/2015		\$170.00
79005	Mortenson, Mitch	12/4/2015		\$10.00
79006	MRSC Rosters	12/4/2015		\$120.00
79007	Nagy, Brandon	12/4/2015		\$162.19
79008	Nichols, Dave	12/4/2015		\$210.00
79009	North Central Laboratories	12/4/2015		\$101.58
79010	NTA Services, INC	12/4/2015		\$900.00
79011	NTA Washington State Delegation Participation	12/4/2015		\$500.00
79012	Oman & Son Builders	12/4/2015		\$397.48
79013	Oman, Steve	12/4/2015		\$70.00
79014	One Call Concepts, Inc.	12/4/2015		\$13.20
79015	Pacific Art & Office Supply	12/4/2015		\$96.75
79016	Pacific Council of Governments	12/4/2015		\$1,500.00
79017	Pacific County Sheriffs	12/4/2015		\$995.00
79018	Pacific County Treasurer	12/4/2015		\$11,302.72
79019	Peninsula Saddle Club	12/4/2015		\$2,134.70
79020	Peninsula Sanitation	12/4/2015		\$942.16
79021	Peninsula Visitors Bureau	12/4/2015		\$30,900.00
79022	Penoyar, William	12/4/2015		\$1,000.00
79023	Persell, Whitney	12/4/2015		\$52.19
79024	Phillips, John	12/4/2015		\$340.00

Number	Name	Print Date	Clearing Date	Amount
79025	Powell, Seiler & Co., P.S	12/4/2015		\$125.00
79026	Public Utility District 2	12/4/2015		\$8,428.44
79027	Russum, Rick	12/4/2015		\$90.00
79028	Ryan Herco Products Corp	12/4/2015		\$248.07
79029	Sid's Iga	12/4/2015		\$30.99
79030	South District Court	12/4/2015		\$5,833.35
79031	STAPLES ADVANTAGE	12/4/2015		\$74.43
79032	Starvation Alley Farms	12/4/2015		\$66.00
79033	State Auditor's Office	12/4/2015		\$753.10
79034	Sternberg Lanterns, Inc	12/4/2015		\$140.00
79035	SUNSET AUTO PARTS, INC	12/4/2015		\$850.63
79036	SURF N SADDLE, INC	12/4/2015		\$2,000.00
79037	Taft Plumbing	12/4/2015		\$73.26
79038	Unum Life Insurance	12/4/2015		\$57.00
79039	Verizon Wireless	12/4/2015		\$138.03
79040	Vision Municipal Solutions	12/4/2015		\$213.78
79041	WABO	12/4/2015		\$95.00
79042	Wadsworth Electric	12/4/2015		\$307.52
79043	Warner, Ralph	12/4/2015		\$344.43
79044	Water Music Festival	12/4/2015		\$975.79
79045	Wilcox & Flegel Oil Co.	12/4/2015		\$457.62
79046	Williams, David	12/4/2015		\$181.88
79047	World Kite Museum	12/4/2015		\$1,754.50
79048	Yoder, Anthony	12/4/2015		\$82.19
79049	Zee Medical Service Co.	12/4/2015		\$132.65
79050	Zuern, Donald	12/4/2015		\$40.00
	<b>Total</b>		<b>Check</b>	<b>\$229,309.99</b>
	<b>Grand Total</b>			<b>\$249,236.19</b>

**TAB - E**





**CITY COUNCIL  
AGENDA BILL  
AB 15-65**

**Meeting Date: December 7, 2015**

<b>AGENDA ITEM INFORMATION</b>		
<b>SUBJECT: 2016 Budget Adoption</b>	<b>Originator:</b>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
<b>COST:</b>	Water/Wastewater Supervisor	
	Other:	
<b>SUMMARY STATEMENT: 2016 Final Budget Public Hearing</b>		
<b>RECOMMENDED ACTION: Receive public comment on the proposed budget. If the City Council is satisfied, adopt Ordinance 923, otherwise continue the public hearing to a future date.</b>		

## ORDINANCE No. 923

### AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON, ADOPTING THE 2016 FINAL BUDGET.

**WHEREAS**, it is required that each municipality adopt an annual budget, and,

**WHEREAS**, the City Clerk did publish in a timely manner all required notices for said budget, and,

**WHEREAS**, the City Council held several budget workshops and a public hearing at City Council meetings,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON**, that the 2016 Final Budget is hereby adopted.

PASSED this 7<sup>th</sup> day of December, 2015.

AYES

NAYS

ABSENT

ABSTENTIONS

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
Clerk



## 2016 FINAL BUDGET

<i>Fund</i>	<i>Revenues &amp; Non Revenues</i>	<i>Expenditures &amp; Non Expenditures</i>
Current Expense	\$ 1,826,270	\$ 1,851,022
Capital Projects	\$ 564,862	\$ 675,118
Law Enforcement	\$ 946,070	\$ 950,818
Fire Equipment	\$ 6,000	\$ 0
Streets	\$ 238,451	\$ 217,434
Lodging Tax	\$ 537,100	\$ 664,960
Capital Improvement	\$ 90,500	\$ 60,971
Water Operations	\$ 1,510,086	\$ 1,516,805
Sewer Operations	\$ 1,081,416	\$ 1,051,198
Storm Water	\$ 236,152	\$ 240,650



# City of Long Beach

## CURRENT EXPENSE - 001

<b>DESCRIPTION</b>	<b>2016 Budget</b>
<b>Revenues</b>	
BEGINNING FUND BALANCE	202,203
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>202,203</b>
<b>TAXES</b>	
PROPERTY TAXES (1% Increases)	407,672
SALES TAX	410,000
BUS. TAXES CABLE TV	20,000
BUS. TAX - TELEPHONE	38,000
BUS. TAX - PUD	115,000
BUS. TAXES - WATER	143,525
BUS. TAX - STORM WATER	12,650
GAMBLING TAX	19,000
<b>TOTAL TAXES</b>	<b>1,165,847</b>
<b>LICENSES &amp; PERMITS</b>	
BUSINESS LICENSES	57,000
BUILDING PERMITS - LONG BEACH	30,000
BUILDING PERMIT - ILWACO	12,000
VARIANCES & MISC. PLANNING	1,000
USE 322.10.02	-
WEAPONS PERMIT	400
FIRE INSPECTIONS	-
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>100,400</b>
<b>INTERGOVERNMENTAL REVENUE</b>	
CTED GMA GRANT	-
LOCAL LAW ENF. BLOCK GRANT	-
ILWACO COURT CONTRACT	-
ILWACO JAIL FEES	3,000
PUD PRIVILEGE TAX	15,000
JIS REIMBURSEMENT-COMPUTERS	-
LOCAL GOVERNMENT ASSISTANCE	-
STREAMLINED SALES TAX	10,000
CRIMINAL JUSTICE-HI CRM	1,000
CRIMINAL JUSTICE-LOC-POP	500
CTED GMA GRANT	-
CRIM JUS-POP	1,000
CRIM JUS-DCD #1	500
CRIM JUS-DCD #2	-
DUI - CITIES	200
LIQUOR EXCISE TAXES	3,000
LIQUOR BOARD PROFITS	9,000

# City of Long Beach

## CURRENT EXPENSE - 001

DESCRIPTION	2016 Budget
<b>TOTAL INTERGOVERNMENTAL REV.</b>	<b>43,200</b>
 <b>CHARGES FOR SERVICES</b>	
CIVIL FILINGS, LAW LIBRARY	-
WARRANT COSTS	100
DEF PROS ADM CS	-
COPY/TAPE FEES	-
FIRE PROTECTION SERVICES	338
RECORDS CHECK FEE	450
ADULT PROB. CHGS.	100
SNTNC COMPL FEE	8,000
Electronic Monitoring	-
IT time Pay Fee	250
CURRENT EXPENSE	-
Booking Fees	125
<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,363</b>
 <b>FINES &amp; FORFEITS</b>	
MUNICIPAL COURT FINES	-
JIS/TRAUMA & LOCAL JIS ACCNT.	-
LOCAL/JIS ACCOUNT	-
TRAFFIC INFRACTION	3,650
LEGIS ASSMNT	200
NON-TRAFFIC INFRACTION	-
CRIME VICTIMS	-
OTHER INFRACTIONS	100
PARKING INFRACTION	-
PARKING - HANDICAP	-
DUI FINES	250
CRI CNV FEE DUI	100
CRI CONV FE CT	100
CRIMINAL TRAFFIC MISD.	300
CRIMINAL TRAFFIC MESDEMEANOR	500
CNTY DRUG BUY	-
CITY DRUG BUY	-
INVESTIGATIVE FUND ASSESSMENT	-
OTHER CRIMINAL NON-TRAFFIC	-
COURT COST RECOUPMENTS	1,800
CRIME VICTIMS	800
PUBLIC DEFENDER FEES	-
PUBLIC DEFENSE COSTS	1,000
WARRANT/SUBP-SHF	350
CRT COST RECOUP	350
I Conv FEE CN	25
D/M Int Income Current Expense	25
Court Current Expense	25



# City of Long Beach

## CURRENT EXPENSE - 001

DESCRIPTION	2016 Budget
D/M Income	25
INTERPRETER	-
<b>TOTAL FINES &amp; FORFEITS</b>	<b>9,600</b>
 <b>MISCELLANEOUS REVENUES</b>	
INVESTMENT INTEREST	100
COURT BANK CHARGES	-
SALES INTEREST	150
RENT REVENUE	100
SMA Grant 2013	25,000
FUND CONTRIBUTIONS	3,000
Squirting Clam	1,300
PROJECT SAFE HAVEN	393,750
MISCELLANEOUS REVENUES	250
NSF REVENUES	-
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>423,650</b>
 <b>TOTAL REVENUES</b>	<b>1,752,060</b>
 <b>NON-REVENUES</b>	
CRIME VICTIMS	100
LOAN REPAYMENT - LODGING TAX	-
LOAN REPAYMENT - STREETS	-
TRANSFER FROM CE SINKING	-
TRAN WATER TO CURRENT EXP LOAN	50,256
TRAN SEWER TO CURRENT EXP LOAN	23,854
CONTINGENT REVENUES	
JIS/TRAUMA	-
LOCAL/JIS ACCOUNT	
REFUNDS	
OTHER RECEIPTS	-
<b>TOTAL NON-REVENUES</b>	<b>74,210</b>
 <b>TOTAL CURRENT EXPENSE FUND</b>	<b>2,028,473</b>

## Expenditures

### CURRENT EXPENSE

#### LEGISLATIVE

SALARIES	24,000
BENEFITS & TAXES	3,000

# City of Long Beach

## CURRENT EXPENSE - 001

<b>DESCRIPTION</b>	<b>2016 Budget</b>
OFFICE SUPPLIES	300
TRAVEL	1,500
LEGAL ADVERTISING	300
MISCELLANEOUS	10,000
EQUIPMENT	-
<b>TOTAL LEGISLATIVE</b>	<b>39,100</b>
 <b>JUDICIAL</b>	
SALARIES	33,600
BENEFITS	1,000
OPERATING SUPPLIES	50
LEGAL FEES	12,000
COUNTY COURT CONTRACT	14,000
COMMUNICATIONS	500
TRAVEL	-
MISCELLANEOUS	100
EQUIPMENT	-
COUNTY JAIL - LONG BEACH	8,000
COUNTY JAIL - ILWACO	
<b>TOTAL JUDICIAL</b>	<b>69,250</b>
 <b>FINANCE &amp; ADMINISTRATION</b>	
SALARIES	77,743
BENEFITS	38,491
OPERATING SUPPLIES	6,500
ACCOUNTING SERVICES	16,000
PROFESSIONAL SERVICES	2,000
COMMUNICATIONS	4,000
TRAVEL	2,000
TRAINING	1,500
LEGAL ADVERTISING	500
REPAIRS AND MAINTENANCE	100
INSURANCE	5,303
DUES & ASSOCIATIONS	1,000
PRINTING	-
MISCELLANEOUS	500
EQUIPMENT	1,000
<b>TOTAL FINANCE &amp; ADMINISTRATION</b>	<b>156,637</b>
 <b>LEGAL</b>	
PROFESSIONAL SERVICES	18,000
<b>TOTAL LEGAL</b>	<b>18,000</b>
 <b>FACILITIES</b>	
OPERATING SUPPLIES	2,000
UTILITIES	4,000

# City of Long Beach

## CURRENT EXPENSE - 001

DESCRIPTION	2016 Budget
REPAIRS & MAINTENANCE	1,000
MISCELLANEOUS	1,500
REMODELING - CITY HALL	2,500
<b>TOTAL FACILITIES</b>	<b>11,000</b>
 <b>ASSOCIATION WASHINGTON CITIES</b>	
CONTRIBUTIONS	700
<b>TOTAL AWC</b>	<b>700</b>
 <b>FIRE CONTROL</b>	
SALARIES	13,500
BENEFITS	12,000
OPERATING SUPPLIES	12,500
OFFICE SUPPLIES	300
PROFESSIONAL SERVICES	900
COMMUNICATIONS	11,107
TRAVEL	500
INSURANCE	17,714
FACILITIES	20,000
UTILITIES	6,500
REPAIRS & MAINTENANCE	10,000
MISCELLANEOUS	1,000
EQUIPMENT	9,000
TRAINING	1,500
<b>TOTAL FIRE CONTROL</b>	<b>116,521</b>
 <b>BUILDING INSPECTOR</b>	
SALARIES	22,643
BENEFITS	13,000
OPERATING SUPPLIES	1,100
PRINTING	-
PROFESSIONAL SERVICES	600
TRAINING	1,500
DUES AND ASSOCIATIONS	135
TRAVEL	1,000
MISCELLANEOUS	300
EQUIPMENT	6,200
MEMBERSHIPS	575
<b>TOTAL BUILDING INSPECTOR</b>	<b>47,053</b>
 <b>CIVIL DEFENSE</b>	
EMERGENCY MANAGEMENT	12,000
<b>TOTAL CIVIL DEFENSE</b>	<b>12,000</b>
 <b>BEACH PATROL</b>	
PROFESSIONAL SERVICES	12,000

# City of Long Beach

## CURRENT EXPENSE - 001

DESCRIPTION	2016 Budget
<b>TOTAL BEACH PATROL</b>	<b>12,000</b>
 <b>AIR POLLUTION</b>	
OLYMPIC AIR POLLUTION CONTROL	900
<b>TOTAL AIR POLLUTION</b>	<b>900</b>
 <b>PLANNING</b>	
SALARIES	26,230
BENEFITS	9,057
OPERATING SUPPLIES	1,000
PRINTING	100
PROFESSIONAL SERVICES	12,000
TRAVEL	2,000
LEGAL ADVERTISING	3,000
Project Safe Haven	420,000
Dune to Pond Trail	
MISCELLANEOUS	500
EQUIPMENT	-
LEGAL SERVICES	4,000
TRAINING	2,000
Shoreline Master Program	2,000
MEMBERSHIP	400
<b>TOTAL PLANNING</b>	<b>482,287</b>
 <b>ALCOHOLISM</b>	
COUNTY CONTRIBUTION	350
<b>TOTAL ALCOHOLISM</b>	<b>350</b>
 <b>PARKS</b>	
SALARIES	28,484
BENEFITS	9,040
OPERATING SUPPLIES	35,000
PROFESSIONAL SERVICES	250
INSURANCE	5,141
UTILITIES	10,000
REPAIRS & MAINTENANCE	27,000
MISCELLANEOUS	500
EQUIPMENT	4,000
CULBERTSON PARK IMPROVEMENTS	7,100
MISCELLANEOUS	6,000
TRAVEL	500
SKATEBOARD PARK	3,000
LANDSCAPING	16,500
RESTROOM FACILITIES	5,000
DUNE PARK	
TREE CONTROL	2,000

# City of Long Beach

## CURRENT EXPENSE - 001

<b>DESCRIPTION</b>	<b>2016 Budget</b>
TRAIN DEPOT/KITE MUSEUM	4,000
BOARDWALK MISC.	
<b>TOTAL PARKS</b>	<b>163,516</b>
<b>TOTAL EXPENDITURES</b>	<b><u>1,129,313</u></b>
LOAN TO STREETS	
LOAN TO 105 CAPITAL IMPROV.	
AGENCY DISBURSEMENTS	6,000
<b>TOTAL NON-EXPENDITURES</b>	<b><u>6,000</u></b>
<b>TRANSFERS</b>	
TRANSFER TO LAW ENFORCEMENT	700,000
<b>TRANSFER TO 004</b>	
BINGO BUILDING BOND	9,709
LOAN TO STORM WATER	
TRANSFER TO CE. SINKING	
TRANSFER TO FIRE EQUIP.	6,000
CONTINGENT EXPENDITURES	
<b>TOTAL CONTRIBUTIONS</b>	<b><u>715,709</u></b>
<b>TOTAL CURRENT EXPENSE FUND</b>	<b><u>1,851,022</u></b>
<b>Carry Over to next year</b>	<b><u>177,451</u></b>



# City of Long Beach

## CAPITAL PROJECTS FUND - 003

DESCRIPTION	2016 Budget
<b>Revenues</b>	
BEGINNING FUND BALANCE	121,823
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>121,823</b>
REAL ESTATE EXCISE TAX	16,000
RCO - STANLEY FIELD	132,000
DONATIONS	30,000
WS TRANSPORTAION IMPROVEMENT BOARD	181,562
DUNE TO POND	190,300
PRIVATE GRANT	15,000
<b>TOTAL REVENUES</b>	<b>564,862</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>686,685</b>
<b>Expenditures</b>	
<b>CAPITAL PROJECTS FUND</b>	
STANLEY FIELD CITY MATCH	87,900
STANLEY FIELD IMPROVEMENTS	176,100
DUNE TO POND	220,000
STREET IMPROVEMENTS	191,118
<b>TOTAL EXPENDITURES</b>	<b>675,118</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>675,118</b>
<i>Carry Over to next year</i>	11,567

## City of Long Beach

### LAW ENFORCEMENT - 004

DESCRIPTION	2016 Budget
<b>Revenues</b>	
BEGINNING FUND BALANCE	14,450
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>14,450</b>
WEAPONS PERMITS	350
WASPC GRANT	2,900
Wellspring Grant	10,000
LAW ENFORCEMENT SERVICES	222,820
OTHER RECEIPTS	10,000
<b>TOTAL NON REVENUES</b>	<b>246,070</b>
TRANSFER FROM CURRENT EXPENSE	700,000
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>700,000</b>
<b>TOTAL LAW ENFORCEMENT</b>	<b>960,520</b>
<b>Expenditures</b>	
SALARIES	475,662
BENEFITS	245,000
OPERATING SUPPLIES	27,000
OFFICE SUPPLIES	6,000
PROFESSIONAL SERVICES	18,000
COMMUNICATIONS	66,000
TRAVEL	5,000
INSURANCE	3,456
UTILITIES	3,500
FACILITIES	
REPAIRS & MAINTENANCE	18,000
MISCELLANEOUS	1,000
EQUIPMENT	15,000
UNIFORMS	6,000
PRINTING	1,000
TRAINING	7,000
COMPUTER	2,000
ACCESS ANNUAL COSTS	-
POLICE VEHICLE	40,000
RESERVES	1,000
DRUG TASK FORCE	10,000
<b>TOTAL EXPENDITURES</b>	<b>950,618</b>
AGENCY DISBURSEMENTS	200
<b>TOTAL LAW ENFORCEMENT</b>	<b>950,818</b>
<i>Carry Over</i>	<b>9,702</b>

# City of Long Beach

## Revenues

DESCRIPTION	2016 Budget
<b>FIRE EQUIPMENT FUND - 005</b>	
BEGINNING FUND BALANCE	25,237
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>25,237</b>
PROPERTY TAXES - 2002 BOND	
INVESTMENT INTEREST	
CONTRIBUTIONS	
<b>TOTAL REVENUES</b>	<b>-</b>
TRANSFERRED FROM 001	6,000
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>6,000</b>
<b>TOTAL FIRE EQUIPMENT FUND</b>	<b>31,237</b>

## Expenditures

<b>FIRE EQUIPMENT FUND - 005</b>	
EQUIPMENT	-
FACILITIES	
2002 PIERCE BOND PAYMENT	
2002 BOND REDEMPTION	
<b>TOTAL NON-EXPENDITURES</b>	<b>-</b>
<b>EQUIPMENT</b>	
<b>TOTAL FIRE EQUIPMENT</b>	<b>-</b>
<i>Carry Over to next year</i>	31,237

# City of Long Beach

DESCRIPTION	2016 Budget
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## STREET FUND - 101

### Revenues

BEGINNING FUND BALANCE	90,952
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>90,952</b>
PROPERTY TAX	175,151
ARTERIAL STREET FUEL TAX	12,000
BEACH APPROACH FEES	10,000
MOTOR VEHICLE FUEL TAX	14,000
PACIFIC COUNTY CONTRIBUTION	23,000
INVESTMENT INTEREST	
CONTRIBUTIONS	100
FUND CONT - SALE OF SURPLUS	1,200
<b>TOTAL REVENUES</b>	<b>235,451</b>
OTHER RECEIPTS	3,000
<b>TOTAL NON-REVENUES</b>	<b>3,000</b>
<b>TOTAL STREET FUND</b>	<b>329,403</b>

