

A 07

Revision 3 9/22/16

TUNNEL ACCESS AND TRAINING

I. PURPOSE

The tunnel system is a vital part of the University's infrastructure and it is necessary to protect this system from unauthorized entry and activity. The purpose of these procedures is to provide security for the campus tunnel system, ensure the safety of University and contract personnel, ensure that all personnel that are authorized access are trained on all conditions of entry into and work within the tunnel system and make clear the expectations of all work performed within the utility tunnel system.

1.0 Confined space classification

The walkable tunnels on campus are classified as "Restricted Access Spaces". Normal activities performed in the tunnel include routine maintenance, inspection/walkthroughs, meter reading, and cleaning of nonhazardous debris.

2.0 Modification

There are certain conditions and activities that may introduce hazards to entrants. Work activities and tunnel conditions must be evaluated to determine if they would present hazards which would cause the tunnel system or a portion thereof to be reclassified as a permit required space.

II. GENERAL

The University of New Mexico has almost six miles of Utility tunnels. There are many entities that require entry into the University's tunnel system. These range from UNM personnel to outside contractors hired to perform requested work. Authorization to enter the tunnel system is granted through the Facilities Management Department (FM) Utilities Division. Each individual granted access must understand the hazards within the tunnel, the process required to enter and exit the system, and what type of work is allowed within the tunnel. In order to ensure the safety and security of University and contract personnel we have developed specific access procedures and expectations of work quality and cleanliness.

III. REQUIREMENTS

1.1 Tunnel Access Authorization

1.2 All personnel requesting entry are required to attend "Tunnel System Training".

1.3 All work in the Utility Tunnel System must be detailed and approved on the "Tunnel Work Authorization Request Form".

- 1.4 Contractors must contact the Utilities Coordinator (277-1131) to request access to the utility tunnel system.
- 1.5 FM Utilities Division personnel must obtain permission for tunnel access from the Utilities Division Operations Shift Supervisor.
- 1.6 All others must obtain permission for tunnel access from the Utilities Operations and Maintenance Manager

2.1 Tunnel System Training

- 2.2 All personnel requesting entry are required to attend “Tunnel System Training”. This training shall consist of entry and exit procedures, personal protective equipment required, and the hazards associated with the tunnel.
 - 1.1.8 Tunnel training shall be performed on an annual basis by the Utilities Coordinator
 - 1.1.9 Topics to be covered in the training are security, safety, emergency procedures, entry and exit procedures, tunnel entry authorization, and the annual renewal requirement.
 - 1.1.10 Upon completion of the training, a completion card will be issued which is valid for one year.
- 1.3 After the “Tunnel Work Authorization Request Form” is complete, it will be submitted to Ford Utilities Management. Management authorization must be obtained from one of the following individuals before work is to start (one is required in the following order):
 - 1.3.1 Utilities Operations & Maintenance Manager
 - 1.3.2 Utilities Engineer
 - 1.3.3 Associate Director, Utilities
- 1.4 All short term access (repairs or non installation projects) may be granted with a verbal from a Utilities Operations & Maintenance Manager. The Manager will then communicate approval to the Utility Operations Supervisor.

2.1 Daily Access after Authorization Granted

2.2 Types of Cards

- 2.1.1 Permanent Cards – these cards are assigned to university employees that require access on a 24 hour basis. Access is given to the following organizations:
 - 2.1.1.1 Facilities Management Utilities Personnel – all
 - 2.1.1.2 Information Technologies (IT) – 5 cards
 - 2.1.1.3 Facilities Management Areas 1,2,3 & 4 – 2 cards each
 - 2.1.1.4 Facilities Management M & O Manager – 1 card
- 2.1.2 Temporary Cards – these cards are assigned to university employees or contractors that require access on a limited basis.
 - 2.1.2.1 These cards are issued by the Utilities Coordinator

2.2 Tunnel Card Use and Entry Procedure

2.2.1 All tunnel cards are issued through the Utilities Operations Manager.

A tunnel card is used to open and close any gate within the system. 2.2.2 All parties working in the tunnel must notify the Plant Operations section, either in person (Ford Utilities, Room 114) or by telephone (277-1144), prior to entry and when exiting the tunnel system.

2.2.3 Plant Operations will enter the appropriate information in the “Engineering Log” when a person or group either enters or exits the utility tunnel. This should include the name of the responsible party and company, number of personnel, the area in which they will be working, and the location of anticipated exit point.

2.2.4 The primary responsible party is to ensure that all who enter the system also exit the system when they are finished working in the tunnel.

2.2.5 Tunnel doors are to be secured at all times. Hatches are to be secured at the end of the day. Security is not to be compromised

2.2.6 Jobs are to be cleaned up at the end of each day.

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2.3 Tunnel access is valid for one year. Refresher training is required on an annual basis. Call the Utilities coordinator to request a training at 277-1131.

3.1 Precautions

3.2 The “buddy system” will be used by personnel entering the campus tunnel system.

3.3 When welding is to be performed, proper burn permits are to be filled out and proper ventilation is to be provided.

3.4 Isolation or securing of any utility system is to be done by **Utilities Personnel only**.

3.5 Be aware of your surroundings. The tunnel is a harsh environment and there are hot and cold surfaces, electrical hazards, and the potential of asbestos covered piping in the area. Caution and awareness is required to prevent injury.

3.6 Personal Protective Equipment (PPE) is to be used in the tunnel system. PPE’s include but are not limited to: hard hat or bump hat, safety shoes, safety glasses, flash lights, and gloves.

- 3.7 Report any problems or hazards to the Plant Operations Supervisor at 277-1144. If any accidents or damages occur while in the tunnels, let them know.
- 3.8 The tunnel system is equipped with telephones located throughout the system. They work only within the University telephone system and do not have outside phoning capability. In an emergency, you may dial “911”, at which time you will be connected to UNM Police. They can direct emergency response to your location.

IV REFERENCES

1. UNM Tunnel Security Policy Memorandum from Julie Weaks dated June 11, 1999
2. Safety and Risk Services (SRS) – Entry Plan for Steam Tunnels

V ATTACHMENTS

1. A 07a Tunnel Work Authorization Request Form
2. A 07b Daily Tunnel / Vault Entry Log
3. A 07c Temporary Tunnel Access Card Sign Out

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