### Expenditures

## STREET FUND - 101

<b><u>STORM DRAINAGE</u></b>	
STREETS SALARIES	64,361
STREETS BENEFITS	31,174
STREETS TRAINING	3,500
Surfacing Improvements	
STORM DRAINAGE UTILITIES	7,000
STORM DRAINAGE REPAIRS/MAINT.	7,500
<b>TOTAL STORM DRAINAGE</b>	<b>113,534</b>
<b><u>SPECIAL PURPOSE PATHS</u></b>	
SPECIAL PURPOSE PATHS-IMPR.	5,000
<b>TOTAL SPECIAL PURPOSE PATHS</b>	<b>5,000</b>
<b><u>TRAFFIC CONTROL</u></b>	
TRAFFIC CONTROL 10TH S. & 103	600
<b>TOTAL TRAFFIC CONTROL</b>	<b>600</b>
<b><u>TRAVELED WAY</u></b>	
TRAVELED WAY OPER. SUPPLIES	30,000

## City of Long Beach

DESCRIPTION	2016 Budget
TRAVELED WAY MAINT. SUPPLIES	11,000
TRAVELED WAY PROF. SERVICES	4,500
TRAVELED WAY REPAIRS & MAINT.	10,000
TRAVELED WAY MISCELLANEOUS EQUIPMENT	7,000
<b>TOTAL TRAVELED WAY</b>	<b>62,500</b>
 <u>TRAFFIC CONTROL</u>	
STREET LIGHTING	3,000
STREET LIGHTING UTILITIES	27,000
<b>TOTAL STREET LIGHTING</b>	<b>30,000</b>
 <u>STREET CLEANING</u>	
STREET CLEANING OPER. SUPPLIES	3,300
STREET CLEANING MAINT SUPPLIES	2,500
<b>TOTAL STREET CLEANING</b>	<b>5,800</b>
 <b>TOTAL EXPENDITURES</b>	<b>217,434</b>
 TRANSFER TO ARTERIAL STREETS	
LOAN REPAY TO STORM WATER -410	
<b>TOTAL NON-EXPENDITURES</b>	<b>-</b>
 <b>TOTAL STREETS</b>	<b>217,434</b>
<b>Carry Over</b>	<b>111,969</b>

## CITY OF LONG BEACH REVENUES

DESCRIPTION	2016 Budget
<b>LODGING TAX FUND - 103</b>	
BEGINNING FUND BALANCE	133,312
TOTAL BEGINNING FUND BALANCE	<u>133,312</u>
HOTEL-MOTEL TAXES, ORIGINAL 2%	215,000
HOTEL-MOTEL 3%	315,000
INVESTMENT INTEREST	
FUND CONTRIBUTIONS	1,000
TROLLEY CONTRIBUTIONS	6,000
PARKING FEE	
MISCELLANEOUS REVENUE	<u>100</u>
<b>TOTAL REVENUES</b>	<b>537,100</b>
<b>TOTAL LODGING TAX FUND</b>	<b><u><u>670,412</u></u></b>

## EXPENSES

<b>LODGING TAX FUND - 103</b>	
FESTIVAL SALARIES	83,979
FESTIVAL BENEFITS	42,929
OPERATING SUPPLIES	3,000
UTILITIES	2,800
REPAIRS & MAINTENANCE	4,000
EQUIPMENT	4,000
VISITORS BUREAU - OPERATIONS	71,400
VISITORS BUREAU - PUBLIC RELATIONS	50,000
VISITORS BUREAU - WEBSITE	20,000
VISITORS BUREAU - MARKETING	20,000
MISCELLANEOUS	300
SOCIAL NETWORKING	
PACKAGE TOURS	19,280
"BIG STAGE"	9,000
ADVERTISING	
ADVERTISING - BEACH PLANNER	12,000
ADVERTISING - CONTINGENCY	
ADVERTISING - SPECIAL PROJECTS	5,000
ADVERTISING - TELEVISION	
ADVERTISING - WSTP	11,000
ADVERTISING - WSTP	
ANNUAL FIREWORKS	18,000
BANNERS	3,000
BEACH TO CHOWDER	7,500
BOARDWALK REPAIR	25,000
DOGGIE OLYMPICS	-
EDC ANNUAL DONATION	4,100
FARMERS MARKET	3,500
FESTIVAL SECURITY	37,655
HALF MARATHON	
HOLIDAY LIGHTS	5,000
HOLIDAYS AT THE BEACH	6,000
ILWACO CHARTER ASSOCIATION	1,000
ILWACO COACHES TOURNAMENTS	1,000
JAKE'S BIRTHDAY	8,000
KITE FESTIVAL	19,500
KITE MUSEUM	26,000



# CITY OF LONG BEACH REVENUES

DESCRIPTION	2016 Budget
L & C Living Historians	
LB MERCHANTS TRAILER	-
LOYALTY DAY PARADE	7,500
MISCELLANEOUS EXPENDITURES	3,000
NEW RESTROOM	25,000
GLASS FLOAT	500
RAZOR CLAM FESTIVAL	6,000
RODEO	3,500
SAND CASTLE CONTEST	11,500
STAGE	-
SUMMERFEST	31,000
SURF PERCH DERBY	500
HOSPITALITY TRAINING	
TROLLEY OPERATIONS AND MAINT.	3,000
TROLLEY CAPITAL EXPENSES	7,500
WATER MUSIC FESTIVAL	1,000
WIFI FOR FESTIVALS - TRIAL	
TOTAL EXPENDITURES	<u>623,943</u>
Property Purchase (principal)	34,305
Property Purchase (interest)	6,712
TOTAL NON-EXPENDITURES	41,017
TOTAL LODGING TAX FUND	<u><u>664,960</u></u>
TOTAL ENDING FUND BALANCE	<u><u>5,452</u></u>

## City of Long Beach

### CAPITAL IMPROVEMENT FUND - 105

DESCRIPTION	2016 Budget
<b>Revenues</b>	
BEGINNING FUND BALANCE	49,048
TOTAL BEGINNING FUND BALANCE	<u>49,048</u>
B & O TAX - 105	85,000
PENALTIES AND INTEREST	
INVESTMENT INTEREST	-
TOTAL REVENUES	<u>85,000</u>
FARMERS MARKET INCOME	5,500
TOTAL NON REVENUES	5,500
TOTAL CAPITAL IMPROVEMENT FUND	<u><u>139,548</u></u>

### Expenditures

#### CAPITAL IMPROVEMENT FUND - 105

SALARIES	40,021
BENEFITS	8,450
IMPROVEMENTS	
EQUIPMENT	
FARMERS MARKET	6,600
AMBASSADOR TRAINING PROGRAM	5,900
VEHICLES	
TOTAL EXPENDITURES	<u>60,971</u>
TOTAL CAPITAL IMPROVEMENT	<u><u>60,971</u></u>
<b>Ending Fund Balance</b>	<b><u>78,577</u></b>

# CITY OF LONG BEACH

## WATER OPERATIONS FUND - 401

DESCRIPTION	2016 Budget
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### REVENUE

BEGINNING FUND BALANCE	216,573
TOTAL BEGINNING FUND BALANCE	<u>216,573</u>

BUSINESS TAXES	
WATER RECEIPTS	1,458,786
WATER CONNECTIONS	30,000
FUND CONTRIBUTIONS	5,000
BANK LOAN FOR ATTORNEY FEES	
MISCELLANEOUS	<u>300</u>
TOTAL REVENUES	<u>1,494,086</u>

OTHER RECEIPTS	3,000
OTHER RECEIPTS FROM FUND 404	3,000
REFUNDS	
TOTAL NON-REVENUES	<u>6,000</u>

Loan repayment from Storm Water	<u>10,000</u>
TOTAL OTHER FINANCING SOURCES	<u>10,000</u>

TOTAL WATER OPERATIONS	<u><u>1,726,659</u></u>
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### EXPENDITURES

#### WATER OPERATIONS FUND - 401

ENGINEERING PROFESSIONAL SERV.	
SALARIES	400,000
BENEFITS	178,000
OPERATING SUPPLIES	145,000
MAINTENANCE SUPPLIES	5,000
OFFICE SUPPLIES	2,000
ACCOUNTING SERVICES	13,500
PROFESSIONAL SERVICES	125,000
COMMUNICATIONS	7,500
FACILITIES	5,000
TRAVEL	3,000
ADVERTISING	500
INSURANCE	54,000
UTILITIES	34,000
REPAIRS & MAINTENANCE	55,000
MISCELLANEOUS	10,000
EQUIPMENT	57,000
TRAINING	4,000
STATE EXCISE TAX	77,366

# CITY OF LONG BEACH

## WATER OPERATIONS FUND - 401

DESCRIPTION	2016 Budget
MADDOX CREEK CONSTRUCTION	
TOTAL EXPENDITURES	<u>1,175,866</u>
REFUNDS	3,000
LOAN TO STORMWATER UTILITY	
TOTAL NON-EXPENDITURES	<u>3,000</u>
CONTRIBUTION W/S SINKING FUND	
CONTRIBUTION TO 407 BOND	
1985 BOND REDEMP. CONTRIB.	39,666
WATER CONST. FUND CONTRIB.	
PWTF LOAN - WTP - MILLION GALLON	73,286
PWTF LOAN - DOHMAN DAM REPAIR	8,298
TRANSFER TO WATER EQUIPMENT	
USDA RURAL LOAN	101,354
USDA BOND RESERVE	10,135
PWTF - MICRO FILTER PLANT	34,944
REPAY LOAN FOR ATTORNEY FEE	20,000
TRANSFER TO CURRENT EXPENSE LOAN	50,256
TOTAL OTHER FINANCING USES	<u>337,939</u>
TOTAL WATER OPERATIONS	<u><u>1,516,805</u></u>
Carry Over	<u>209,854</u>

# CITY OF LONG BEACH

## Sewer Operations - 402

DESCRIPTION	2016 Budget
<b>REVENUES</b>	
BEGINNING FUND BALANCE	77,227
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>77,227</u>
BUSINESS TAXES	
SEWER RECEIPTS	1,066,266
SEWER CONNECTIONS	5,000
MISCELLANEOUS	<u>150</u>
<b>TOTAL REVENUES</b>	<b>1,071,416</b>
Loan Repayment from Storm Water	<u>10,000</u>
<b>TOTAL OTHER FINANCING SOURCES</b>	<u>10,000</u>
<b>TOTAL SEWER OPERATIONS</b>	<u><u>1,158,643</u></u>
<b>EXPENDITURES</b>	
ENGINEERING PROFESSIONAL SERV.	2,500.00
SALARIES	353,223
BENEFITS	161,343
OPERATING SUPPLIES	70,000
MAINTENANCE SUPPLIES	5,000
OFFICE SUPPLIES	1,000
ACCOUNTING SERVICES	5,000
PROFESSIONAL SERVICES	12,000
COMMUNICATIONS	2,500
FACILITIES	-
TRAVEL	1,800
ADVERTISING	150
INSURANCE	8,145
UTILITIES	35,500
REPAIRS & MAINTENANCE	45,000
MISCELLANEOUS	500
EQUIPMENT	50,070
SEWER INSPECTION & CLEANING	25,000
TRAINING	1,500
STATE EXCISE TAX	<u>37,500</u>
<b>TOTAL EXPENDITURES</b>	<b>817,731</b>

# CITY OF LONG BEACH

## Sewer Operations - 402

DESCRIPTION	2016 Budget
REFUNDS	
LOAN TO STORMWATER	
<b>TOTAL NON-EXPENDITURES</b>	<u>-</u>
PWTF LOAN - WWTP PHASE 1	9,630
CCWF LOAN - WWTP PHASE 1	30,188
CCWF LOAN - WWTP PHASE 2	133,686
CCWF LOAN - WWTP P2 & 3 - DESIGN	16,880
1992 Bond Reserve Contribution	17,189
1985 Bond Redemp. Contribution	2,040
TRANS. FUNDS TO CURRENT EXPENSE	23,854
TRANS. FUNDS TO SEWER CONST.	
<b>TOTAL OTHER FINANCING USES</b>	<u>233,467</u>
<b>TOTAL SEWER OPERATIONS</b>	<u><u>1,051,198</u></u>
Carry Over	107,445



# City of Long Beach

## STORM WATER UTILITY - 410

DESCRIPTION	2016 Budget
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### Revenues

BEGINNING FUND BALANCE	19,651
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>19,651</b>

UTILITY TAXES	
STORM DRAINAGE RECEIPTS	235,352
STORM UTILITY CONNECTIONS	800
LOAN FOR N END DRAINAGE PRO	
INVESTMENT INTEREST	
<b>TOTAL REVENUES</b>	<b>236,152</b>

<b>TOTAL STORM WATER UTILITY</b>	<b>255,803</b>
	<u>236,152</u>

### Expenditures

SALARIES	30,238
BENEFITS	13,325
OPERATING SUPPLIES	13,000
PROFESSIONAL ENGINEERING SERV.	0
UTILITIES	0
INSURANCE	2,900
REPAIR AND MAINTENANCE	20,000
MISCELLANEOUS	0
IMPROVEMENTS	10,000
EQUIPMENT	60,000
NORTH END DRAINAGE PROJECT	0
STATE EXCISE TAX	5,000
<b>TOTAL EXPENDITURES</b>	<b>154,463</b>

2014 Water & Sewer Loan repayment	20,000
1995 STORM-W. BOND	
2001 BOND REDEMPTION - 3RD N. *	
2013 BOND REDEMPTION - N. WASH	66,187
LOAN REPAYMENT - CURRENT EXP.	
<b>TOTAL DEBT SERVICE</b>	<b>86,187</b>

<b>TOTAL STORM UTILITY</b>	<b>240,650</b>
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<b>Carryover</b>	<b>15,153</b>
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**TAB — F**





**CITY COUNCIL  
AGENDA BILL  
AB 15-66**

**Meeting Date: December 7, 2015**

**AGENDA ITEM INFORMATION**

<b>SUBJECT: Adopting Safety Policies</b>	<b>Originator:</b>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
<b>COST:</b>	Water/Wastewater Supervisor	
	Other:	
<b>SUMMARY STATEMENT: Attached are policies "recommended" by the Washington State Department of Labor and Industries.</b>		
<b>RECOMMENDED ACTION: Adopt Resolution 2015-15</b>		

## **RESOLUTION 2015-15**

### **A RESOLUTION OF THE CITY OF LONG BEACH, WASHINGTON PROVIDING FOR SAFETY POLICIES.**

WHEREAS, it is the policy of the City of Long Beach to provide and insure a safe and healthful work environment for its employees; and

WHEREAS, it is of mutual interest of management and all employees to carry on city operations in a manner that will ensure the safety and health of all City of Long Beach employees and that of the general public; and

WHEREAS, The Department of Labor and Industries have adopted certain Washington Administrative Codes that require employers to comply with worker safety standards;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE LONG BEACH CITY COUNCIL** that the attached documents are hereby adopted and shall serve as the City's Safety Policies.

Passed this 7<sup>th</sup> day of December, 2015.

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Robert Andrew, Mayor

Attest:

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Clerk

# INTRODUCTION

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## 1.1 Purpose

- 1.1.1 1 This manual is intended to assist municipalities in the implementation of a written health and safety program.
  - a. All municipalities want to reduce the cost of workers' compensation related to injuries and downtime due to accidents.
  - b. The purpose of the manual is to provide a formal written program for management, supervisors and employees.
  - c. Management's goal will be zero tolerance for injuries, the program can provide procedures, but management has to be committed for this to work.



## 1.2 Policy Statement

- 121 Management realizes that it has the responsibility to provide safe work environment for its employees.
- a. Management also has the responsibility to see that health and safety rules and procedures are enforced.
  - b. Each municipal supervisor will be responsible for the health and safety of his/her employees and for planning safety into each work task.
  - c. All municipal employees will abide by the procedures set by management and is expected to report hazardous conditions to their supervisors.
  - d. All employees, supervisors and management have the same goal, the total elimination of accidents.

### **1.3 Managing Unsafe Conditions**

- 131 Eliminate the hazard before an employee is exposed to it. Most accidents happen because employees were not trained properly to recognize the unsafe condition (the hazard).
- a. Supervisors should always act positively to eliminate any potential hazards.
  - b. All accidents should be investigated regardless if an injury occurs or not.
  - c. Provide employees with complete instruction on how to perform their task properly and safe.
  - d. Provide the proper personal protective equipment when the hazard cannot be eliminated.
  - e. All hazards should be reported immediately and corrected according to the procedures.
  - f. Employees should be trained properly in the use of all tools, equipment and machinery.

## 1.4 Management's Responsibility

- 1.4.1 It shall be the responsibility of management to establish, supervise, and enforce in a manner which is effective in practice:
- a. A safe and healthful working environment.
  - b. An accident prevention program as required by these standards.
  - c. Training programs to improve the skill and competency of all employees in the field of occupational safety and health. Such training shall include the on-the-job instructions on the safe use of powered materials handling equipment, machine tool operations, use of toxic materials and operation of utility systems prior to assignments to jobs involving such exposures.
- 1.4.2 After the emergency actions following accidents that cause serious injuries that have immediate symptoms, a preliminary investigation of the cause of the accident shall be conducted.
- a. The investigation shall be conducted by a person designated by the employer, the immediate supervisor of the injured employee, witnesses, employee representative, and any other person with the special expertise required to evaluate the facts relating to the cause of the accident.
  - b. The findings of the investigation shall be documented by the employer for reference at any following formal investigation.
  - c. If the employee representative is the business agent of the employee bargaining unit that is unavailable to participate without delaying the investigation group, the employer may by using one of the following alternatives:
    1. The shop steward acts as the employee representative.
    2. An employee representative member of the safety committee acts as the employee representative.
    3. The employees select a person to represent them.
- 1.4.3 Within 24 hours after the occurrence of an employment accident which results in an immediate or probable fatality to one or more employees, or which results in hospitalization of two or more employees, the employer of any employee so injured or killed shall report the accident either orally or in writing to the nearest office of the department.
- a. The reporting may be by telephone or telegraph.
  - b. The reporting shall relate the circumstances of the accident, the number of fatalities, and the extent of any injuries.
  - c. The director may require such additional reports, in writing or otherwise, as deemed necessary, concerning the accident.
- 1.4.4 Equipment involved in an accident resulting in an immediate or probable fatality, shall not be moved, until a representative of the department investigates the accident and releases such equipment, except where removal is essential to prevent further accident.
- a. Where necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.

- 1.4.5 Upon arrival of the department's investigator, employer shall assign to assist the investigator, the immediate supervisor and all employees who were witnesses to the accident, or whoever the investigator deems necessary to complete the investigation.
- 1.4.6 Each employer shall maintain in each establishment a system for maintaining records of occupational injuries and illnesses as prescribed by WAC 296-27-030.
- a. Recordable cases include:
1. Every occupational death.
  2. Every industrial illness.
  3. Every occupational injury that involves one of the following :
    - Unconsciousness.
    - Inability to perform all phases of regular job.
    - Inability to work full time on regular job.
    - Temporary assignment to another job.
    - Medical treatment beyond first-aid.
- 1.4.7 All employers with eleven or more employees shall record occupational injury and illness information on forms OSHA 101 - Supplementary Record Occupational Injuries and Illnesses and OSHA 200 - Log and Summary. Forms other than OSHA 101 may be substituted for the Supplementary Record of Occupational Injuries and Illnesses if they contain the same items.
- 1.4.8 Machinery, tools, materials or equipment, whether owned by the employer or under control of another firm or individual, which does not meet the compliance requirements of this chapter, or any other applicable vertical standard of a specific industry, shall not be utilized by employees.
- 1.4.9 Each employer shall post and keep posted a notice or notices (the WISHA Poster, Job safety and health protection; form F416-08 I-000) to be furnished by the department of labor and industries, informing employees of the protections and obligations provided for in the act.
- a. For assistance and information, including copies of the act, and of specific safety and health standards, employees should contact the employer or the nearest office of the department of labor and industries.
- b. . Such notice or notices shall be posted by the employer at each establishment in a conspicuous place or places where notices to employees are customarily posted.
- c. Each employer shall take steps to assure that such notices are not altered, defaced, or covered by other materials.

**1.5 Employee's Responsibility**

- 1.5.1 Employees shall coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- 1.5.2 Employees shall study and observe all safe practices governing their work.
- 1.5.3 Employees should offer safety suggestions, where in such suggestions may contribute to a safer work environment.
- 1.5.4 Employees shall apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required by their employment or employer.
- 1.5.5 Employees shall properly care for all personal protective equipment.
- 1.5.6 Employees shall make a prompt report to their immediate supervisor, of each industrial injury or occupational illness, regardless of the degree of severity.
- 1.5.7 Employees shall not wear torn or loose clothing while working around machinery.

## **1.6 Accident Prevention Programs**

- 1.6.1 Each employer shall develop a formal accident-prevention program, tailored to the needs of the particular plant or operation and to the type of hazards involved.
  - a. The department may be contacted for assistance in developing appropriate programs.
- 1.6.2 The following are the minimal program elements for all employers:
  - a. A safety orientation program describing the employer's safety program and including:
    - 1. How and when to report injuries, including instruction as to the location of first-aid facilities.
    - 2. How to report unsafe conditions and practices.
    - 3. The use and care of required personal protective equipment.
    - 4. The proper actions to take in event of emergencies including the routes of exiting from areas during emergencies.
    - 5. Identification of the hazardous gases, chemicals or materials involved along with the instructions on the safe use and emergency action following accidental exposure.
    - 6. A description of the employer's total safety program.
    - 7. An on-the-job review of the practices necessary to perform the initial job assignments in a safe manner.
- 1.6.3 A designated safety and health committee consisting of management and employee representatives with the employee representatives being elected or appointed by fellow employees.
- 1.6.4 Each accident-prevention program shall be outlined in written format.

1.7 Safety And Health Commite Plan

17 All employers of eleven or more employees, shall have a designated safety committee composed of employer-selected and employee-elected members.

17 The terms of employee-elected members shall be a maximum of one year.  
a. Should a vacancy occur on the committee, a new member shall be elected prior to the next scheduled meeting?

b. . The number of employer-selected members shall not exceed the number of employee-elected members.

17 The safety committee shall have an elected chairperson.

17 The safety committee shall be responsible for determining the frequency of committee meetings.

Note: *If the committee vote on the frequency of safety meetings is stale mated, The department 'regional safety consultation representative shall be consulted for recommendations.*

a. The committee shall be responsible for determining the date, hour and location of the meeting.

b. The length of each meeting shall not exceed one hour except by majority vote of the committee.

1.7.5 Minutes of each committee meeting shall be prepared and filed for a period of at least one year and shall be made available for review by noncompliance personnel, of the department of labor and industries.

1.7.6 Safety and health committee meetings shall address the following:

a. A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.

b. An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected.

c. An evaluation of the accident and illness prevention program with a discussion of recommendations for improvement where indicated.

d. The attendance shall be documented.

e. The subject(s) discussed shall be documented.

1.7.7 All employers of ten or less employees and employers of eleven or more employees where the employees are segregated on different shifts or in widely dispersed locations in crews of ten or less employees, may elect to have foreperson-crew meetings in lieu of a safety and health committee plan provided:

a. Foreperson-crew safety meetings shall be held at least once a month, or if conditions require, weekly or biweekly meetings shall be held to discuss safety problems as they arise.

b. All items under 1.7.6 of this section, shall be complied with.



1.8        **Safety Bulletin Board**

1.8.1      There shall be installed and maintained in every fixed establishment employing eight or more persons, a safety bulletin board sufficient in size to display and post safety bulletins, newsletters, posters, accident statistics and other safety education material.

a.    It is recommended that safety bulletin boards be painted green and white.

# PERSONAL PROTECTIVE EQUIPMENT

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## 3.1 Personal Protective Equipment (PPE)

- 3.1.1 Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory protection according to chapter 296-62 WAC, Part E., and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
- a. Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
  - b. All personal protective equipment shall be of safe design and construction for the work to be performed.
- 3.1.2 The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.
- a. If such hazards are present, or likely to be present, the employer shall:
    - Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
    - Communicate selection decisions to each affected employee; and
    - Select PPE that properly fits each affected employee.
- 3.1.3 The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies:
- a. The workplace evaluated;
  - b. The person certifying that the evaluation has been performed;
  - c. The date(s) of the hazard assessment; and
  - d. Identifies the document as a certification of hazard assessment.
- 3.1.4 After completion of the hazard assessment the general procedure for selection of protective equipment is to:
- a. Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do;
    - Splash protection, impact protection, etc.
  - b. Compare the hazards associated with the environment;
    - Impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;
  - c. Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards; and
  - d. Fit the user with the protective device and give instructions on care and use of the PPE.
    - It is very important that the end users be made aware of all warning labels for and limitations of their PPE.
- 3.1.5 Careful consideration must be given to comfort and fit.

- a. PPE that fits poorly will not afford the necessary protection.
- b. Continued wearing of the device is more likely if it fits the wearer comfortably.
- c. Care should be taken to ensure that the right size is selected.

316 Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position.

- a. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face.
- b. Proper fitting of helmets is important to ensure that it will not fall off during work operations.
  - Chin straps may be necessary to keep the helmets on an employee's head.

3.1.7 Personal protective equipment that has been previously used should be disinfected before being issued to another employee.

3.1.8 It is always necessary to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and re-evaluating the suitability of previously selected PPE.

## 3.2 Eye and Face Protection

- 3.2.1 Protective eye and face devices purchased after February 20, 1995, shall comply with ANSI Z87.1 -1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection," which is incorporated by reference, or shall be demonstrated by the employer to be equally effective.
- 3.2.2 Eye and face protective devices purchased before February 20, 1995, shall comply with the ANSI standard "American National Standard Practice for Occupational and Educational Eye and Face Protection, "ANSI Z87.1-1968 or shall be demonstrated by the employer to be equally effective.
- 3.2.3 Suitable eye protectors must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these.
- 3.2.4 Employers must provide a type of protector suitable for work to be performed, and employees must use the protectors.
- 3.2.5 Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects.
- 3.2.6 Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
- a. Persons who use corrective spectacles and are required to wear eye protection should wear the following:
- Spectacles with protective lenses providing optical correction;
  - Goggles or face shields worn over corrective spectacles without disturbing the adjustment of the spectacles; or
  - Goggles that incorporate corrective lenses mounted behind the protective lenses.
- 3.2.7 Protectors must meet the following minimum requirements:
- a. Provide adequate protection against the particular hazards for which they are designed;
- b. Be reasonably comfortable when worn under the designated conditions;
- c. Fit snugly without interfering with the movements or vision of the wearer;
- d. Be durable;
- e. Be capable of being disinfected;
- f. Be easily cleanable; and
- g. Be kept clean and in good repair.
- 3.2.8 Fitting of goggles and safety spectacles should be done by someone skilled in the procedure.
- a. Prescription safety spectacles should be fitted only by qualified optical personnel.
- 3.2.9 Each affected employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.
- 3.2.10 It is essential that the lenses of eye protectors be kept clean.
- a. Continuous vision through dirty lenses can cause eye strain.
- b. Daily inspection and cleaning of the eye protector with soap and hot water, or with a cleaning solution and tissue, is recommended.
- 3.2.11 Lenses should be replaced when they are pitted and deeply scratched.
- 3.2.12 Employees shall be provided with all instructions packaged with protection devices.

# Filter Lenses for Protection against Radiant Energy

Operations	Electric Size $\frac{1}{16}$ in.	Arc Current	Minimum* Protective Shade
Shielded metal arc welding	less than 3	less than 60	7
	3-5	60-160	8
	5-8	160-250	10
	more than 8	250-550	11
Gas metal arc welding and flux cored arc welding		less than 60	7
		60-160	10
		160-250	10
		250-500	10
Gas tungsten arc welding		less than 50	8
		50-150	8
		150-500	10
Air carbon Arc cutting	(light)	less than 500	10
	(medium)	500-1000	11
Plasma arc welding		less than 20	6
		20-100	8
		100-400	10
		400-800	11
Plasma arc cutting	(light)**	less than 300	8
	(medium)**	300-400	9
	(heavy)**	400-800	10
Torch brazing		.....	3
Torch soldering		.....	2
Carbon arc welding		.....	14

### Filter Lenses for Protection against Radiant Energy

Operations	Plate Thickness		Minimum* Protective Shade
	inches	mm	
Gas Welding:			
Light	under 1/8	under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
Heavy	over 1/2	over 12.7	6
Oxygen Cutting:			
Light	under 1	under 25	3
Medium	1 to 6	25 to 150	4
Heavy	over 6	over 150	5

\*As a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In ox fuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.

\*\*These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the workpiece.

## Eye and Face Protector Selection Guide

Source	Assessment of Hazard	Protection
IMPACT - Chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered Fastening, riveting, and sanding.	Flying fragments, objects, large chips, particles: sand, dirt, etc.	Spectacles with side protection, Goggles, face shields. See notes (1), (3), (5), (6), (10). For Severe exposure, use face shield.
HEAT - Furnace operations pouring, casting, hot dipping, And welding.	Hot sparks	Face shields, goggles, spectacles With side protection. For severe Exposure use face shield. See Notes (1), (2), (3).
	Splash from molten metals	Face shields worn over goggles. See notes (1), (2), (3).
	High temperature exposure	Screen face shields, reflective Face shields. See notes (1), (2), (3).
CHEMICALS - Acid and chemicals handling, degreasing, Plating.	Splash	Goggles, eyecup and cover types. For severe exposure, use Face shield. See notes (3), (11).
	Irritating mists	Special purpose goggles.
DUST - Woodworking, buffing, General dusty conditions.	Nuisance dust	Goggle, eyecup and cover types. See notes (8).
LIGHT and/or RADIATION		
Welding: Electric arc	Optical radiation	Welding helmets or welding Shields. Typical shades: 10/14 See note (9), 12).
Welding: Gas	Optical radiation	Welding goggles or welding Face shields. Typical shades: gas welding 4-8, cutting 3-6, Brazing 3-4. See note (9).
Cutting, Torch brazing, Torch soldering	Optical radiation	Spectacles or welding face shield. Typical shades, 1.5-3. See note (3), (9).
Glare	Poor vision	Spectacles with shaded or special Purpose lenses, as suitable. See Notes (9), (10).

Notes to Eye and Face Protection Selection Chart:

- (1) Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
- (2) Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
- (3) Face shields should only be worn over primary eye protection (spectacles or goggles).
- (4) As required by the standard, filter lenses must meet the requirements for shade designations. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- (5) As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
- (6) Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
- (7) Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- (8) Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
- (9) Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- (10) Non-side shield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact".
- (11) Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
- (12) Protection from light radiation is directly related to filter lens density. See note (4). Select the darkest shade that allows task performance.



### 3.3 Head Protection

- 3.3.1 Protective helmets purchased prior to February 20, 1995 must comply with the ANSI Z89 .1-1969, "American National Standard Safety Requirements for Industrial Head Protection."
- 3.3.2 Protective helmets purchased after February 20, 1995 must comply with ANSI Z89 .1-1986, American National Safety Standard for "Personnel Protection - Protective Headwear for Industrial Workers Requirements.
- 3.3.3 Each type and class of head protector is intended to provide protection against specific hazardous conditions.
- a. Type 1 - helmets with a full brim; and
  - b. Type 2 - helmets have no brim but may include a peak.
- 3.3.4 For industrial purposes, three classes are recognized:
- a. Class A - general service, limited voltage protection;
  - b. Class B - utility service, high-voltage protection; and
  - c. Class C - special service, no voltage protection.
- 3.3.5 The wearer should be able to identify the type of helmet by looking inside the shell for the manufacturer, ANSI designation and class.
- 3.3.6 Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets.
- a. Employees are required to wear helmets when:
    - Working below other workers who are using tools and materials which could fall;
    - Working below machinery or processes which might cause material or objects to fall;
    - Working in excavations and manholes; and
    - Working on exposed energized conductors.
- 3.3.7 Manufacturers should be consulted with regard to paint or cleaning materials for their helmets because some paints and thinners may damage the shell and reduce protection by physically weakening it or negating electrical resistance.
- 3.3.8 A common method of cleaning helmets is scrubbing with a mild detergent and rinsed in clear water approximately 60°C (140°F).
- a. After rinsing, the shell should be carefully inspected for any signs of damage.
- 3.3.9 Removal of tars, paints, oils, and other materials may require the use of a solvent, the manufacturer of the helmet should be consulted with regard to an acceptable
- 3.3.10 solvent.
- Persons working in the shops around machinery or in locations which present a hair catching or fire hazard shall wear caps or other type of head covering which completely covers the hair. Caps with metal buttons or metal visors shall not be worn around electrical hazards.

*Note 1* The following will define hair lengths considered hazardous:

- (a) When the length would exceed the circumference of exposed revolving shafts or tools in fixed machines by 200 percent.
- (b) When the employee is exposed to an ignition source and the employee may, with hair aflame, run into an area containing class- I flammable liquids or combustible atmospheres.
- (c) When the employee is exposed to an ignition source and the employee may, with hair aflame, run into an area containing class-I flammable liquids or combustible atmospheres.

(d) When exposures require personal protective devices, such as mask-type respirators or ear-cup-type hearing protection devices, and hair, either facial or head, would interfere with a proper seal.

*Note 2* When hair length is judged hazardous from a hair catching standpoint (instances (a) or (b) under interpretations in Note 1) minimal confinement shall be within netting which controls all loose ends.

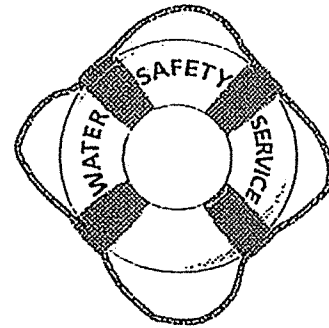
*Note 3* If hazardous from fire hazard aspects (instance (c) of Note 1) the hair must be confined within a solid-type material.

- 3311 Hard hats shall be worn by employees who work around or under scaffolds or other overhead structures, or who are otherwise exposed to the hazards of falling materials and propelled objects.
- 3312 All components, shells, suspensions, headbands, sweatbands, and any accessories should be visually inspected daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety originally provided.
- 3313 If unusual conditions occur with helmets (such as higher or lower extreme temperatures than described in the standards), or if there are signs of abuse or mutilation of the helmet or any component, the margin of safety may be reduced.
- If damage is suspected, the helmets should be replaced.
- 3314 Helmets should not be stored or carried on the rear-window shelf of an automobile, since sunlight and extreme heat may adversely affect the degree of protection.

### 3.4 Personal Flotation Devices

3.4.1 Employees working on, over or along water, where the danger of drowning exists, shall be provided with and shall wear approved personal flotation devices.

- a. Employees are not considered exposed to the danger of drowning when;
  1. The water depth is known to be less than chest deep on the exposed individual;
  2. When working behind standard height and strength guardrails;
  3. When working inside operating cabs or stations which eliminate the possibility of accidentally falling into the water;
  4. When wearing approved safety belts with lifeline attached so as to preclude the possibility of falling into the water.
- b. Prior to and after each use, personal flotation devices shall be inspected for defects which would reduce their designed effectiveness. Defective personal flotation devices shall not be used.
- c. To meet the approved criteria required by subdivision (1), a personal flotation device shall be approved by the United States Coast Guard as a Type I PFD, Type II PFD, Type III PFD, or Type V PFD, or their equivalent, pursuant to 46 CFR 160 (Coast Guard Lifesaving Equipment Specifications) and 33 CFR 175.23 (Coast Guard table of devices equivalent to personal flotation devices). Ski belt or inflatable type personal flotation devices are specifically prohibited.



- 3.4.2 Along docks, walkways or other fixed installations on or adjacent to open water more than five feet deep, approved life rings with line attached shall be provided.
- a. The life rings shall be spaced at intervals not to exceed 200 feet and shall be kept in easily visible and readily accessible locations.
  - b. When employees are assigned work at other casual locations where exposure to drowning exists, at least one approved life ring with line attached shall be provided in the immediate vicinity of the work assigned.
  - c. Work assigned over water where the vertical drop from an accidental fall would exceed 50 feet, shall be subject to specific procedures as approved by the department.
  - d. Lines attached to life rings shall be at least 90 feet in length, at least 1/4 inch in diameter and have a minimum breaking strength of 500 pounds.
  - e. Life rings must be United States Coast Guard approved 30 inch size.
  - F Life rings and attached lines must be maintained to retain at least 75 percent of their designed buoyancy and strength.

### 3.5 Occupational Foot Protection

- 351 1 Protective footwear purchased prior to July 5, 1994 must comply with the ANSI  
standard, "USA Standard for Men's Safety-Toe Footwear", 241.1-1967, and protective  
footwear purchased after July 5, 1994 shall comply with ANSI 241-1991, "American  
National Standard for Personal Protection - Protective Footwear."
- 352 Safety shoes and boots which meet the ANSI 241-1991 Standard provide both impact and  
compression protection.
- 353 Each affected employee shall wear protective footwear when working in areas where there is  
a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and  
where such employee's feet are exposed to electrical hazards.
- 354 Safety shoes or boots with impact protection would be required for:
- Carrying or handling materials such as packages, objects, water meters, parts or heavy  
tools which could be dropped;
  - Loading tools, material and equipment onto trucks;
  - Working around moving equipment; and
  - For other activities where objects might fall onto the feet.
- 355 Safety shoes or boots with compression protection would be required for:
- Work activities involving skid trucks (manual material handling carts), equipment  
movement, lawn maintenance equipment and around heavy pipes, all which could  
potentially roll over an employee's feet.
- 356 Safety shoes or boots with puncture protection would be required:
- Where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc.  
could be stepped on by employees causing a foot injury.
- 357 Calks or other suitable footwear which will afford reasonable protection from slipping shall  
be worn while working on logs.

## 3.6 Respiratory Protection

- 3.6.1 In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination.
- This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials).
  - When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to this section.
- 3.6.2 Respirators shall be provided by the employer when such equipment is necessary to protect the health of the employees against recognized respiratory hazards including any exposures in excess of the permissible exposure limit.
- The employer shall provide the respirators which are applicable and suitable for the purpose intended and these respirators must be NIOSH certified.
  - The employer shall be responsible for the establishment and maintenance of a respiratory protection program which shall include the requirements outlined in 3.6 of this section which meets WAC 296-62-07111.
- 3.6.3 The following are some definitions used in the standard:
- Air-Purifying Respirator (APR)
    - A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
  - Assigned Protection Factor (APF)
    - The expected level of workplace respiratory protection provided by a properly functioning respirator worn by properly fitted and trained individuals.
    - It describes the ratio of the ambient concentration of an airborne substance to the concentration of the substance inside the respirator.
  - Atmosphere-Supplying Respirator
    - A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SAR's) and self-contained breathing apparatus (SCBA) units.
  - Canister or Cartridge
    - A container with a filter, sorbent, or catalyst, or combination of these materials, which removes specific contaminants from the air drawn through it.
  - Emergency Situation
    - Any occurrence that may or does result in an uncontrolled significant release of an airborne contaminant.
    - Causes of emergency situations include, but not limited to, equipment failure, rupture of containers, or failure of control equipment.
  - Employee Exposure
    - An exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

- g. End-of-Service-Life Indicator (ESLI)
  - A system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.
- h. Escape-only Respirator
  - A respirator intended to be used only for emergency exit.
- i. Filtering Face piece (dust mask)
  - A negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.
- j. Fit Factor
  - A quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.
- k. Fit Test
  - The use of an accepted protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.
- l. Immediately Dangerous to Life or Health (IDLH)
  - An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an Individual's ability to escape from a dangerous atmosphere.
- m. Loose-Fitting Face piece
  - A respiratory inlet covering that is designed to form a partial seal with the face.
- n. Negative Pressure Respirator (tight fitting)
  - A tight fitting respirator in which the air pressure inside the face piece is lower than the ambient air pressure outside the respirator during inhalation.
- o. Oxygen Deficient Atmosphere
  - An atmosphere with an oxygen content below 19.5% by volume.
- p. Physician or other Licensed Health Care Professional (PLHCP)
  - An individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by WAC 296-62-07150.
- q. Positive Pressure Respirator
  - A respirator in which the air pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.
- r. Powered Air-Purifying Respirator (PAPR)
  - An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.
- s. Qualitative Fit Test (QLFT)
  - A pass/fail fit test that relies on the individual's response to the test agent to assess the adequacy of respirator fit for an individual.
- t. Quantitative Fit Test (QNFT)
  - An assessment of the adequacy of respirator fit for an individual by numerically measuring the amount of leakage into the respirator.

- u. Self-Contained Breathing Apparatus (SCBA)
  - An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.
- v. Supplied-Air Respirator (SAR) or Airline Respirator
  - An atmosphere-supplying respirator for which the source of breathing air is drawn from a separate, stationary system or an uncontaminated environment.
- w. Tight-Fitting Face
  - A respiratory inlet covering that forms a complete seal with the face.
- x. User Seal Check
  - An action conducted by the respirator user to determine if the respirator is properly seated to the face.

- 3.6.4 The employer shall develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use.
- a. The program must be administered by a suitably trained program administrator.
    - In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator.
  - b. In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures.
    - The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use.
  - c. The employer shall include in the program the following provisions of this section, as applicable:
    - Procedures for selecting respirators for use in the workplace;
    - Medical evaluations of employees required to use respirators;
    - Fit testing procedures for tight-fitting respirators;
    - Procedures for proper use of respirators in routine tasks, no routine tasks, reasonably foreseeable emergency situations and rescue situations;
    - Procedures for issuing the proper type of respirator based on the respiratory hazards for each employee;
    - Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
    - Procedures to make sure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;
    - Training of employees in the respiratory hazards to which they are potentially exposed during routine tasks, no routine tasks, reasonably foreseeable emergency situations and rescue situations;
    - Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
    - Procedures for regularly evaluating the effectiveness of the program.

3.6.5 When respirators are required, the employer must provide the respirators, training, medical evaluations, and fit testing at no cost to the employees.

3.6.6 Where respirator use is not required :

- a. An employer may provide respirators at the request of employees or permit employees to use their own respirators, if the employer determines that such respirator use will not in itself create a hazard.
  - b. If the employer determines that any voluntary respirator use is permissible, the employer shall provide the respirator users with the information contained in WAC 296-62-07117 (2) Figure 1 Important Information about Voluntary Use of Respirators.
  - c. In addition, the employer must establish and implement those elements of a written respiratory protection program necessary to ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user.
  - d. Employers are not required to include in a written respiratory protection program those employees whose only use of respirator's involves the voluntary use of filtering face pieces (dust masks).
- 3.6.7 The employer shall conduct evaluations of the workplace
- a. This evaluation must reasonably estimate employee exposures to respiratory hazard(s) and identify the contaminant's chemical state and physical form.
  - b. Where you cannot identify or reasonably estimate the employee exposure, you must consider the atmosphere to be IDLH.
- 3.6.8 The employer must provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other WISHA statutory and regulatory requirements for routine, no routine, and reasonably foreseeable emergency and rescue situations.
- a. The assigned protection factors (APFs) in WAC 296-62-07131, Table 1, must be used when selecting a respirator.
- 3.6.9 The employer must provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.
- 3.6.10 The respirator selected must be appropriate for the chemical state and physical form of the contaminant.
- 3.6.11 For protection against gases and vapors, the employer must provide:
- a. An atmosphere-supplying respirator; or
  - b. An air-purifying respirator, provided that:
    - The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or
    - If there is no ESLI appropriate for conditions in the employer's workplace, the employer implements a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.
  - c. The employer shall describe in the respirator program the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data.
- 3.6.12 For protection against particulates, the employer shall provide:
- a. An atmosphere-supplying respirator; or



- b. An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR Part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR Part 84; or
  - c. For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers; or
  - d. For filters to be changed as required in WAC 296-62-07171(4).
- 3.6.13 The employer must provide the following respirators for employee use in IDLH atmospheres:
- a. A full face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes; or
  - b. A combination full face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- 3.6.14 Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.
- 3.6.15 All oxygen-deficient atmospheres shall be considered IDLH unless the employer demonstrates that, under all foreseeable conditions, the oxygen concentration can be maintained within the ranges specified in WAC 296-62-07132, Table 2.
- a. In such cases, any atmosphere-supplying respirator may be used.
- 3.6.16 The employer must provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.
- a. If an employer uses no other respirator than an escape-only respirator, medical evaluations are not required. This exception does not apply to respirators with tight-fitting face pieces (such as, gas masks).
- 3.6.17 The following steps are necessary for completing a medical evaluation:
- a. You identify a PLHCP (WAC 296-62-07151 );
  - b. You provide information to the PLHCP (WAC 296-62-07152);
  - c. PLHCP reviews information and determines what additional questions, if any, to add to Part A of the questionnaire (WAC 296-62-07153(2));
  - d. You administer the questionnaire confidentially (WAC 296-62-07153 (3) and (4));
  - e. PLHCP reviews and evaluates the questionnaire (WAC 296-62-07154(1));
  - f. PLHCP completes any follow-up medical evaluations with employees (WAC 296-62-07154 (2) and (3));
  - g. PLHCP completes the written recommendation and sends it to the employee and you (WAC 296-62-07155 (1) and (2));
  - h. You respond appropriately to written recommendations (WAC 296-62-07155(2)) and maintain records (WAC 296-62-07194);
  - i. You provide additional medical evaluations when required by your PLHCP (WAC 296-62-07156).

## "RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE"

To the employer: You must not review employee questionnaires.

To the employer's PLHCP: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require further medical examinations.

To the employee: Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date:
2. your name:
3. Your age (to nearest year) :
4. Sex (circle one): Male/Female
5. Your height: ft. in.
6. Your weight: lbs.
7. Your job title:
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code):
9. The best time to phone you at this number :
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
11. Check the type of respirator you will use (you can check more than one category):
  - a. \_\_\_\_\_ N, R, or P disposable respirator (filter-mask, non- cartridge type only).
  - b. \_\_\_\_\_ Check all that apply.

D Half mask

D Full face piece mask

D Helmet hood

do Escape

D Non-powered cartridge or canister

D Powered air-purifying cartridge respirator (PAPR)

D Supplied-air or Ail-Line

D Disposable filtering face piece (for example N-95)

D Self-contained breathing apparatus (SCBA): D Demand or D Pressure demand
  12. Have you worn a respirator (circle one): Yes/No  
If "yes," what type(s):

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month: Yes/No
2. Have you *ever had* any of the following conditions?
  - a. Seizures (fits): Yes/No
  - b. Diabetes (sugar disease): Yes/No
  - c. Allergic reactions that interfere with your breathing: Yes/No
  - d. Claustrophobia (fear of closed-in places): Yes/No
  - e. Trouble smelling odors: Yes/No
3. Have you *ever had* any of the following pulmonary or lung problems?
  - a. Asbestosis: Yes/No

- b. Asthma: Yes/No
  - c. Chronic bronchitis: Yes/No
  - d. Emphysema: Yes/No
  - e. Pneumonia: Yes/No
  - f. Tuberculosis: Yes/No
  - g. Silicosis: Yes/No
  - h. Pneumothorax (collapsed lung): Yes/No
  - i. Lung cancer: Yes/No
  - j. Broken ribs: Yes/No
  - k. Any chest injuries or surgeries: Yes/No
  - l. Any other lung problem that you've been told about: Yes/No
4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?
- a. Shortness of breath: Yes/No
  - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
  - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
  - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
  - e. Shortness of breath when washing or dressing yourself: Yes/No
  - F Shortness of breath that interferes with your job: Yes/No
  - g. Coughing that produces phlegm (thick sputum): Yes/No
  - h. Coughing that wakes you early in the morning: Yes/No
  - i. Coughing that occurs mostly when you are lying down: Yes/No
  - J. Coughing up blood in the last month: Yes/No
  - k. Wheezing: Yes/No
  - l. Wheezing that interferes with your job: Yes/No
  - m. Chest pain when you breathe deeply: Yes/No
  - n. Any other symptoms that you think may be related to lung problems: Yes/No
5. Have you *ever had* any of the following cardiovascular or heart problems?
- a. Heart attack: Yes/No
  - b. Stroke: Yes/No
  - c. Angina: Yes/No
  - d. Heart failure: Yes/No
  - e. Swelling in your legs or feet (not caused by walking): Yes/No
  - f. Heart arrhythmia (heart beating irregularly): Yes/No
  - g. High blood pressure: Yes/No
  - h. Any other heart problem that you've been told about: Yes/No
6. Have you *ever had* any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
  - b. Pain or tightness in your chest during physical activity: Yes/No
  - c. Pain or tightness in your chest that interfere with your job: Yes/No
  - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
  - e. Heartburn or indigestion that is not related to eating: Yes/ No
  - f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you *currently* take medication for any of the following problems?
  - a. Breathing or lung problems: Yes/No
  - b. Heart trouble: Yes/No
  - c. Blood pressure: Yes/No
  - d. Seizures (fits): Yes/No
8. If you've used a respirator, have you *ever had* any of the following problems? (If you've never used a respirator, check the following space and go to question 9 : )
  - a. Eye irritation: Yes/No
  - b. Skin allergies or rashes: Yes/No
  - c. Anxiety: Yes/No
  - d. General weakness or fatigue: Yes/No
  - e. Any other problem that interferes with your use of a respirator: *Yes* o
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

**Part A. Section 3. (Mandatory) For SCBA or Full Face piece Respirator Users**

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you *ever lost* vision in either eye (temporarily or permanently): Yes/No
11. Do you *currently* have any of the following vision problems?
  - a. Wear contact lenses: Yes/No
  - b. Wear glasses: Yes/No
  - c. Color blind: Yes/No
  - d. Any other eye or vision problem: Yes/No
12. Have you *ever had* an injury to your ears, including a broken ear drum: Yes/No
13. Do you *currently* have any of the following hearing problems?
  - a. Difficulty hearing: Yes/No
  - b. Wear a hearing aid: Yes/No
  - c. Any other hearing or ear problem: Yes/No
14. Have you *ever had* a back injury: Yes/No
15. Do you *currently* have any of the following musculoskeletal problems?
  - a. Weakness in any of your arms, hands, legs, or feet: Yes/No
  - b. Back pain: Yes/No
  - c. Difficulty fully moving your arms and legs: Yes/No
  - d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
  - e. Difficulty fully moving your head up or down: Yes/No
  - f. Difficulty fully moving your head side to side: Yes/No
  - g. Difficulty bending at your knees: Yes/No
  - h. Difficulty squatting to the ground : Yes/No
  - i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.: Yes/No
  - J. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

## Part B PLHCP Discretionary Questions

If appropriate to specific job requirements or conditions, additional questions -- including but not limited to the following -- may be added at the discretion of the health care professional to clarify an employee's ability to use a respirator.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen : Yes/No  
If "yes, " do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No
2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No  
If yes, <sup>11 name</sup> the chemicals if you know them:
3. Have you ever worked with any of the materials, or under any of the conditions, listed below:
  - a. Asbestos: Yes/No
  - b. Silica (e.g., in sandblasting): Yes/No
  - c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
  - d. Beryllium: Yes/No
  - e. Aluminum: Yes/No
  - F Coal (for example, mining): Yes/No
  - g. Iron: Yes/No
  - h. Tin: Yes/No
  - i. Dusty environments: Yes/No
  - J. Any other hazardous exposures: Yes/No  
If "yes, " describe these exposures:
4. List any second jobs or side businesses you have:
5. List your previous occupations:
6. List your current and previous hobbies:
7. Have you been in the military services? Yes/No  
If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No
8. Have you ever worked on a HAZMAT team? Yes/No
9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No  
If "yes," name the medications if you know them:
10. Will you be using any of the following items with your respirator(s)?
  - a. HEPA Filters: Yes/No
  - b. Canisters (for example, gas masks): Yes/No
  - c. Cartridges: Yes/No
11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?
  - a. Escape only (no rescue): Yes/No
  - b. Emergency rescue only: Yes/No
  - c. Less than 5 hours *per week*: Yes/No
  - d. Less than 2 hours *per day*: Yes/No

- e. 2 to 4 hours per day: Yes/No
  - f. Over 4 hours per day: Yes/No
12. During the period you are using the respirator(s), is your work effort:
- a. *Light* (less than 200 kcal per hour): Yes/No  
If "yes," how long does this period last during the average shift: hrs.Mins.  
Examples of a light work effort are *sitting* while writing, typing, drafting, or performing light assembly work; or *standing* while operating a drill press (1-3 lbs.) or controlling machines.
  - b. *Moderate* (200 to 350 kcal per hour): Yes/No  
If "yes," how long does this period last during the average shift: hrs.Mins.  
Examples of moderate work effort are *sitting* while nailing or filing, *driving* a truck or bus in urban traffic; *standing* while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; *walking* on a level surface about 2 mph or down a 5-degree grade about 3 mph; or *pushing* a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.
  - c. *Heavy* (above 350 kcal per hour): Yes/No  
If "yes," how long does this period last during the average shift: hrs.Mins.  
Examples of heavy work are *lifting* a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; *shove ling*; *standing* while bricklaying or chipping castings; *walking* up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).
13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No  
If "yes," describe this protective clothing and/or equipment:
14. Will you be working under hot conditions (temperature exceeding 77 deg. F)? Yes/No
15. Will you be working under humid conditions: Yes/No
16. Describe the work you'll be doing while you're using your respirator(s):
17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):
18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):
- Name of the first toxic substance:  
Estimated maximum exposure level per shift:  
Duration of exposure per shift:  
Name of the second toxic substance:  
Estimated maximum exposure level per shift:  
Duration of exposure per shift:  
Name of the third toxic substance:  
Estimated maximum exposure level per shift:  
Duration of exposure per shift:  
The name of any other toxic substances that you'll be exposed to while using your respirator:

19. Describe any special responsibilities you'll have while using your respirator( s) that may affect the safety and well-being of others (for example, rescue, security):

18 Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).

a. Fit testing must occur:

- Prior to initial use of the respirator;
- Whenever a different respirator face piece (size, style, model or make) is used;
- At least annually thereafter; and
- Whenever the employee reports to you or your PLHCP observes changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

b. If after passing a qualitative fit test or a quantitative fit test, your employee subsequently notifies you or your PLHCP that the fit of the respirator is unacceptable, you must give the employee a reasonable opportunity to select a different respirator face piece and to be retested.

c. The fit test must be administered using WISHA-accepted quantitative or qualitative protocol. These protocols are contained in WAC 296-62-07201 through 296-62-07248 (Appendices A-1, A-2 and A-3).

d. Fit testing procedures under WAC 296-62-07162 must be followed.

3.6.19 The employer must not permit respirators with tight-fitting face pieces to be worn during fit testing and respirator use by employees who have:

- a. Any facial hair that is visibly projecting above the skin (stubble, moustache, sideburns, portions of a beard, low hairline, bangs) that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
- b. Any other condition that interferes with the face-to-face piece seal or valve function.

3.6.20 If an employee wears corrective glasses or goggles or other personal protective equipment, you must make sure that such equipment is worn in a manner that does not interfere with the seal of the face piece.

3.6.21 For all tight-fitting respirators, you must make sure that employees perform a user seal check each time they put on the respirator using the procedures in Appendix B-1 or procedures recommended by the WAC, Part E.

3.6.22 The employer must maintain appropriate surveillance of work area conditions and degree of employee exposure or stress.

a. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the employer must reevaluate the continued effectiveness of the respirator.

b. The employer must make sure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use; or
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; or
- To replace the respirator or the filter, cartridge, or canister elements; or
- If the employee experiences severe discomfort in wearing the respirator; or
- If the employee becomes ill or experiences sensations of dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever, and chills.



- c. If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, the employer must replace or repair the respirator before allowing the employee to return to the work area.

3.6.23 The employer must provide standby employees when employees are working in IDLH atmospheres.

- a. In certain IDLH situations, one standby employee is permitted when the IDLH atmosphere is well characterized and you can show that one employee can adequately:
- Monitor the employee(s) in the IDLH atmosphere;
  - Implement communication activities; and
  - Initiate rescue duties.
- b. Visual, voice, or signal line communication must be maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere.
- c. The employee(s) located outside the IDLH atmosphere must be trained and equipped to provide effective emergency rescue.
- d. The employer or their designee must be notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue.
- e. The employer or their designee, once notified, must provide necessary assistance appropriate to the situation.
- F Standby employee(s) located outside the IDLH atmospheres must be equipped with:
- Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either
  - Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or equivalent means for rescue where retrieval equipment is not required.

3.6.24 The employer must provide each respirator user with a respirator that is clean, sanitary, and in good working order.

- a. The respirator must be cleaned and disinfected as follows:
- Respirators issued for the exclusive use of an employee must be cleaned and disinfected as often as necessary to be maintained in a sanitary condition;
  - Respirators issued to more than one employee must be cleaned and disinfected before being worn by different individuals;
  - Respirators maintained for emergency use must be cleaned and disinfected after each use; and
  - Respirators used in fit testing and training must be cleaned and disinfected before being worn by a different employee.

3.6.25 The employer must make sure that all respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals. The employer must also make sure that they are packed or stored to prevent deformation of the face piece and exhalation valve.

- a. When storing emergency respirators.
- Keep respirators accessible to the work area.
  - Store respirators in compartments or in covers that are clearly marked as containing emergency respirators.

- Store respirators in accordance with any applicable manufacturer instructions.
- Provide an adequate number of respirators for each work area where they may be needed.

3.6.26 The employer must make sure respirators are inspected.

- The employer must make sure that:
  - All respirators used in routine situations are inspected before each use and during cleaning;
  - All respirators maintained for use in emergency situations are inspected at least monthly and in accordance with the manufacturer's recommendations , and are checked for proper function before and after each use;
  - Emergency escape-only respirators are inspected before being carried into the workplace for use; and
  - Self-contained breathing apparatus (SCBAs) must be inspected monthly.
- The employer must make sure that respirator inspections include:
  - A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
  - A check of elastomeric parts of pliability and signs of deterioration.
- For self-contained breathing apparatus the employer must:
  - Maintain air and oxygen cylinders in a fully charged state and recharge the cylinders when the pressure falls to 90% of the manufacturer's recommended pressure level; and
  - Determine that the regulator and warning devices function properly.
- For respirators maintained for emergency use, the employer must:
  - Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator; and
  - Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information must be maintained until replaced following a subsequent certification.
- The employer must make sure that respirators that fail an inspection or are otherwise found to be defective are no longer used until they are repaired or adjusted properly;
- Repairs or adjustments to respirators must be made only by persons appropriately trained to perform such operations, who must use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
  - Repairs must be made according to the manufacturer's recommendations and specifications for the extent of repairs to be performed; and
  - Reducing and admission valves, regulators, and alarms must be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

3.6.27 The employer must make sure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

## RESPIRATORY PROTECTION "SAMPLE" PROGRAM

### Purpose

1. ( Name of Facility ) has determined that employees in the ( Name of Departments ) departments are exposed to respiratory hazards during routine operations.
2. These hazards include: *(List hazards found during evaluation)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The purpose of this program is to ensure that all ( Name of Facility ) employees are protected from exposure to these respiratory hazards.
4. Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense at ( Name of Facility ); however, engineering controls have not Always been feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used.
5. Respirators are also needed to protect employees' health during emergencies.

### Scope

1. This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as a spill of a hazardous substance.
  - a. The following is a list of departments that have employees working in areas and are engaged in certain processes or tasks that must be enrolled in the ( Name of Facility ) respiratory protection program.  
Name of Departments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Any employee who voluntarily wears a respirator when a respirator is not required (i.e., in certain maintenance and coating operations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program.
3. Employees participating in the respiratory protection program do so at no cost to them.
  - a. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the ( Name of Facility ).
4. The following is a list of the type of respirator and department or task where respirators will be used:

Respirator

Department/Task

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### Respirator Selection Procedures

1. The (       Name of Facility       ) will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all 296-62 WAC, Part E requirements.
2. The (       Name of Facility       ) will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency.
3. The hazard evaluation will include:
  - a. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
  - b. Review of work processes to determine where potential exposures to these hazardous substances may occur.
    - This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
  - c. Exposure monitoring to quantify potential hazardous exposures.
    - Monitoring will be conducted by (       Name of Person       ).
  - d. The following is the results of the current hazard evaluation:  
*(The results of any monitoring that was performed will be placed on these lines)*

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### Updating the Hazard Assessment

1. The (       Name of Facility       ) must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure).
  - a. If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor.
2. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

### NIOSH Certification

1. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification.
  - a. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label.
  - b. The label must not be removed or defaced while it is in use.

### Voluntary Respirator Use

1. The (       Name of Facility       ) will provide respirators at no charge to employees for voluntary use for the following work processes:

Name of Employee	Respirator	Job Task
_____	_____	_____
_____	_____	_____

## Medical Evaluation

1. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so.
2. Any employee refusing the medical evaluation will not be allowed to work in an area requiring Respirator use.
3. A licensed physician at ( Name o (Medical Facilely ), is where all of our medical services will be provided, will provide the medical evaluations.
4. Medical evaluation procedures are as follows:
  - a. The medical evaluation will be conducted using the questionnaire provided by ( Name o (Medical Facility ) which is from the respiratory protection standard.
  - b. The ( Name of Facility. Supen lisor ) will provide a copy of this questionnaire to all employees requiring medical evaluations.
  - c. To the extent feasible, the ( Name o(Facility. Supenlisor ) will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire).
    - When this is not possible, the employee will be sent directly to the physician for a medical evaluation.
  - d. All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the licensed physician.
    - Employees will be permitted to fill out the questionnaire on company time.
  - e. Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the ( Name of Licensed Health Care Physician )
  - f. All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
  - g. All examinations and questionnaires are to remain confidential between the employee and the physician.

## Fit Testing

1. Fit testing will be required for employees wearing tight fitting face piece respirators.
  - a. Employees voluntarily wearing half-face piece APRs may also be fit tested upon request.
  - b. Fit testing will be required:
    - Prior to being allowed to wear any respirator with a tight fitting face piece.
    - Annually.
    - When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).
2. Employees will be fit tested with the make, model, and size of respirator that they will actually wear.
3. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit.
4. ( Name of Person Performing Fit Testing ) will conduct fit tests following 296-62 WAC, Part E, Appendix A-1, A-2 and A-3 of the Respiratory Protection requirement.

### General Use Procedures

1. Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model.
2. The respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
3. All employees shall conduct user seal checks each time that they wear their respirator.
  - a. Employees shall use either the positive or negative pressure check (depending On which test works best for them) specified in 296-62 WAC, Part E, Appendix B-1 Respiratory Protection.
4. All employees shall be permitted to leave the work area to go to the clean area to maintain their respirator for the following reasons:
  - a. To clean their respirator if the respirator is impeding their ability to work;
  - b. Change filters or cartridges;
  - c. Replace parts; or
  - d. To inspect respirator if it stops functioning as intended.
5. Employees should notify their supervisor before leaving the area.
6. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal.
7. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

### Emergency Procedures

1. The following work areas have been identified as having foreseeable emergencies:

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### IDLH Procedures

1. The Program Administrator has identified the following area as presenting the potential for IDLH Conditions:

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### Cleaning, Maintenance, Change Schedules and Storage

1. Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located in the ( Name of Room or Area ).
2. Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.
3. The following procedure is to be used when cleaning and disinfecting respirators:
  - a. Disassemble respirator, removing any filters, canisters, or cartridges.

- b. Wash the face piece and associated parts in a mild detergent and disinfectant recommended by the manufacturer with warm water.
- c. Rinse completely in clean warm water.
- d. Air dry in a clean area.
- e. Reassemble the respirator and replace any defective parts.
- f. Place in a clean, dry plastic bag or other air tight container.
4. The following change schedule will be utilized :
 

Type of Respirator	Type of Filter/Cartridge/Canister
_____	_____
_____	_____
_____	_____
5. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations.

### Training

1. The ( Name of Facility ) will provide training to respirator users and their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it, and on 296-62 WAC, Part E, Respiratory Protection .
2. Workers will be trained prior to using a respirator in the workplace.
3. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.
4. The training course will cover the following topics:
  - a. The { Name of Facility } Respiratory Protection Program.
  - b. The 296-62 WAC, Part E, Respiratory Protection.
  - c. Respiratory hazards encountered at ( Name of Facility ) and their health effects.
  - d. Proper selection and use of respirators.
  - e. Limitations of respirators.
  - f. Respirator donning and user seal (fit) checks.
  - g. Fit testing.
  - h. Emergency use procedures.
  - i. Maintenance and storage.
  - j. Medical signs and symptoms limiting the effective use of respirators.
5. Employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator).
6. Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.
7. Respirator training will be documented by the ( Name of Facility ) and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

### Program Evaluation

1. The ( Name of Facility ) will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented.

2. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.



# CONFINED SPACE ENTRY

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## 4.1 Definitions

### 4.1.1 Acceptable Entry Conditions

- a. The conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

### 4.1.2 Attendant

- a. An individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

### 4.1.3 Authorized Entrant

- a. An employee who is authorized by the employer to enter a permit space.

### 4.1.4 Blanking or Blinding

- a. The absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

### 4.1.5 Confined Space

- a. Is large enough and so configured that an employee can 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 are spaces that may have limited means of entry); and
- c. Is not designed for continuous human occupancy.

### 4.1.6 Double Block and Bleed

- a. The closure of a line, duct, or pipe by closing and locking or tagging two inline valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

### 4.1.7 Emergency

- a. Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

### 4.1.8 Engulfment

- a. The surrounding and effective capture of a person by a liquid finely divided flowable solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

### 4.1.9 Entry

- a. The action by which a person passes through an opening into a permit space.
- b. 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.

4.1.10 Entry Permit (permit)

- a. The written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in WAC 296-62-14509.

4.1.11 Entry Supervisor

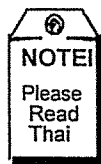
- a. The person, such as the employer, crew leader or crew chief, responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this part.



An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required for each role he or she fills. Also, the duties of the entry supervisor may be passed from one individual to another during the course of an entry operation.

4.1.12 Hazardous Atmosphere

- a. An atmosphere that may expose employee to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
  1. Flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LFL);
  2. Airborne combustible dust at a concentration that meets or exceeds its LFL;



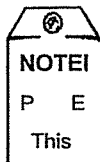
This concentration may be approximated as a condition in which the dust obscures vision at a distance of five feet (1.52m) or less.

3. Atmospheric oxygen concentrations below 19.5% or above 23.5%;
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environment Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in the employee exposure in excess of its dose or permissible exposure limit;



An atmospheric concentration of any substance that is not capable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

5. Any other atmospheric condition that is immediately dangerous to life or health.



For air contaminants for which WISHA has not determined a dose or permissible exposure limit, other sources of information, such as material safety data sheets that comply with the Hazard Communication Standard, chapter 296-62 WAC, Part C, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

#### 4.1.13 Hot Work Permit

- a. The employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

#### 4.1.14 Immediately Dangerous To Life or Health (IDLH)

- a. Any condition that poses an immediately or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.



Some materials - hydrogen fluoride gas and cadmium vapor, for example - may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "fell normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

#### 4.1.15 Inserting

- a. The displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.



This procedure produces an IDLH oxygen-deficient atmosphere.

#### 4.1.16 Isolation

- a. The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: Blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tag out of all sources of energy; or blocking or disconnecting all mechanical linkages.

#### 4.1.17 Line Breaking

- a. The intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

#### 4.1.18 Non-Permit Confined Space

- a. A confined space that does not contain or, with respect to atmosphere hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

- 4.1.19 Oxygen Deficient Atmosphere
  - a. An atmosphere containing less than 19.5 percent oxygen by volume.
- 4.1.20 Oxygen Enriched Atmosphere
  - a. An atmosphere containing more than 23.5 percent oxygen by volume.
- 4.1.21 Permit-Required Confined Space (permit space)
  - a. A confined space that has one or more of the following characteristics:
    - 1. Contains or has a potential to contain a hazardous atmosphere;
    - 2. Contains a material that has the potential for engulfing an entrant;
    - 3. Has an internal configuration such that an entrant could be trapped or Asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
    - 4. Contains any other recognized serious safety or health hazard.
- 4.1.22 Permit-required Confined Space Program (permit space program)
  - a. The employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
- 4.1.23 Permit System
  - a. The employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
- 4.1.24 Prohibited Condition
  - a. Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- 4.1.25 Rescue Service
  - a. The personnel designated to rescue employees from permit spaces.
- 4.1.26 Retrieval System
  - a. The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for no entry rescue of persons from permit spaces.
- 4.1.27 Testing
  - a. The process by which the hazards that may confront entrants of a permit space are identified and evaluated.
  - b. Testing includes specifying the tests that are to be performed in the permit space.

## 4.2 General Procedures

- 4.2.1 the employer shall evaluate the work place to determine if any confined spaces are permit-required confined spaces.



Proper application of the decision flow chart in WAC 296-62-14521, Appendix A, would facilitate compliance with this requirement.

- 4.2.2 If the workplace contains permit spaces, the employer shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
- a. A sign reading "DANGER-PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or using other similar language would satisfy the requirement for a sign.



- 4.2.3 If the employer decides that its employees will not enter permit spaces, the employer shall take effective measures to prevent its employees from entering the permit spaces and shall comply with WAC 296-62-14503 subsections (1), (2), (6), and (8) of this section.

- 4.2.4 If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program that complies with 296.62 WAC Part M.

- a. The written program shall be available for inspection by employees and their authorized representatives.

- 4.2.5 An employer may use alternate procedures specified in 4.2.5 b. of this section for entering a permit space under the conditions set forth in 4.2.5 a. of this section.

- a. An employer whose employees enter a permit space need not comply with WAC 296-6214505 through 296-62-14509 and WAC 296-62-14513 through 296-62-14519, provided that:
1. The employer can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;
  2. The employer can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry;
  3. The employer develops monitoring and inspection data that supports the demonstrations required by 4.2.5 a. 1. and 4.2.5. a. 2. of this section;
  4. If an initial entry of the permit space is necessary to obtain the data required by 4.2.5 a. 3. of this section, the entry is performed in compliance with WAC 296-62-14505 through 296-62-14519;

5. The determinations and supporting data required by paragraphs 4.2.5 a. 1. through 3. of this section are documented by the employer and are made available to each employee who enters the permit space under the terms of 4.2.5 of this section; and
6. Entry into the permit space under the terms of 4.2.5 a. of this section is performed in accordance with the requirements of 4.2.5 b. Of this section.



See subsection (7) of WAC 296-62-14503 for reclassification of a permit space after all hazards within the space have been eliminated.

- b. The following requirements apply to entry into permit spaces that meet the conditions set forth in 4.2.5 a. of this section.
  1. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
  2. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
  3. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:
    - Oxygen content,
    - Flammable gases and vapors, and
    - Potential toxic air contaminants.
  4. There may be no hazardous atmosphere within the space whenever any employee is inside the space.
  5. Continuous forced air ventilation shall be used, as follows:
    - An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
    - The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
    - The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
  6. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
  7. If hazardous atmosphere is detected during entry:
    - Each employee shall leave the space immediately;
    - The space shall be evaluated to determine how the hazardous atmosphere developed; and
    - Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

8. The employer shall verify that the space is safe for entry and that the pre-entry measures required by 4.2. 5. b. of this section have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space.

4.2.6 When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the employer shall reevaluate that space and, if necessary, reclassify it as a permit-required confined space.

4.2.7 A space classified by the employer as a permit-required confined space may be reclassified as a non-permit confined space under the following procedures:

- a. If the permit space poses no actual or potential atmosphere hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.
- b. If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed under WAC 296-62-14505 through 296-62-14519. If testing and inspection during that entry demonstrate 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.



Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards. Subsection (5) of WAC 296-62-14503 Covers permit space entry where the employer can demonstrate that forced air ventilation alone will control all hazards in the space.

- c. The employer shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.
- d. If hazards arise within a permit space that has been declassified to a non-permit space under 4.2.7 of this section, each employee in the space shall exit the space. The employer shall then reevaluate the space and determine whether it must be classified as a permit space, in accordance with other applicable provisions of this section.

4.2.8 When the employer (host employer) arranges to have employees of another employer (contractor) perform work that involves permit space entry, the host employer shall:

- a. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this part;
- b. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space;
- c. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working;

- d. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required by WAC 296- 62-14505(11); and
- e. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

4.2.9

In addition to complying with the permit space requirements that apply to all employers, each contractor who is retained to perform permit space entry operations shall :

- a. Obtain any available information regarding permit space hazards and entry operations from the host employer;
- b. Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required by WAC 296-62-14505(11); and
- c. Inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.



## 4.3 Permit-Required Confined Space Program

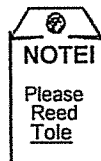
### 4.3.1 Under the permit space program, the employer shall:

- a. Implement the measures necessary to prevent unauthorized entry;
  1. Written procedures for preventing unauthorized employees from entering;
  2. Posting signs warning unauthorized employees not to enter; and
  2. Locking entry portals and doors.
- b. Identify and evaluate the hazards of permit spaces before employees enter them;
  1. Both atmospheric and physical hazards must be included.
- c. Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
  1. Specifying acceptable entry conditions;
  2. Isolating the permit space;
  3. Purging, inserting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;
  4. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and
  5. Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
- d. Provide the following equipment at no cost to employees, maintain that equipment properly, and ensure that employees use that equipment properly:
  1. Testing and monitoring equipment needed to comply with the requirements;
  2. Ventilating equipment needed to obtain acceptable entry conditions;
  3. Communications equipment necessary for compliance;
  4. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
  5. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
  6. Barriers and shields;
  7. Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
  8. Rescue and emergency equipment needed, except to the extent that the equipment is provided by rescue services, and
  9. Any other equipment necessary for safe entry into and rescue from permit spaces.
- e. Evaluate permit space conditions as follows when entry operations are conducted:
  1. Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working;
  2. Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations; and
  3. When testing for atmospheric hazards test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.



Atmospheric testing conducted in accordance with WAC 296-62-14523, Appendix B, would be considered as satisfying the requirements of this paragraph. For permit space operations in sewers, atmospheric testing conducted in accordance with Appendix B, as supplemented by WAC 296-62-14529, Appendix E, would be considered as satisfying the requirements.

- F Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;



Attendants may be assigned to monitor more than one permit space provided the duties described in WAC 296-62-14515 can be effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as the duties described in WAC 296-62-14515 can be effectively performed for each permit space that is monitored. However, it is important to assess if it is appropriate or possible to have multiple permit spaces monitored by a single attendant or have attendants stationed at a location outside the monitored permit space.

Due to the variability of permit space work environments, the appropriateness of how a permit space is monitored must be tailored to the requirements of the permit space and the work being performed.

- g. If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities under WAC 296-62-14515;
- h. Designate the persons who are to have active roles (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required WAC 296-62-14515;
- i. Develop and implement procedures for summoning rescue and emergency services, for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue;
- J. Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this section;
- k. Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of one employer do not endanger the employees of any other employer;
- l. Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed;

- m. Review entry operations when the employer has reason to believe that the measures taken under the permit space program may not protect employees and review the program to correct deficiencies found to exist before subsequent entries are authorized; and



Examples of circumstances requiring the review of the permit space program are: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

- n. Review the permit space program, using the canceled permits retained within 1 year after each entry and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.



Employers may perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

## 4.4 Permit System

- 4.4.1 Before entry is authorized, the employer shall document the completion of measures required by WAC 296-62-14505 (3) by preparing and entry permit.



Examples of circumstances requiring the review of the permit space program are: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

- 4.4.2 Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- 4.4.3 The completed permit shall be made available at the same time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- 4.4.4 The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- 4.4.5 The entry supervisor shall terminate entry and cancel the entry permit when :
- The entry operations covered by the entry permit have been completed;
  - A condition that is not allowed under the entry permit arises in or near the permit space.
- 4.4.6 The employer shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

## 4.5 Entry Permit

4.5.1 The entry permit that documents compliance with this section and authorizes entry to a permit space shall identify:

- a. The permit space to be entered;
- b. The purpose of the entry;
- c. The date and the authorized duration of the entry permit;
- d. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;



NOTE

Please Read This

NOTE

This requirements may be met by inserting a reference on the entry permit as to the means used such as a roster or tracking system, to keep track of the authorized entrants within the permit space.

- e. The personnel, by name, currently serving as attendants;
- f. The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
- g. The hazards of the permit space to be entered.
- h. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;



NOTE

Please Read This

NOTE

Those measures can include the lockout or tagging of equipment and procedures for purging, inserting, ventilating, and flushing permit spaces.

- i. The acceptable entry conditions;
- j. The results of initial and periodic tests performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
- k. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the number to call) for summoning those services;
- l. The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
- m. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
- n. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
- o. Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

## 4.6 Training

- 4.6.1 the employer shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
- 4.6.2 Training shall be provided to each affected employee:
- a. Before the employee is first assigned duties under this section;
  - b. Before there is a change in assigned duties;
  - c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
  - d. Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures required by WAC 296-62-14505 (3) or that they are inadequacies in the employee's knowledge or use of these procedures.
- 4.6.3 The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.
- 4.6.4 The employer shall certify that the training required by 4.6.1 through 4.6.3 of this section has been accomplished.
- a. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training.
  - b. The certification shall be available for inspection by employees and their authorized representatives.

## **4.7 Duties of Authorized Entrants**

### **4.7.1 The employer shall ensure that all authorized entrants:**

- a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- b. Properly use equipment;
- c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;
- d. Alert the attendant whenever:
  1. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
  2. The entrant detects a prohibited condition.
- e. Exit from the permit space as quickly as possible whenever:
  1. An order to evacuate is given by the attendant or the entry supervisor,
  2. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
  3. The entrant detects a prohibited condition, or
  4. An evacuation alarm is activated.

## 4.8 Duties of Attendants

4.8.1 The employer shall ensure that each attendant:

- a. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- b. Is aware of possible behavioral effects of hazard exposure in authorized entrants;
- c. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space;
- d. Remains outside the permit space during entry operations until relieved by another attendant;



When the employer's permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations as required by WAC 296-62-14519 (1) And if they have been relieved as required by 3.8.1 d. of this section.

- e. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space under 3.8.1 f. of this section;
- f. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
  1. If the attendant detects a prohibited condition;
  2. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
  3. If the attendant detects a situation outside the space that could endanger the authorized entrants; or
  4. If the attendant cannot effectively and safely perform all the duties required under 4.8 of this section;
- g. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
- h. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
  1. Warn the unauthorized persons that they must stay away from the permit space;
  2. Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
  3. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
- i. Performs non-entry rescues as specified by the employer's rescue procedure; and
- J. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.



## **4.9 Duties of Entry Supervisors**

- 4.9.1 The employer shall ensure that each entry supervisor:
- a. Knows the hazards that may be faced during entry; including information on the mode, signs or symptoms, and consequences of the exposure;
  - b. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
  - c. Terminates the entry and cancels the permit as required by WAC 296-62-14507 (5);
  - d. Verifies that rescue services are available and that the means for summoning them are operable;
  - e. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
  - f. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

## 4.10 Rescue and Emergency Services

4.10.1 The following requirements apply to employers who have employees enter permit spaces to perform rescue services.

- a. The employer shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
- b. Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants under WAC 296-62-14511.
- c. Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, mannequins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
- d. Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first aid and in CPR shall be available.

4.10.2 When an employer (host employer) arranges to have persons other than the host employer's employees perform permit space rescue, the host employer shall:

- a. Inform the rescue service of the hazards they may confront when called on to perform rescue at the host employer's facility, and
- b. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

4.10.3 To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.

- a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet (1.52 m) deep.

4.10.4 If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

#### 4.11 General Air Monitoring Procedures

##### 4.11.1 Atmospheric testing is required for two distinct purposes:

- a. Evaluation of the hazards of the permit space.
  1. The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate permit entry procedures can be developed and acceptable entry conditions stipulated for that space.
  2. Evaluation and interpretation of these data, and development of the entry procedure, should be done by, or reviewed by, a technically qualified professional (e.g., OSHA consultation service, or certified industrial hygienist, registered safety engineer, certified safety professional, certified marine chemist, etc.) based on evaluation of all serious hazards.
- b. Verification that acceptable entry conditions for entry into that space exist.
  1. The atmosphere of a permit space which may contain a hazardous atmosphere should be tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of testing and entry are within the range of acceptable entry condition.
  2. Results of testing (i.e., actual concentration, etc.) should be recorded on the permit in the space provided adjacent to the stipulated acceptable entry condition.

##### 4.11.2 Measurement of values for each atmospheric parameter should be made for at least the minimum response time of the test instrument specified by the manufacturer.

##### 4.11.3 When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope should be tested a distance of approximately 4 feet (1.22 m) in the direction of travel and to each side.

##### 4.11.4 A test for oxygen is performed first because most combustible gas meters are oxygen dependent and will not provide reliable readings in an oxygen deficient atmosphere.

- a. Combustible gases are tested for next because the threat of fire or explosion is both more immediate and more life threatening, in most cases, than exposure to toxic gases and vapors.
- b. If tests for toxic gases and vapors are necessary, they are performed last.

##### 4.11.5 No employee may enter a confined space until the atmosphere has been sampled and air quality is determined for all levels and all areas of the confined space.

## 4.12 General Safety Requirements

4.12.1 Authorized entrants shall be trained and equipped to recognize, understand and control the hazards or potential hazards that may be encountered in confined spaces.

4.12.2 An employer shall provide a written standard operating procedure on the selection, use and care of required breathing apparatus, with proper employee training and fitting according to WAC 296-62-071 Part E.

4.12.3 When approaching the street manholes, the vehicle's beacon and 4-way flashers shall be activated.

- a. The vehicle shall be parked to permit traffic to flow in an unobstructed manner and, Where possible, to provide protection for the employees;
- b. All employees shall wear traffic safety vests or use clothing or equipment that provides equivalent protection; and
- c. All traffic control devices to warn traffic and protect employees shall be placed and maintained in accordance with the uniform traffic control devices manual.

4.12.4 All portable lighting used in confined spaces, regardless of whether a hazardous atmosphere exists, should be listed or approved by UL or FM for use in Class I, Division 1, Groups A, B, C, and D hazardous atmospheres.

4.12.5 Whenever hot work is performed in a confined space a Hot Work Permit shall be filled out prior to the work being performed.

- a. All welding, cutting and burning equipment shall be inspected prior to using;
- b. All hoses, fittings or other parts showing signs of leaks, wear, burns and other defects shall be repaired or replaced before each use;
- c. All combustible equipment and materials shall be removed before hot work begins.
  1. Items that cannot be removed shall be protected.
  2. A fire watcher shall be present during hot work and for 30 minutes after hot work is completed.
  3. Portable fire extinguisher or hose lines shall be present during hot work and the fire Watcher shall be trained in their use.

4.12.6 The mechanical hoist system should be set up prior to entering a confined space as required under 4.10.3 of this section.

- a. Visually scan the retrieval equipment to ensure there are no signs of cracking, worn parts or any other damage.
- b. Check the winch and brake, cable and hooks prior to using.
- c. Set up the unit on good solid ground and make sure it is level.
- d. Never exceed the weight limitations of the retrieval equipment.
- e. Always follow the manufacturer's use, care and maintenance procedures.

CONFINED SPACE ENTRY PERMIT - SAMPLE

Date Issued:	Time: _____ Dam Dpm	Date & Time Expires:	Dam Clpm
Job Site/Space I.D.:		Job Supervisor:	
Equipment to be worked on:		Work to be performed:	
Standby personnel:			

1. Atmospheric Checks:
 

Time	_____	
Oxygen	_____	%
Explosive	_____	% L.F.L.
Toxic	_____	PPM
2. Tester's signature: \_\_\_\_\_
3. Source isolation (No Entry):
 

NIA	Yes	No
<b>D</b>	<b>D</b>	<b>D</b>
Pumps or lines blinded, disconnected, or blocked?		
4. Ventilation Modification:
 

NIA	Yes	No
<b>D</b>	<b>D</b>	<b>D</b>
Mechanical		
<b>D</b>	<b>D</b>	<b>D</b>
Natural Ventilation only		
<b>D</b>	<b>D</b>	<b>D</b>
5. Atmospheric check after isolation and ventilation:
 

Oxygen	%	> 19.5%
Explosive	% L.F.L.	< 10.0%
Toxic	PPM	< 10 PPM H <sub>2</sub> S
Time _____		
Tester's signature: _____		
6. Communication procedures: \_\_\_\_\_
7. Rescue procedures: \_\_\_\_\_
8. Entry, standby, and back up persons:
 

Yes	No
<b>D</b>	<b>D</b>
Successfully completed required training?	
<b>D</b>	<b>D</b>
Is it current?	
9. Equipment:
 

NIA	Yes	No
<b>D</b>	<b>D</b>	<b>D</b>
Direct reading gas monitor tested?		
<b>D</b>	<b>D</b>	<b>D</b>
Safety harnesses and lifelines for entry and standby persons?		
<b>D</b>	<b>D</b>	<b>D</b>
Hoisting equipment?		
<b>D</b>	<b>D</b>	<b>D</b>
Powered communications?		
<b>D</b>	<b>D</b>	<b>D</b>
SCBA's for entry and standby persons?		
<b>D</b>	<b>D</b>	<b>D</b>
Protective clothing?		
<b>D</b>	<b>D</b>	<b>D</b>
All electric equipment listed?		
<b>D</b>	<b>D</b>	<b>CJ</b>
Class I, Division I, Group D and Non-sparking tools		
10. Periodic atmospheric tests:
 

Time	Oxygen	%	Explosive	%	Toxic	PPM
Time	Oxygen	_____%	Explosive	%	Toxic	PPM
Time	Oxygen	_____%	Explosive	%	Toxic	PPM

*We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.*

Permit Prepared By: (supervisor) \_\_\_\_\_

Approved By: (Unit Supervisor) \_\_\_\_\_

Reviewed By: (CS Operations Personnel) \_\_\_\_\_

(Printed name) (Signature)

This permit is to be kept at the job site. Return job site copy to Safety Office following job completion.

PERMIT VALID FOR 8 HOURS ONLY. ALL PERMIT COPIES REMAIN AT SITE UNTIL JOB COMPLETED.

DATE: \_\_\_\_\_ SITE LOCATION/DESCRIPTION: \_\_\_\_\_

PURPOSE OF ENTRY: \_\_\_\_\_

SUPERVISOR(S) In charge of crews:	Type of crew	Phone #
_____	_____	_____
_____	_____	_____

COMMUNICATION PROCEDURES: \_\_\_\_\_ RESCUE  
PROCEDURES (PHONE NUMBERS AT BOTTOM) \_\_\_\_\_

**\* BOLD DENOTES MINIMUM REQUIREMENTS TO BE COMPLETED AND REVIEWED PRIOR TO ENTRY\***

REQUIREMENTS COMPLETED	DATE	TIME	REQUIREMENTS COMPLETED	DATE	TIME
Lockout/De-energize/Try-out			Full-body Harness w/"D" ring		
Line(s) Broken-CA>1>Ed-Blank			Emergency Escape Retrieval Eq.		
Purge-Flush and Vent			Lifelines		
Ventilation			Fire Extinguishers		
Secure Area (Post and Flag)			Lighting (Explosive Proof)		
Breathing AJ)1>Aratus			Protective Clothing		
Resuscitator-Inhalator			Respirator(s) (Air purifying)		
Standby Safety Personnel			Burning and Welding Permit		

Noel: Items that do not apply enter N/A in tube blank.

**\*\* RECORD CONTINUOUS MONITORING RESULTS EVERY 2 HOURS \*\***

CONTINUOUS MONITORING\*\* Permissible

TEST(S) TO BE TAKEN	Entry Level
PERCENT OF OXYGEN	19.5% to 23.5%
LOWER FLAMMABLE LIMIT	Under 10%
CARBON MONOXIDE	+ 35 PPM
Aromatic Hydrocarbon	+ 1 PPM * 5 PPM
Hydrogen Cyanide	(Skin) * 4 PPM
Hydrogen Sulfide	+ 10 PPM " 15 PPM
Sulfur Dioxide	+ 2 PPM * 5 PPM

Ammonia \* 35 PPM

• Short-term exposure limit: Employee can work in the area up to 15 minutes.

+ 8 Jug. Time Weighted Average: Employee can work in area 8 hrs. (Longer with appropriate respiratory protection).

REMARKS : \_\_\_\_\_  
GAS TESTER NAME & CHECK# INSTRUMENT(S) USED MODEL &/OR TYPE SERIAL &/OR UNIT#

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAFETY STANDBY PERSON(S) IS REQUIRED FOR ALL CONFINED SPACE WORK

SAFETY STANDBY PERSON(S)	CHECK#	CONFINED SPACE ENTRANT(S)	CHECK#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUPERVISOR AUTHORIZATION - ALL CONDITIONS SATISFIED

DEPARTMENT/PHONE # \_\_\_\_\_

AMBULANCE # \_\_\_\_\_ SAFETY # \_\_\_\_\_

City of Long Beach

2015

FIRE# \_\_\_\_\_  
GAS COORDINATOR# \_\_\_\_\_

# HAZARD COMMUNICATION

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## 5.1 General

5.1.1 The purpose of this section is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees.

- a. This transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, material safety data sheets and employee training.

5.1.2 This occupational safety and health standard is intended to address comprehensively the issue of evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to pre-empt any legal requirements of a state, or political hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for:

- a. Developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present;
- b. Labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces;
- c. Preparation and distribution of material safety data sheets to employees and downstream employers; and
- d. Development and implementation of employees training programs regarding hazards of chemicals and protective measures.

5.1.3 The hazard communication standard requires chemical manufacturers or importers to assess the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, material safety data sheets, and information and training.

- a. In addition, this part requires distributions to transmit the required information to employers.

5.1.4 Employers within Washington state are required to use the permissible exposure limits (PELs) established in Washington state as listed in the general occupational health standard, WAC 296-62-075, for evaluation of employee exposures and training even though Occupation Safety and Health Administration (OSHA) PELs or American Conference of Governmental Industrial Hygienists (ACGIH) threshold limit values (TLVs) may be printed on a material safety data sheet (MSDS).

5.1.5 this part applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

5.1.6 The following applies to laboratories only:

- a. Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;



- b. Employers shall maintain any material safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible during each work shift to laboratory employees when they are in their work areas;
- c. Employers shall ensure that laboratory employees are provided information and training in accordance with WAC 296-62-05415, except for the location and availability of the written hazard communication program under WAC 296-62-05415 (1)(c); and

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Laboratories are not required to have a written hazard communication program, but they may be required to have a written chemical hygiene plan under WAC 296-62-400.

- d. Laboratory employers that ship hazardous chemicals are considered to be either a chemical manufacturer or a distributor under this rule, and thus must ensure that any containers of hazardous chemicals leaving the laboratory are labeled in accordance with WAC 296-62-05422, and that a material safety data sheet is provided to distributors and other employers in accordance with WAC 296-62-05413.

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7 In work operations where employees only handle chemicals in sealed containers which are not opened under normal conditions of use (such as are found in marine cargo handling, warehousing, or retail sales), this section applies to these operations only as follows:

- a. Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced ;
- b. Employers shall maintain copies of any material safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals, shall obtain a material safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a material safety data sheet if an employee requests the material safety data sheet, and shall ensure that the material safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,
- c. Employers shall ensure that employees are provided with information and training, to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

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The following chemicals do not require labeling:

- a. Any pesticide as such term is defined in the Federal Insecticide, Fungicide, Rodenticide Act (7 U.S.C. 136 et seq.), when subject to the labeling requirements of that Act and labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
- b. Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 1601 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
- c. Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (e.g. flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 et seq.), and regulations issued under those Acts, when they are subject to the

Labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

- d. Any distilled spirits (beverage alcohol's), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 et seq.) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, and Firearms;"
- e. Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,
- f. Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 et seq.) and the labeling regulations issued under that Act by the Department of Agriculture.

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The hazard communication standard does not apply to:

- a. Any hazardous waste as such term is defined by the Hazardous Waste Management Act, as chapter 70.105 RCW, when subject to regulations issued under that act by the department of ecology which describes specific safety, labeling, personnel training and other standards for the accumulation, handling and management of hazardous waste;
- b. Any hazardous waste as such term as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 et seq.), when subject to regulations issued under that Act by the Environmental Protection Agency;
- c. Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (42 U.S.C. 9601 et seq.), when subject to regulations issued under that Act by the Environmental Protection Agency;
- d. Tobacco or tobacco products;
- e. Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);
- f. Articles (as that term is defined in WAC 296-62-05405 (1));
- g. Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;
- h. Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.), when it is in solid final form for direct administration to the patient (e.g., tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first aid supplies);
- 1. Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;

- J. Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 ET. seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;
- k. Ionizing and non-ionizing radiation; and,
- l. Biological hazards.

## 5.2 Definitions

### 5.2.1 Article

- a. A manufactured item other than a fluid or particle:
  - 1. Which is formed to a specific shape or design during manufacture;
  - 2. Which has end use function(s) dependent in whole or in part upon its shape or design during end use; and
  - 3. Which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under WAC 296-62-05407); and does not pose a physical hazard or health risk to employees.

### 5.2.2 Chemical

- a. Any element, chemical compound or mixture of elements and/or compounds.

### 5.2.3 Chemical manufacturer

- a. An employer with a workplace where chemical(s) are produced for use or distribution.

### 5.2.4 Chemical name

- a. The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

### 5.2.5 Combustible liquid

- a. Any liquid having a flash point at or above 100° F (37.8 ° C), but below 200 ° F (93.3 ° C), except any mixture having components with flash points of 200 ° F (93.3 ° C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

### 5.2.6 Commercial account

- a. An arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

### 5.2.7 Common name

- a. Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

### 5.2.8 Compressed gas

- a. A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70° F (21.1 ° C); or
- b. A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 ° F (54.4 ° C) regardless of the pressure at 70 ° F (21.1 ° C); or
- c. A liquid having a vapor pressure exceeding 40 psi at 100 ° F (37.8 ° C) as determined by ASTM D-323-72.

### 5.2.9 Container

- a. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

- 5.2.10 Designated representative
- a. Any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section.
  - b. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.
- 5.2.11 Director
- a. The Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.
- 5.2.12 Distributor
- a. A business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.
- 5.2.13 Employee
- a. An employee of an employer who is employed in the business of his or her employer whether by way of manual labor or otherwise and every person in this who is engaged in the employment of or who is working under an independent contract the essence of which is personal labor for an employer under this standard whether by way of manual labor or otherwise. However, for the purposes of this part, employee shall not mean immediate family members of the officers of any corporation, partnership, sole proprietorship, or other business entity or officers of any closely held corporation engaged in agricultural production of crops or livestock.
  - b. This part applies to employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.
- 5.2.14 Employer
- a. Any person, firm, corporation, partnership, business trust, legal representative, or other business entity that engages in any business, industry, profession, or activity in this state and employs one or more employees or who contract with one or more persons, the essence of which is the personal labor of such person or persons and includes the state, counties, cities, and all municipal corporations, public corporations, political subdivisions of the state, and charitable organizations.
  - b. This part applies to employers engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
- 5.2.15 Explosive
- a. A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- 5.2.16 Exposure or exposed
- a. That an employee is/was subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure.
- 5.2.17 Flammable
- a. A chemical that falls into one of the following categories:
    1. An aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;

- b. Gas, flammable means:
  - 1. A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or
  - 2. A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit.

5.2.18 Liquid, flammable

- a. Any liquid having a flash point below 100° F (37.8° C), except any mixture having components with flash points of 100° F (37.8° C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

5.2.19 Solid, flammable

- a. A solid, other than a blasting agent or explosive as defined in WAC 296-52-417 or 29 CFR 1910.109(a), that is liable to cause fire through friction, absorption of Moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.
- b. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

5.2.20 Flash point

- a. The minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:
- b. Tagliabue Closed Tester
  - 1. See American National Standard Method of Test for Flash Point by Tag Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100° F (37.8°C), or that contain suspended solids, or that have a tendency to form a surface film under test; or
- c. Pesky-Martens Closed Tester
  - 1. (see American National Standard Method of Test for Flash Point by Pesky-Martens Closed Tester, Z11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100° F (37.8°C), or that contain suspended solids, or that have a tendency to form a surface film under test; or
- d. Seta flash Closed Tester  
(See American National Standard Method of Test for Flash Point by Seta flash Closed Tester (ASTM D 3278-78)).
- e. Organic peroxides, which undergo auto accelerating thermal decomposition, are excluded from any of the Flash point determination methods specified above.

5.2.21 Foreseeable emergency

- a. Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of hazardous chemical into the workplace.

5.2.22 Hazardous chemical

- a. Any chemical which is a physical hazard or a health hazard.

- 5.2.23 Hazard warnings
- a. Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical or health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and health hazard" to determine the hazards which must be covered.)
- 5.2.24 Health hazard
- a. A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.
  - b. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.
  - c. WAC 296-62-054 Appendix A provides further definitions and explanations of the scope of health hazards covered by this section, and Appendix B describes the Criteria to be used to determine whether or not a chemical is to be considered hazardous for purposes of this standard.
- 5.2.25 Identity
- a. Any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.
- 5.2.26 Immediate use
- a. The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift the United States.
- 5.2.27 Label
- a. Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
- 5.2.28 Material safety data sheet (MSDS)
- a. Written or printed material concerning a hazardous chemical.
- 5.2.29 Mixture
- a. Any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
- 5.2.30 Organic peroxide
- a. An organic compound that contains the bivalent -O-O-structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
- 5.2.31 Oxidizer
- a. A chemical other than a blasting agent or explosive as defined in WAC 296-52-417 29 CFR 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

- 5.2.32 Permissible exposure limits (PEL's)  
Refer to airborne concentrations of substances without regard to the use of respiratory protection and represent conditions under which it is believed that nearly all workers may be repeatedly exposed day after day without adverse effect. The permissible exposure limits (PEL's) shall include the following four categories:
- a. Permissible exposure limits-Time-weighted average (PEL-TWA) is the time weighted average airborne exposure to any 8-hour work shift of a 40-work week which shall not be exceeded.
  - b. Permissible exposure limits - Short-term exposure limit (PEL-STEL) is the employee's 15-minute time weighted average exposure which shall not be exceeded at any time during a work day unless another time limit is specified in a parenthetical notation below the limit. If another time period is specified, the time weighted average exposure over that time period shall not be exceeded at any time during the working day.
  - c. Permissible exposure limits - Ceiling (PEL-C) is the employee's exposure which shall not be exceeded during any part of the work day. If instantaneous monitoring is not feasible, then the ceiling shall be assessed as a 15-minute time weighted average exposure which shall not be exceeded at any time over a working day.
- 5.2.33 Physical hazard
- a. A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
- 5.2.34 Produce
- a. To manufacture, process, formulate, blend, extract, generate, emit, or repackage.
- 5.2.35 Purchaser
- a. An employer with a workplace who purchases a hazardous chemical for use within that workplace.
- 5.2.36 Pyrophoric
- a. A chemical that will ignite spontaneously in air at a temperature of 130°F (54.4°C) or below.
- 5.2.37 Responsible party
- a. Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.
- 5.2.38 Specific chemical identity
- a. The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.
- 5.2.39 Threshold limit values (TLV's)
- a. Airborne concentrations of substances without regard to the use of respiratory Protection and represent conditions under which it is believed that nearly all workers may be repeatedly exposed day after day without adverse effect. The TLV includes the TLV-Time weighted average (TLV-TWA), TLV-Short term exposure limit (TLV-STEL), TLV-Ceiling (TLV-Ceiling) and "skin" notation as stated in the most recent edition of the 'Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices' from the American Conference of Governmental Industrial Hygiene sets (ACGIH).



- 5.2.40 Trade secret
  - a. Any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.
  - b. OSHA 29 CFR 1910. 1200 Appendix D sets out the criteria to be used in evaluating trade secrets.
- 5.2.41 Unstable (reactive)
  - a. A chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
- 5.2.42 Use
  - a. Package, handle, react, emit, extract, generate as a by-product, or transfer.
- 5.2.43 Water-reactive
  - a. A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
- 5.2.44 Work area
  - a. A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
- 5.2.45 Workplace
  - a. An establishment, job site, or project, at one geographical location containing one or more work areas.

### 5.3 Hazard Determination

- 5.3.1 Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported by them to determine if they are hazardous.
- a. Employers are not required to evaluate chemicals unless they choose not to rely on the evaluation performed by the chemical manufacture or importer for the chemical to satisfy this requirement.
- 5.3.2 Chemical manufacturers, importers or employers evaluating chemicals shall identify and consider the available scientific evidence concerning such hazards.
- a. For health hazards, evidence which is statistically significant and which is based on at least one positive study conducted in accordance with established scientific principles is considered to be sufficient to establish a hazardous effect if the results of the study meet the definitions of health hazards in this section.
  - b. OSHA 29 CFR 1910.1200 Appendix A shall be consulted for the scope of health hazards in this section. Appendix A shall be consulted for the scope of health hazards covered, and Appendix B shall be consulted for the criteria to follow with respect to the completeness of the evaluation, and the data to be reported.
- 5.3.3 The chemical manufacturer, importer or employer evaluating chemicals shall treat the following sources as establishing that the chemicals listed in them are hazardous:
- a. OSHA 29 CFR part 1910, subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA); or,
  - b. Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH) (latest edition).
    1. The chemical manufacturer, importer, or employer is still responsible for evaluating the hazards associated with the chemicals in these source lists in accordance with the requirements of this standard.
- 5.3.4 Chemical manufacturers, importers and employers evaluating chemicals shall treat the following sources as establishing that a chemical is a carcinogen or potential carcinogen or hazard communication purposes:
- a. National Toxicology Program (NTP), Annual Report on Carcinogens (latest edition);
  - b. International Agency for Research on Cancer (IARC) Monographs (latest editions);
  - c. 29 CFR part 1910, subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.
- NOTE: The registry of Toxic Effects of Chemical Substances published by the National Institute for Occupational Safety and Health indicates whether a chemical has been found by NTP or IARC to be a potential carcinogen.
- 5.3.5 The chemical manufacturer, importer or employer shall determine the hazards of mixtures of chemicals as follows:
- a. If mixture has been tested as a whole to determine its hazards, the results of such testing shall be used to determine whether the mixture is hazardous;
  - b. If mixture has not been tested as a whole to determine its hazards, the results of such testing shall be used to determine whether the mixture is hazardous ;
  - c. If mixture has not been tested as a whole to determine whether the mixture is a physical hazard, the chemical manufacturer, importer, or employer may use whatever

Scientifically valid data is available to evaluate the physical hazard potential of the mixture; and

- d. If the chemical manufacturer, importer, or employer has evidence to indicate that a component present in the mixture in concentrations of less than one percent (or in the case of carcinogens, less than 0.1 percent) could be released in concentrations which would exceed an established WISHA or OSHA permissible exposure limit or ACGIH Threshold Limit Value, or could present a health risk to employees in those concentrations, the mixture shall be assumed to present the same hazard.

5.3.6 Chemical manufacturers, importers, or employers evaluating chemicals shall describe in writing the procedures they use to determine the hazards of the chemical they evaluate.

- a. The written procedures are to be made available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director.
- b. The written description may be incorporated into the written hazard communication program.

## **5.4 Written Hazard Communication Program**

- 5.4.1 Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met, and which also includes the following:
  - a. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and
  - b. The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- 5.4.2 Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of the hazards of no routine tasks (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented include the following:
  - a. The methods the employer will use to provide the other employer(s) on-site Access to material safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;
  - b. The methods the employer will use to inform the other employer(s) of any precautionary measure that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies, and,
  - c. The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.
- 5.4.3 The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in OSHA 29 CFR 1910.1200.
- 5.4.4 The employer shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.20(e).
- 5.4.5 Where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.

## 5.5 Labels and Other Forms of Warning

551 The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemical leaving the workplace is labeled, tagged or marked with the following information:

- a. Identity of the hazardous chemical(s);
- b. Appropriate hazard warnings; and
- c. Name and address of the chemical manufacturer, importer, or other responsible party.

552 For solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment, and Need not be included with subsequent shipments to the same employer unless the information on the label changes;

- a. The label may be transmitted with the initial shipment itself, or with the material safety Data sheet that is to be provided prior to or at the time of the first shipment; and
- b. This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).

553 Chemical manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner which does not conflict with the requirements of the Hazardous Materials Transportation Act (49 U.S.C. 1801 et seq.) and regulations issued under that Act by the Department of Transportation.

554 If the hazardous chemical is regulated by OSHA in a substance-specific health standard, the chemical manufacturer, importer, distributor or employer shall ensure that the labels or other forms of warning used are in accordance with the requirements of that standard.

555 Except as provided in paragraphs 5.5.6 and 5.5.7 of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or Marked with the following information:

- a. Identity of the hazardous chemical(s) container therein; and,
- b. Appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

556 The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by 5.5.5 of this section to be on a label.

- a. The written materials shall be readily accessible to the employees in their work area throughout each work shift.

- 5.5.7 The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.
- a. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.
- 5.5.8 The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.
- 5.5.9 The employer shall ensure that labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift.
- a. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.
- 5.5.10 The chemical manufacturer, importer, distributor or employer need not affix new labels to comply with this section if existing labels already convey the required information.
- 5.5.11 Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within three months of becoming aware of the new information.
- a. Labels on containers of hazardous chemicals shipped after that time shall contain the new information.
- b. If the chemical is not currently produced or imported, the chemical manufacturer, importers, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

## 5.6 Material Safety Data Sheets

- 561 1 Chemical manufacturers and importers shall obtain or develop a material safety data sheet for each hazardous chemical they produce or import.
- a. Employers shall have a material safety data sheet in the workplace for each hazardous chemical which they use.
- 562 Each material safety data sheet shall be in English (although the employer may maintain copies in other languages as well), and shall contain at least the following information:
- a. The identity used on the label, and, except as provided for in trade secrets of this section:
1. If the hazardous chemical is a single substance, its chemical and common names(s);
  2. If the hazardous chemical is a mixture which has been tested as a whole  
To determine its hazards, the chemical and common name(s) of the ingredients which contribute to these known hazards, and the common name(s) of the mixture itself; or,
  3. If the hazardous chemical is a mixture which has not been tested as a whole.
- b. The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise 1% or greater of the composition, except that chemicals identified as carcinogens of this section shall be listed if the concentrations are 0.1% or greater; and
- c. The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise less than 1% (0.1% for carcinogens) of the mixture, if there is evidence that the ingredient(s) could be released from the mixture in concentrations which would exceed an established OSHA permissible exposure limit or Cargill Threshold Limit Value, or could present a health risk to employees; and
- d. The chemical and common name(s) of all ingredients which have been determined to present a physical hazard when present in the mixture;
1. Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point);
  2. The physical hazards of the hazardous chemical, including the potential for fire, explosion, and reactivity;
  3. The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical;
  4. The primary route(s) of entry;
  5. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the material safety data sheet, where available;
  6. Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;
  7. Any generally applicable precautions for safe handling and use which are known to the chemical manufacturer, importer or employer preparing the material safety data sheet, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks;

8. Any generally applicable control measures which are known to the chemical manufacturer, importer or employer preparing the material safety data sheet, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks;
  9. Any generally applicable control measures which are known to the chemical manufacturer, importer or employer preparing the material safety data sheet, such as appropriate engineering controls, work practices, or personal protective equipment;
  10. Emergency and first aid procedures;
  11. The date of preparation of the material safety data sheet or the last change to it; and
  12. The name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party preparing or distributing the material safety data sheet, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.
- 5.6.3 Info relevant information is found for any given category on the material safety data sheet, the chemical manufacturer, importer or employer preparing the material safety data sheet shall mark it to indicate that no applicable information was found.
- 5.6.4 Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one material safety data sheet to apply to all of these similar mixtures.
- 5.6.5 The chemical manufacturer, importer or employer preparing the material safety data sheet shall ensure that the information recorded accurately reflects the scientific evidence used in Making the hazard determination.
- a. If the chemical manufacturer, importer or employer preparing the material safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the material safety data sheet within three months.
  - b. If the chemical is not currently being produced or imported the chemical manufacturer or importer shall add the information to the material safety data sheet before the chemical is introduced into the workplace again.
- 5.6.6 Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate material safety data sheet with their initial shipment, and with the first shipment after a material safety data sheet is updated.
- a. The chemical manufacturer or importer shall either provide material safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;
  - b. If the material safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,
  - c. The chemical manufacturer or importer shall also provide distributors or employers with a material safety data sheet upon request.
- 5.6.7 Distributors shall ensure that material safety data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a material safety data sheet is updated.



- a. The distributor shall either provide material safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;
- b. Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a material safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a material safety data sheet is available;
- c. Wholesale distributors selling hazardous chemicals to employers over-the-counter may also, as an alternative to keeping a file of material safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or otherwise inform such employers that a material safety data sheet is available;
- d. If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have material safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a material safety data sheet can be obtained;
- e. Wholesale distributors shall also provide material safety data sheets to employers or other distributors upon request; and,
- f. Chemical manufacturers, importers, and distributors need not provide material safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial accounts or open the sealed container to use it in their own workplaces.

5.6.8 The employer shall maintain in the workplace copies of the required material safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access, microfiche, and other alternatives to maintaining paper copies of the material safety data sheets are permitted as long as no barriers to immediate employee's access in each workplace are created by such options.)

5.6.9 Where employees must travel between workplaces during a work shift, i.e., geographical location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

5.6.10 Material safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

5.6.11 Material safety data sheets shall also be made readily available, upon request, to designated representatives and to the Assistant Secretary, in accordance with the requirements of 29 CFR 1910.20(e). The Director shall also be given access to material safety data sheets in the same manner.

## 5.7 Employee Information and Training

- 5.7.1 Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.
- Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals.
  - Chemical-specific information must always be available through labels and material safety data sheets.
- 5.7.2 Employees shall be informed of:
- The requirements of OSHA 29 CFR 1910.1200;
  - Any operations in their work area where hazardous chemicals are present; and
  - The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets that are required.
- 5.7.3 Employee training shall include at least:
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
  - The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
  - The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

## SAFETY DATA SHEET TRAINING

Date:	Trainer:	Department:
Product/Trade Name:	Storage Location :	

*The following topics were covered with each employee during this training session. Check off ☐ each topic after completion.*

- ☒ Common or Trade Name
- ☐ Hazardous Ingredients
- ☐ Physical Data
- ☒ Fire and Explosion Hazard Data
- ☒ Health Hazard Data
- ☐ Reactivity Data
- ☒ Spill or Leak Procedures
- ☒ Special Protection Information

Respiratory: \_\_\_\_\_

Ventilation: \_\_\_\_\_

Protective Gloves: \_\_\_\_\_

Eye Protection: \_\_\_\_\_

Other Protective Equipment: \_\_\_\_\_

- ☐ Special Precautions

Employee Name	Payroll Number	Employee Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Trainer Signature:	Title:
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## **HAZARD COMMUNICATION PROGRAM**

### **Chemical Inventory**

1. (Name and Identity) maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from the (Name and Title).
2. (Name and Identity) will be notified when hazardous chemicals are brought into this facility so they can be added to the chemical inventory list.

### **Labels and Other Hazard Warn INS**

1. All chemicals in this facility will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to (Name and Title) for labeling or proper disposal.
2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or (Name and Title) for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. (Facility Name) will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled using NFPA or HMIS labels.
5. (Facility Name) will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

### **Material Safety Data Sheets (MSDS)**

1. (Name and Title) will be responsible for obtaining and maintaining the MSDS's for this facility.
2. The original copy of all MSDS's for all hazardous chemicals to which employees of this facility may be exposed will be kept in (Location and Department).
3. Employees working with a Hazardous Chemical may request a copy of the material safety data sheet. Requests for MSDS's should be made to (Name and Title).
4. Procedures to follow when the MSDS is not received at the time of the shipment of material:
  - a. Info MSDS has been received, (Name and Title) will be responsible for obtaining a copy.
  - b. A phone call will be given to the chemical manufacturer or the distributor requesting a copy, the date and time will be documented.
  - c. If the MSDS is not received within 10 days, (Name and Title) shall follow up with a registered letter to the chemical manufacturer or the distributor.
  - d. If MSDS is not received in 30 days, the appropriate federal or state office will be notified.

### **Employee Information and Training**

1. The following elements will be included in the employee(s) training:
  - a. An overview of the requirements contained in the hazard communication standard.
  - b. Location and availability of the written hazard communication program, chemical inventory and material safety data sheets.
  - c. Physical and health effects of hazardous chemicals.
  - d. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

- e. How to lessen or prevent exposure to hazardous chemicals through the usage of control/work practices and personal protective equipment.
- f. Emergency procedures to follow if they are exposed to chemicals.
- g. How to read labels and review MSDS's to obtain appropriate information.
- h. A record of the training will be kept on file.

#### Personal Protective Equipment (PPE)

- 1. Required PPE is available from (Name and Title). Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

#### Emergency Response

- 1. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to (Name and Title) immediately.
- 2. The immediate supervisor will be responsible for insuring that proper emergency response actions are taken for leaks or spills.

#### Hazardous and No routine Tasks

- 1. Periodically, employees are required to perform no routine tasks that may involve possible exposure to hazardous chemicals.
- 2. Employees will receive training on safe work procedures, required PPE and the material safety data sheet for the chemical(s) involved.

#### Informing Other Employers

- 1. Other on site employers are required to adhere to the provisions of the Hazard Communication Standard.
- 2. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
- 3. A sign will be posted on our bulletin board located at (Department/Location) notifying other employers where to get a copy of our Hazard Communication Program and MSDS's.

#### Posting

- 1. (Facility Name) will post information for employees at this facility on the Hazard Communication Standard. This information can be found at (Department/Location).

LETTER TO REQUEST A SDS

TO: CHEMICAL MANUFACTURER, IMPORTER, and

DISTRIBUTOR FROM: CITY/DEPARTMENT

DATE:

RE: Safety Data Sheets

In accordance with the provisions of the Hazard Communication Standard 29 CFR 1910.1200, we are requesting a copy of the Safety Data Sheet for the following products:

Product Name

Please send the information requested to the following address:

Facility Name:

Mailing Address:

Attention:

Please supply us with this information. Your prompt attention to this is necessary for us to fully implement our Hazard Communication Program. Please send this information by (date fifteen days after the date of this letter).

## CHEMICAL INVENTORY LIST

[illegible]

## HAZARD COMMUNICATION TRAINING LOG

EMPLOYEE NAME

PAYROLL  
NUMBER

DEPARTMENT

DATE  
TRAINED[illegible]



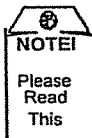
# HAZARDOUS ENERGY CONTROL

## (Lockout/Tag out)

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### 7.1 The Control of Hazardous Energy

- 7.1.1 The Control of Hazardous Energy applies to the control of energy during servicing and/or maintenance of machines and equipment in which the unexpected energization or startup of the machine or equipment or release of stored energy could cause injury to employees.
- 7.1.2 Servicing and/or maintenance which takes place during normal production operations are not covered by this standard, see Part C of chapter 296-24 WAC. Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if:
- An employee is required to remove or bypass a guard or other safety device; or
  - An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.



Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection (*see Part C of chapter 296-24 WAC*).

- 7.1.3 The Control of Hazardous Energy does not apply to the following:
- Work on cord and plug connected electric equipment for which exposure the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
  - Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that:
    - Continuity of service is essential;
    - Shutdown of the system is impractical; and
    - Documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.
- 7.1.4 Employers are required to establish a program and utilize procedures for affixing appropriate lockout devices or tag out devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.
- 7.1.5 when other Title 296 WAC vertical standards require the use of lockout or tag out, they shall be used and supplemented by the procedural and training requirements of this Part.

## 7.2 Definitions

### 7.2.1 Affected Employee

- a. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

### 7.2.2 Authorized Employee

- a. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.
- b. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this Part.

### 7.2.3 Capable of Being Locked Out

- a. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.
- b. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

### 7.2.4 Energized

- a. Connected to an energy source or containing residual or stored energy.

### 7.2.5 Energy Isolating Device

- a. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:
  1. A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block, and any similar device used to block or isolate energy.
  2. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

### 7.2.6 Energy Source

- a. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

### 7.2.7 Hot Tap

- a. A procedure used in the repair maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances, it is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

### 7.2.8 Lockout

- a. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

- 7.2.9 Lockout Device
- a. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.
  - b. Included are blank flanges and bolted slip blinds.
- 7.2.10 Normal Production Operations
- a. The utilization of a machine or equipment to perform its intended production function.
- 7.2.11 Servicing and/or Maintenance
- a. Workplace activities such as construction, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment.
  - b. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- 7.2.12 Setting Up
- a. Any work performed to prepare a machine or equipment to perform its normal production operation.
- 7.2.13 Tag out
- a. The placement of a tag out device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed.
- 7.2.14 Tag out Device
- a. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device and the equipment being controlled may not be operated until the tag out device is removed.

### 7.3 Energy Control Program

- 7.3.1 The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.
- 7.3.2 If an energy isolating device is not capable of being locked out, the employer's energy control program shall utilize a tag out system.
- 7.3.3 If an energy isolating device is capable of being locked out, the employer's energy control program shall utilize lockout, unless the employer can demonstrate that the utilization of a tag out system will provide full employee protection.
- 7.3.4 Whenever major replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.
- 7.3.5 When a tag out device is used on an energy isolating device which is capable of being locked out, the tag out device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tag out program will provide a level of safety equivalent to that obtained by using a lockout program.
- 7.3.6 In demonstrating that a level of safety is achieved in the tag out program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tag out-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device.
  - a. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.
- 7.3.7 Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.
  - a. The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist:
    - 1. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees;
    - 2. The machine or equipment has a single energy source which can be readily identified and isolated;
    - 3. The isolation and locking out of that energy source will completely de energize and deactivate the machine or equipment ;
    - 4. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
    - 5. A single lockout device will achieve a locked-out condition;
    - 6. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;

7. The servicing or maintenance does not create hazards for other employees; and
8. The employer, in utilizing this exception, has had no accidents involving the unexpected activating or energization of the machine or equipment during servicing or maintenance.

8 The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

- a. A specific statement of the intended use of the procedure;
- b. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
- c. Specific procedural steps for the placement, removal and transfer of lockout devices or tag out devices and the responsibility for them; and
- d. Specific requirements for testing a machine or equipment to determine and verify

The effectiveness of lockout devices, tag out devices, and other energy control measures. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

10 Lockout devices and tag out devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements :

- a. Lockout and tag out devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- b. Tag out devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
- c. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

Lockout and tag out devices shall be standardized within the facility in at least one of the following criteria:

- a. Color; shape; or size; and
- b. Additionally, in the case of tag out devices, print and format shall be standardized.

Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

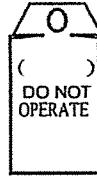
Tag out devices, in their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal.

- a. Tag out device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

Lockout devices and tag out devices shall indicate the identity of the employee applying the device(s).

Tag out devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following:

- a. Do Not Start.
- b. Do Not Open.
- c. Do Not Close.
- d. Do Not Energize.
- e. Do Not Operate.



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6 The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

- a. The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.
- b. The periodic inspection shall be conducted to correct any deviations or inadequacies identified.
- c. Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
- d. Where tag out is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements of the employers training covering tag out.

7.3.17 The employer shall certify that the periodic inspections have been performed.

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The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

## PERIODIC INSPECTION RECORD

Date:	Facility :	Department :
<i>The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.</i>		
Inspected By: _____		

Machine/Equipment Inspected :
Authorized Employee(s) Reviewed:
Corrective Actions: _____ _____
Comments: _____

Machine/Equipment Inspected :
Authorized Employee(s) Reviewed :
Corrective Actions: _____ _____
Comments: _____

Machine/Equipment Inspected :
Authorized Employee(s) Reviewed:
Corrective Actions: _____ _____
Comments : _____

7.3.18

The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

- a. The training shall include the following:
    1. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
    2. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
    3. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
  - b. When tag out systems are used, employees shall also be trained in the following limitations of tags:
    1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
    2. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
    3. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
    4. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
    5. Tags may be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
  - c. Employee retraining.
    1. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
    2. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures."
    3. The retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.
  - d. The employer shall certify that employee training has been accomplished and being kept up to date.
    1. The certification shall contain each employee's name and dates of training.
- Lockout or tag out shall be performed only by the authorized employees who are performing the servicing or maintenance.

7.3.19



## HAZARDOUS ENERGY CONTROL NOTIFICATION

*Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.*

Date:	Supervisor:	Department:
Machine/Equipment :	Energy Source:	Type of Device(s) Needed For Control :

Authorized Employees	Department	Date time Notified

Affected Employees	Department	Date time Notified

*The above affected employees have been instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or Tagged out.*

- 7.3.20 Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tag out devices.
- a. Notification shall be given before the controls are applied, and after they are removed from the machine equipment.
- 7.3.21 The established procedures for the application of energy control (the lockout or tag out procedures) shall cover the following elements and actions and shall be done in the following sequence:
- a. Before an authorized or affected employee turns off a machine or equipment, the Authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
- b. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment.
1. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.
- c. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
- d. Lockout or tag out devices shall be affixed to each energy isolating device by authorized employees.
- e. Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.
- F Tag out devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
1. Where tag out devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
2. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
- g Following the application of lockout or tag out devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
- h If there is a possibility or re accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- i. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and energization of the machine or equipment have been accomplished.
- 7.3.22 Before lockout or tag out devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:



The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

- a. The work area shall be checked to ensure that all employees have been safely positioned or removed.
  1. After lockout or tag out devices have been removed and before a machine or Equipment is started, affected employees shall be notified that the lockout or tag out device(s) have been removed.
- b. Each lockout or tag out device shall be removed from each energy isolating device by the employee who applied the device.
- c. When the authorized employee who applied the lockout or tag out device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program.
  1. The employer shall demonstrate that the specific procedure shall include at least the following elements:
    - Verification by the employer that the authorized employee who applied the device is not at the facility;
    - Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tag out device has been removed; and
    - Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

7.3.23 In situations in which lockout or tag out devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

- a. Clear the machine or equipment of tools and materials in accordance with WAC 296-24-11009 (1)(b);
- b. Remove employees from the machine or equipment area in accordance with WAC 296-24-11009 (2);
- c. Remove the lockout or tag out devices as specified in the requirements of WAC 296-24-11009 (3);
- d. Energize and proceed with testing or positioning;
- e. Reenergize all systems and reapply energy control measures in accordance with WAC 296-24-11007 to continue the servicing and/or maintenance.

7.3.24 Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tag out procedures.

- a. The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

7.3.25 When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tag out device.

7.3.26 Group lockout or tag out devices shall be used in accordance with the procedures required by WAC 296-24-11005 (4) including, but not necessarily limited to, the following specific requirements.

- a. Primary responsibility is vested in an authorized employee for a set number of Employees working under the protection of a group lockout or tag out device (such as an operations lock);
- b. Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tag out of the machine or equipment.
- c. When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tag out control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and
- d. Each authorized employee shall affix a personal lockout or tag out device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

7.3.27 Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tag out protection, including provision for the orderly transfer of lockout or tag out protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization of start-up of the machine or equipment, or the release of stored energy.

## TYPICAL MINIMAL LOCKOUT PROCEDURE

### General

The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tag out may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tag out is used and the energy isolating devices are lockable, the employer must provide full employee protection (see WAC 296-24-11005 (3)) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented, and utilized.

### Lockout Procedure

Lockout Procedure for:

---

(Name of Company for single procedure or identification of equipment if multiple procedures are used.)

### Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

### Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.

The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Type of compliance enforcement to be taken for violation of the above.

### *Sequence of Lockout*

- I. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

---

Name(s)/Job Title(s) of affected employees and how to notify.

2. The authorized employees shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

---

Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

---

Type(s) and location(s) of machine or equipment operating controls.

4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

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Types(s) and location(s) of energy isolating devices.

5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

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Type(s) of stored energy - methods to dissipate or restrain.

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

**CAUTION:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

---

Method of verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

### **Restoring Equipment to Service**

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.

**NOTE:** The removal of some forms of blocking may require energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

# HAZARDOUS ENERGY CONTROL TRAINING

Date:	Training Location:	Length of Training :
Instructors Name:		Instructors Signature:

Employee Name

Payroll No.

Department

[illegible]



# **SAFETY TRAINING**

---

## **10.1 General Procedures**

### **10.1.1** There are many important reasons why safety training is performed. Some of these are:

- a. To protect our employees from physical injury and other health hazards.
  1. Effective safety and health training will:
    - Avoid accidental injuries and deaths;
    - Reduce back injuries and body strains;
    - Avoid occupational health conditions such as dermatitis; and
    - Improve overall health of employees.
- b. To increase productivity.
  1. Accidents interfere with efficient production; and
  2. Employees trained in safe work practices are likely to avoid accidents and keep productivity up.
- c. To lower worker's compensation costs.
  1. Fewer accidents mean fewer claims and lower costs.
- d. To improve employee morale.
  1. Attention to safety helps to improve employee morale by making employees confident that they are working in a safe environment.
- e. To promote safety consciousness.
  1. When management emphasizes safety and health through training, employees respond by thinking about safety as they work.
- F To avoid disasters.
  1. Safety training helps avoid the disasters that result from poorly trained employees;
  2. A safety regulation has usually been neglected when you have any of these problems:
    - Accidents and collisions;
    - Injuries and deaths;
    - Fire or explosions; and
    - Spills of hazardous materials
  3. Better attention to safety would also prevent the secondary ramifications of these disasters:
    - Complaints, lawsuits, and negative publicity;
    - Lost work-time;
    - Damaged product and equipment; and
    - Wasted management time (man-hours) and productivity
- g. To comply with regulations.

### **10.1.2** I. Many state and federal regulations require safety training. Production and safety should be intertwined, those acts that v reduces

- 10.1.3 Safety should be considered in every task that is performed.
- a. Employees in a safe environment are reasonably free from the danger of bodily harm or injury caused by others or by the workplace itself, and know how to perform their jobs so as to avoid such threats.
- 10.1.4 Training is what makes a good safety program work.
- a. Training involves all those actions that are taken to teach our employees safe working practices, as well as those actions taken to encourage such behavior; and
- b. It includes training sessions (both on the job and in the training room), the work of the Safety Committees, posters, safety meetings, inspections, and so on.
- 10.1.5 Ongoing evaluation and motivation make safety training work.
- a. Just as important as being sure that our people learned the lesson is being sure that they are putting it into practice every time they perform the job.
- b. The fact that employees know they are supposed to wear safety goggles for a certain operation isn't enough - supervisors need to be sure that they actually are wearing them.
- c. So safety and health training doesn't end at the end of a class - it's ongoing.
- 10.1.6 Documentation of all training should be maintained and include the date of training, location, instructor(s) name, agenda, employee(s) name and signature.
- a. Training documentation should be kept for at least the following topics:
- Blood borne pathogens
  - Confined space entry
  - Control of hazardous energy and electrical safety
  - Excavation safety
  - Fall protection
  - Fire prevention and portable fire extinguishers
  - Hazard communication
  - Ladder safety
  - Personal protective equipment
  - Scaffolding
  - Welding, cutting and burning

## TRAINING RECORD

Date:	Training Location:
Instructor(s) Name :	

*Training was held this day and we, the following, have participated.*

Employee Name (please print)

Payroll Number

Signature

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are organized into three vertical columns of equal width. Each column contains approximately 20 evenly spaced horizontal lines, providing a template for handwriting practice or note-taking. There are no margins, text, or other markings on the page.

Instructor Signature: \_\_\_\_\_

Title:



**TAB – G**



# **The City of Long Beach, WA.**

## **Proclamation**

**Whereas**, the Daughters of the American Revolution DAR, founded in 1890 and headquartered in Washington, D.C., is a non-profit, non-political volunteer women's service organization dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children; and

**Whereas**, As one of the most inclusive genealogical societies in the country, DAR boasts 180,000 members in 3,000 chapters across the United States and internationally who can prove lineal descent from a patriot of the American Revolution; and

**Whereas**, the "OCIAN IN VIEW" CHAPTER was organized by fourteen women on October 8, 2011 in Ocean Park, Washington. The founders chose the name "Ocian in View" from the Lewis and Clark expedition journals; and

**Whereas**, On Saturday December, 12th, 2015 members of the Long Beach community will gather together to honor veterans during the holiday season as part of the annual Wreaths Across America Day; and

**Whereas**, Sandra Edwards, Vice Regent of the "Ocian in View" chapter of National Society of the Daughters of the American Revolution, has volunteered to conduct the WAA ceremony this year at the Veterans Field Flag Pavilion, Saturday December 12, 2015 starting at 9:00AM. Seven ceremonial wreaths will be placed to remember all soldiers, sailors, airmen, and marines who served, honor their sacrifices, and teach our younger generations about the high cost of our freedoms; and

**Whereas**, specially designated wreaths for the Army, Marines, Navy, Air Force, Coast Guard, Merchant Marine, and POW/MIA will be placed on memorials during a ceremony that will be coordinated simultaneously at over 1,000 participating locations all across the country; and

**Whereas**, in 2015 it is projected that around a million wreaths will be placed nationwide, by over 600,000 volunteers as part of the Wreaths Across America mission to Remember, Honor, and Teach; and

**Whereas**, Wreaths across America is a national nonprofit organization founded in 2007 to continue and expand the annual wreath-laying ceremony begun by Morrill Worchester in Maine in 1992;

**Now, Therefore**, I, Robert Andrew, Mayor of Long Beach, Washington, do hereby proclaim December 12<sup>th</sup>, 2015, as

### **Wreaths Across America Day of Appreciation**

In Long Beach, Washington and I urge all citizens to join me on Saturday December 12<sup>th</sup>, 2015 at 9:00am at Veterans Flag Pavilion in this special ceremony hosted by the DAR.

Signed this 7<sup>th</sup> day of December, 2015

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Mayor Robert (Bob) Andrew

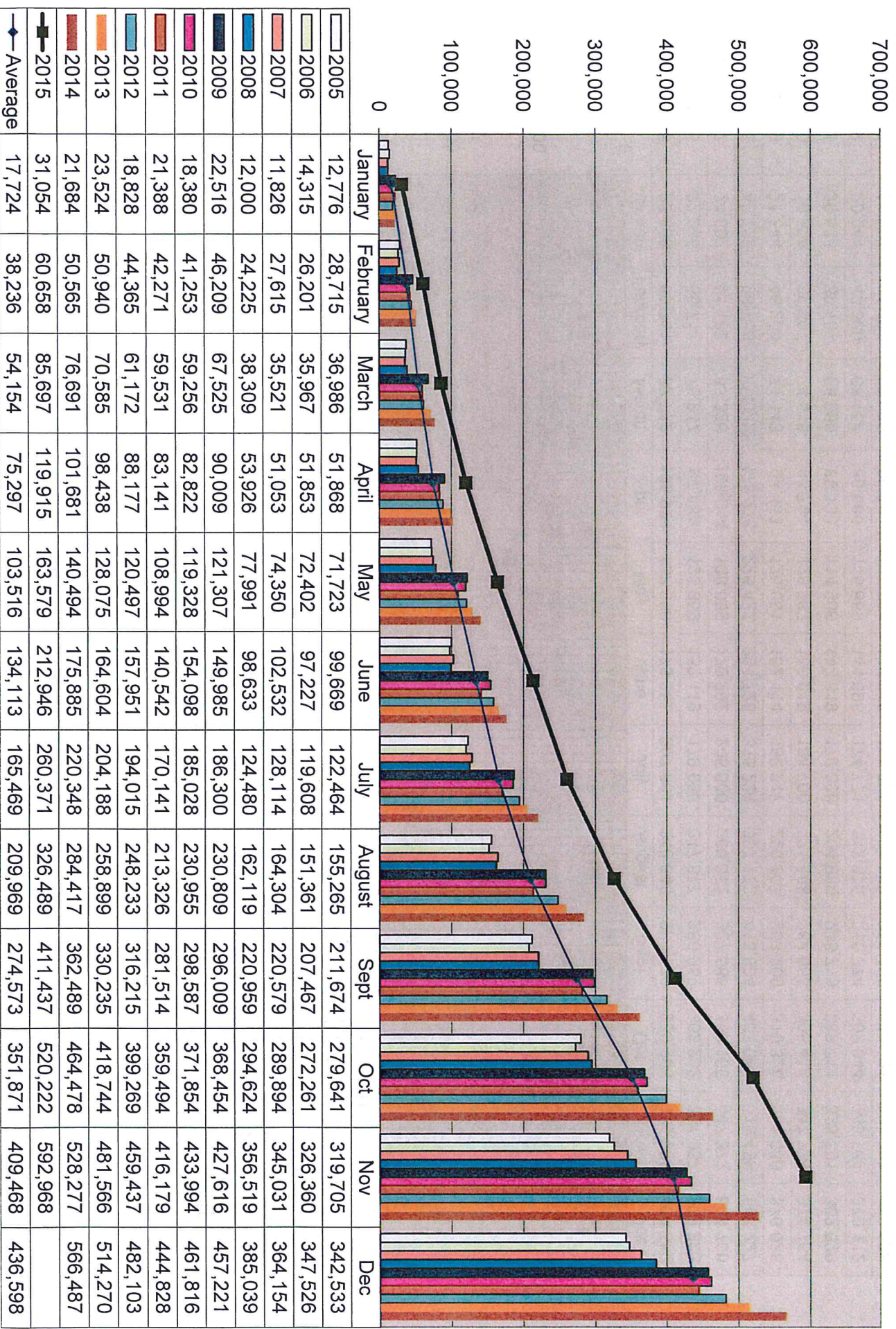




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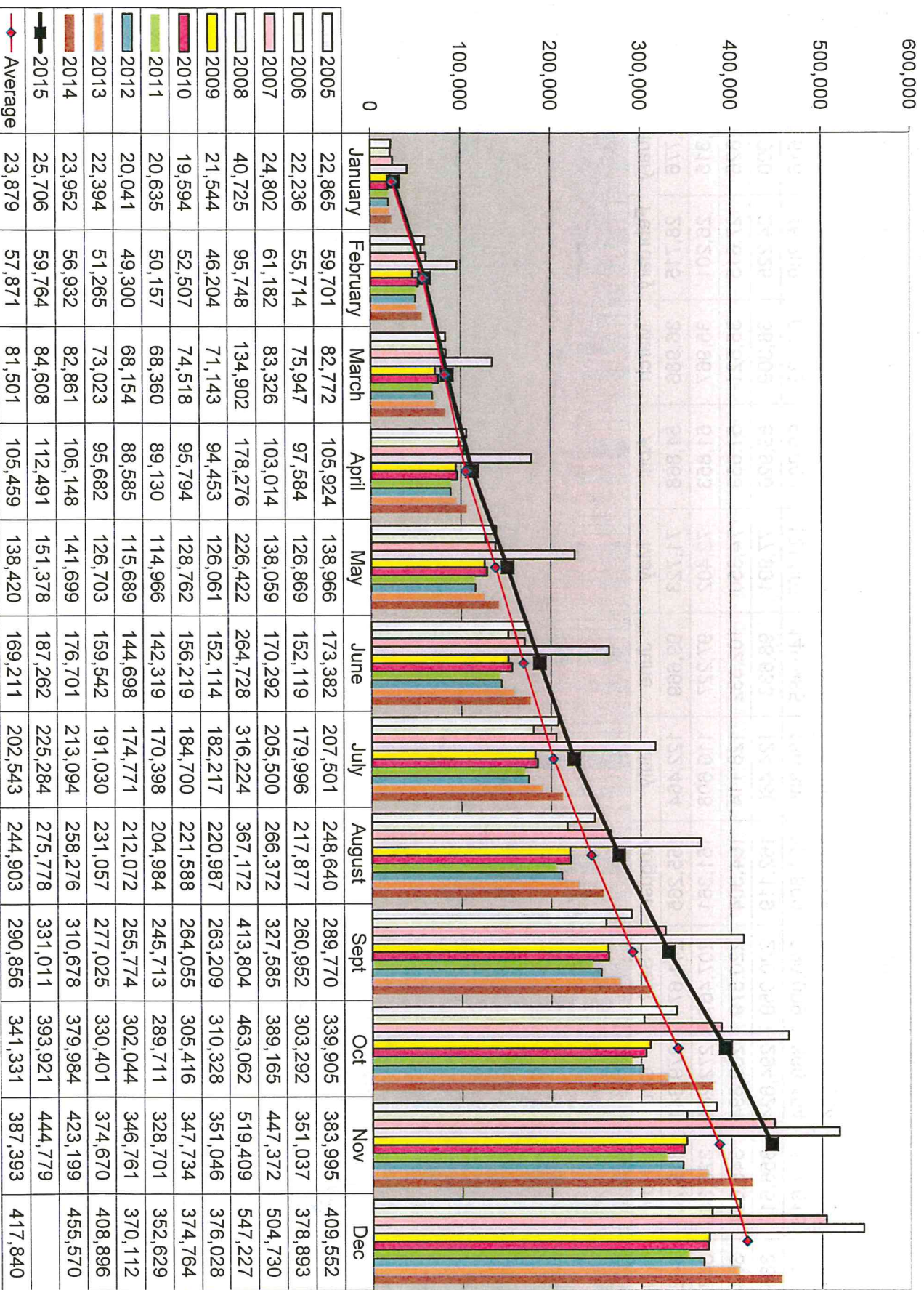


## Lodging Tax Collections





## Sales Tax Collections



# *Long Beach Police*

P.O. Box 795  
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911  
Fax 360-642-5273

12-01-15

Page 1 of 2

To: Mayor Andrew and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for November 2015

During the month of November the Long Beach Police Department handled the following cases and calls:

## **Long Beach**

**609** Total Incidents

Aid Call Assists: 3

Alarms: 9

Animal Complaints: 2

Assaults: 4

Assists: 70

(Includes 11 Law Enforcement Agency Assists Outside City Boundaries)

Burglaries: 2

Disturbance: 16

Drug Inv.: 5

Fire Call Assists: 0

Follow Up: 115

Found/Lost Property: 5

Harassment: 9

Malicious Mischief: 3

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing/Found Persons: 1

Prowler: 1

Runaway: 2

Security Checks: 241

Suspicious: 26

Thefts: 6

Traffic Accidents: 5

Traffic Complaints: 5

Traffic Tickets: 14

Traffic Warnings: 36

Trespass: 7

Warrant Contacts: 11

Welfare Checks: 11

## **Ilwaco**

**440** Total Incidents

Aid Call Assists: 4

Alarms: 4

Animal Complaints: 4

Assaults: 1

Assists: 37

Burglaries: 1

Disturbance: 10

Drug Inv.: 3

Fire Call Assists: 1

Follow Up: 78

Found/Lost Property: 3

Harassment: 0

Malicious Mischief: 2

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing/Found Persons: 0

Prowler: 1

Runaway: 1

Security Checks: 249

Suspicious: 12

Thefts: 3

Traffic Accidents: 0

Traffic Complaints: 4

Traffic Tickets: 5

Traffic Warnings: 11

Trespass: 1

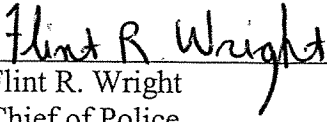
Warrant Contacts: 4

Welfare Checks: 1

**Monthly Report Continued:**

**Page 2 of 2**

Nothing to report for November.

  
\_\_\_\_\_  
Flint R. Wright  
Chief of Police

# **LBPVB –Monthly Destination Marketing Report**

## **October 2015**

**Web** Traffic : Visits -24,590 Unique Visitors – 16,286 Total hits – 76,271

New visitors-56% New blogs – 4

In the past twelve months there were 126,399 “referrals” from funbeach.com. (A referral is when a person goes from funbeach.com to a member website.) This is up 8% from the same period last year.

### **Social Media**

#### **Facebook:**

\* 8,292 likes as of 10.29.15 - Increase of 50 in month (low)

\* Top Oct. posts: 1. Marsh’s Free Museum, 10.27.15 (6.5k reach)

2. 13 Scariest Haunted Places, 10.7.15 (5.4k reach)

#### **Twitter:**

\* 912 followers as of 10.29.15

- Increase of 28 in month (average)

\* Total monthly impressions: 20,000 (average)

- Sept: 24.4k

- Aug: 21.4k

- July: 26.9k

- June: 8,122

- May: 6,282

- April: 10.8k

- March: 10.3k

#### **Instagram:**

\* 452 followers as of 10.29.15

- Increase of 13

- Renewing emphasis on Instagram

**Periscope:** \* New account created







**Visitors Center** – served 1,655 in Oct.

**Group Outreach/liaison**

First Nature Tours (hosted on familiarity tour in Sept.) brought 11 German tour operators (“travel agents”) that specialize in USA and CAN to our area as part of a familiarity tour hosted by Travel Oregon and Visit Seattle.

Participated in Port of Seattle workshop presenting to 10 UK tour operators Oct. 19

**Regional Tourism Partnership & Advocacy**

Hosted 22 Washington Tourism Alliance board members for annual retreat meeting Nov. 4-6

Met with Senator Dean Takko and Representative J.D. Rossetti regarding tourism in Pacific County and Washington Statewide Tourism Marketing Act

**Distribution** 4,300 pieces of print collateral produced by LBPVB

**Tourism Metrics**

Pacific County ytd lodging taxes through Oct. are up 16% over 2014

City of Long Beach ytd through Oct. lodging taxes are up 12% over 2014

## David Glasson

---

**From:** Flint Wright  
**Sent:** Tuesday, December 01, 2015 11:09 AM  
**To:** kelly8212@comcast.net; David Glasson; Jerry Phillips; Robert Andrew; Gayle Borchard; Del Murry; Mark Perez; Natalie Hanson; Steven Linhart  
**Subject:** RE: bears

Mr. Kelly,

The Long Beach Police Department has no "plan" to deal with the bear issue because we don't have any legal authority to do so. Your only recourse is to keep contacting Washington State Department of Fish and Wildlife. You may also consider calling your State Representatives and maybe they can put pressure on the Wildlife Department to deal with this bear. I am sorry, but that is all I, or the city can do. I have forwarded your email to all city officials as well.

Chief Flint Wright

**From:** [kelly8212@comcast.net](mailto:kelly8212@comcast.net) [<mailto:kelly8212@comcast.net>]  
**Sent:** Tuesday, December 01, 2015 10:46 AM  
**To:** [administrator@longbeachwa.gov](mailto:administrator@longbeachwa.gov); Flint Wright <[fwright@longbeachwa.gov](mailto:fwright@longbeachwa.gov)>  
**Subject:** Fwd: bears

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**From:** "Marilyn Demasi" <[vid4nana@yahoo.com](mailto:vid4nana@yahoo.com)>  
**To:** [kelly8212@comcast.net](mailto:kelly8212@comcast.net)  
**Sent:** Monday, November 30, 2015 10:53:56 PM  
**Subject:** Re: Condo info

Mama Bear has visited 3 times tonight. She made a lot of racket, but can't tell if she did any damage til morning. Again, she was in back of fence and it looks like garbage is showing on top of dumpster. She frequents quite often. I guess slim pickings during winter months. I know she damaged boards on the side that you replaced, but I have only seen her on the back side. I think she's strong enough to tear the whole structure down and drag it down the street. Let's hope she doesn't. It gets dark so early and I'm afraid to be outside. She's so big and doesn't scare easily or at all. Just think folks should know. Hopefully, no damage done. M

Sent from my iPhone

>>  
> Sent from my iPhone  
Dear Sir,

I'am forwarding this message from one of our condo residents. It shows her concern and fear of the bear who has taken over our neighbor hood. I contacted you months ago about this bear problem and was told nothing could be done unless its dangerous. I think we have reached that point. You will see by the pictures I have attached, she is getting aggressive and has no fear of anything. As a condo association we have doing everything possible to keep this bear out of our garbage, a \$500

gate, we pay extra to have Peninsula Sanitation to unlock it and nothing has stopped this bear. As you can see now comes multiple time. None of us will go out of our house at night and that is terrible.

So my question to the Long Beach mayor and council, what do we do. Wa. wildlife told me it was just too much trouble for them to do anything and that we had to live with it. So much for the liberty and safety of your citizens.

Please contact me with your plan, our Long Beach address is 315 5th N - Shandalah Shores condo.

Charles Kelley condo president 425-948-6163



# Washington State Transportation Improvement Board

## TIB Members

Councilmember Bob Olson, Chair  
*City of Kennewick*

Commissioner Richard Stevens,  
Vice Chair  
*Grant County*

Jim Albert  
*Office of Financial Management*

Pasco Bakotich, P.E.  
*WSDOT*

Wendy Clark-Getzin, P.E.  
*Clallam Transit*

Gary Ekstedt, P.E.  
*Yakima County*

Mayor James Irish  
*City of La Center*

John Klekotka, P.E.  
*Port of Everett*

Commissioner Robert Koch  
*Franklin County*

Colleen Kuhn  
*Human Services Council*

Mayor Patty Lent  
*City of Bremerton*

Mick Matheson, P.E.  
*City of Sultan*

E. Susan Meyer  
*Spokane Transit Authority*

Laura Philpot, P.E.  
*City of Sammamish*

David Ramsay  
*Feet First*

Amy Scarton  
*WSDOT*

Heidi Stamm  
*HS Public Affairs*

John Vodopich  
*City of Bonney Lake*

Jay Weber  
*County Road Administration Board*

Clay White  
*Snohomish County*

Stevan E. Gorcester  
*Executive Director*

P.O. Box 40901  
Olympia, WA 98504-0901  
Phone: 360-586-1140  
Fax: 360-586-1165  
[www.tib.wa.gov](http://www.tib.wa.gov)

November 20, 2015

The Honorable Bob Andrew  
Mayor  
City of Long Beach  
Post Office Box 310  
Long Beach, WA 98631-0310

Dear Mayor Andrew:

Congratulations! We are happy to announce the selection of your project, FY 2017 Overlay Project, Multiple Locations, TIB project number 2-W-970(001)-1. TIB funds granted to this project total \$181,562.

This year, we received requests to fund 378 different projects, totaling more than \$301 million. We are pleased to provide \$117 million in transportation investments to cities and counties like yours throughout the state.

If you have questions, please contact Chris Workman, TIB Project Engineer, at (360) 586-1153 or e-mail [ChrisW@TIB.wa.gov](mailto:ChrisW@TIB.wa.gov).

Sincerely,

Stevan Gorcester  
Executive Director

## Ragan Myers

---

**From:** Madeline Moore <dickerson.madeline@gmail.com>  
**Sent:** Monday, November 23, 2015 11:36 AM  
**To:** David Glasson; Gayle Borchard; Gayle Borchard; Ragan Myers; David Glasson  
**Subject:** Letter in Support of Columbia Pacific Farmer's Market

Dear Long Beach City Council,

I am writing today in support of fully funding the Columbia Pacific Farmer's Market in Long Beach. I have supported myself for the last four years with my own business Pink Poppy Bakery, which has primarily used local farmers markets as its retail location. After four seasons of vending at the Ilwaco Saturday Market, one season of the Astoria Market, and one season of the Columbia Pacific Farmers Market, I feel like I am in a unique position to explain the incredible benefits that local markets offer to residents of their communities, visitors, local small business vendors, and the overall economy of the areas they serve.

Having grown up on the peninsula, my ability to move back four years ago hinged on being able to support myself financially. I decided to try out a lifelong dream of mine and start a market and special order bakery based at the Ilwaco and Astoria farmers markets. It was a huge success then and has grown every year since. Farmers markets allowed me to try out my business model without a huge investment of money and time and get my products directly to local consumers. Without this retail market, starting my business would not have been possible and I would not have been able to fulfill my dream of owning a bakery. Farmers markets allow small vendors a place to sell their goods and support the American Dream of entrepreneurship. Not every business owner can afford, or wants, to have a brick and mortar storefront. By supporting the market, the City of Long Beach is supporting diverse small business owners throughout the community that in turn, put their money right back into the local economy.

One of the things I love most about the Columbia Pacific Farmer's Market is its ability to bring locals together to sit and chat at park benches, watch their kids play, and grab treats and farm goods for their tables. This is not so much the case at the Port of Ilwaco Farmers Market which definitely has more of a tourist draw. I have many customers that come every single week and it is a joy to connect and build the relationships that make our community strong.

Does the market cost the city money? Yes. Does it bring considerable value to the local community, both vendors and consumers, and visiting tourists? Hands down, yes. The City of Long Beach would be short sighted to close a program that already does so much for the community and yet has clear potential for growth as it is only in its fourth year. Most communities are pleading for farmers markets to start in their towns, and yet ours is on the chopping block.

Sincerely,  
Madeline Moore  
Owner and Baker  
Pink Poppy Bakery

**David Glasson**

---

**From:** Gower, Cindy (RCO) [cindy.gower@rco.wa.gov]  
**Sent:** Tuesday, November 24, 2015 8:07 AM  
**To:** RCO DL RCFB Grants Managers  
**Subject:** FW: Youth Athletic Facilities Approved Ranked List

## **Youth Athletic Facilities Applicants**

I am happy to announce that the Washington State Recreation and Conservation Funding Board approved the ranked list and resolution for awarding grants for the 2015 Youth Athletic Facilities Program. Please visit the press release located [here](#). The board awarded nearly \$7 million in grants for 32 projects located throughout the state.

Over the next several weeks, our grants staff will be working to issue the project agreements for the approved projects. All successful applicants will need to submit pre-agreement required materials before a project agreement will be sent. I encourage you to work closely with your grant manager in submitting your pre-agreement materials.

### **Required Pre-agreement Materials**

1. Milestone worksheet (you should align these dates with what you proposed in your evaluation criteria response to question 6, Readiness to Proceed)
2. Letter that addresses legislative budget proviso language (attached in PRISM, attachment type "YAF Fee Waiver Policy")

If your project is matching another RCO grant, we will be amending the YAF funds into the existing agreement, however you will still need to attach the Fee Waiver Policy to that project in PRISM before the amendment is processed.

Congratulations to all of the successful applicants, and to those of you that fell just below the funding line, YAF applications will be accepted again on May 1, 2016.

Sincerely,

Marguerite Austin  
RCO Section Manger  
[Marguerite.austin@rco.wa.gov](mailto:Marguerite.austin@rco.wa.gov)  
(360) 902-3016

## David Glasson

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**From:** Lisa Knaption [lisak@wciapool.org]  
**Sent:** Friday, November 06, 2015 4:39 PM  
**To:** David Glasson  
**Subject:** 2015  
**Attachments:** 2015 Follow up report.doc; 2014 Follow-up Letter.doc;  
PWK.13.01SampleCitizenActionRequestForm.docx;  
PWK.13PublicWorksRecordKeepingDocumentationTracking.docx

Hello David:

I have attached your follow-up report from this year's Annual Review and Audit. I have obtained an extension on your compliance for the 2014 Land Use Audit. The City must incorporate a Public Participation Plan into its Comprehensive Plan by December 31, 2015. I have attached a copy of the 2014 follow-up report for your further clarification.

Once you have had an opportunity to review the attached materials, please feel free to call me with any questions or comments. As always, I enjoyed my time at the City. Have a great weekend.

Best regards,

*Lisa*

Lisa Knaption  
Sr. Risk Management Representative



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