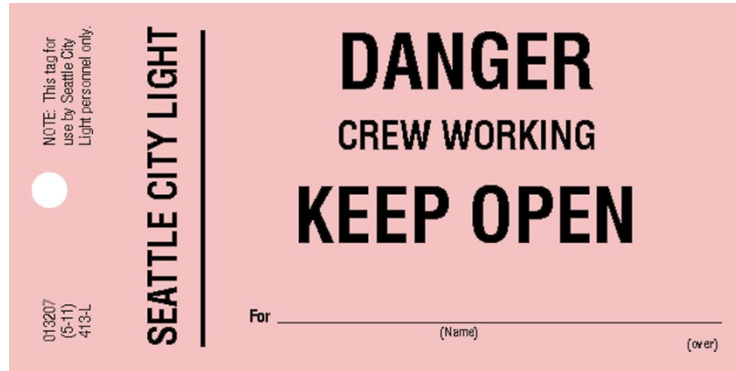


Operations Tags



1. Scope

This standard covers the requirements for operations tags.

This standard applies to the following Seattle City Light (SCL) stock numbers:

Stock No.	Tag Label
013207	Danger Keep Open
013208	Abnormal Condition
013239	Station Warning Tag
014410	Hold Open
014600	Substation Operations – Abnormal Condition
014601	Ground Switch Closed
014761	Grounds Installed
014831	Substation Construction & Maintenance – Abnormal Condition

2. Application

Operations tags are used by field personnel in the performance of switching and tagging procedures.

A complete description of how operations tags are used may be found in SCL book, *Systems Operations Clearance Keep Open and Hold Open Procedures*.

Only solid-yellow Abnormal Condition tags are under the control of System Operations. Multi-colored Abnormal Condition Tags are in use at SCL but are outside the control of System Operations. The use of these tags is the responsibility of the divisions for which their use is intended. Under no circumstances shall multi-colored tags be substituted for the solid-yellow tag.

Standard Coordinator
Quan Wang

Standards Engineering Supervisor
John Shipek

Division Director
Tamara Jenkins

Operations tags were once all manufactured in-house and assigned form numbers such as 413-L. As SCL tags become standardized, references to these form numbers will gradually give way to stock numbers.

3. Requirements

3.1 General

Tags shall be fabricated from a material that can be reliably and durably written on in pencil or permanent ink marker.

Tags intended for outdoor application shall be water-proof and ultraviolet-light-resistant, suitable for long-term exposure.

The front, upper left corner of each tag shall contain the following information, with the layout as typified in Figure 3.2a:

- SCL six-digit stock number
- (*mm-yy*) where *mm* = month of printing, *yy* = year of printing
- SCL alphanumeric form number, if there is one

Each tag shall be marked in an inconspicuous location with the manufacturer name or symbol.

3.2 Danger Keep Open

Stock No.	013207
Text, layout and corners	According to figures 3.2a and 3.2b
Dimensions	
Height (in)	3-1/8, ± 1/16
Width (in)	6-1/4, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.2a and 3.2b
Reinforced eyelet	None required
Attachment method	None required
Tag material	Rigid PVC vinyl
Tag thickness(mils)	15
Color	
Background	Fluorescent orange-red
Printed font	Black
City Light Form No. (for historical reference only)	413-L
Application	Outdoor

Figure 3.2a. Front of Tag

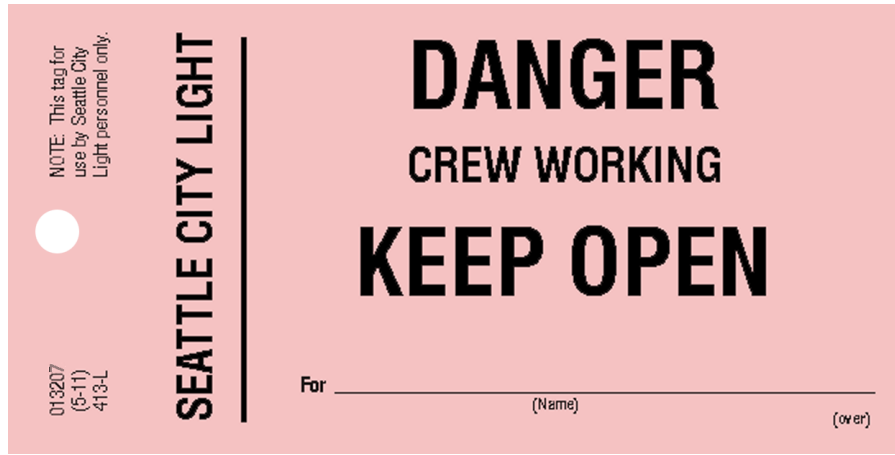


Figure 3.2b. Back of Tag

STATION OR LOCATION		SWITCH NO
ORDER OPEN & TAGGED BY	DATE / /	TIME
OPEN & TAGGED BY	DATE / /	TIME
TAG ORDERED REMOVED BY	DATE / /	TIME
TAG REMOVED BY	DATE / /	TIME

Note: Color shown in figures does not represent the color requirements for the tag.

3.3 Abnormal Condition

Stock No.	013208
Text, layout and corners	According to figures 3.3a and 3.3b
Dimensions	
Height (in)	3-1/8, ± 1/16
Width (in)	6-1/4, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.3a and 3.3b
Reinforced eyelet	None required
Attachment method	None required
Tag material	rigid PVC vinyl
Tag thickness (mils)	15
Color	
Background	Fluorescent yellow
Printed font	Black
City Light Form No. (for historical reference only)	205-L
Application	Outdoor

Figure 3.3a. Front of Tag

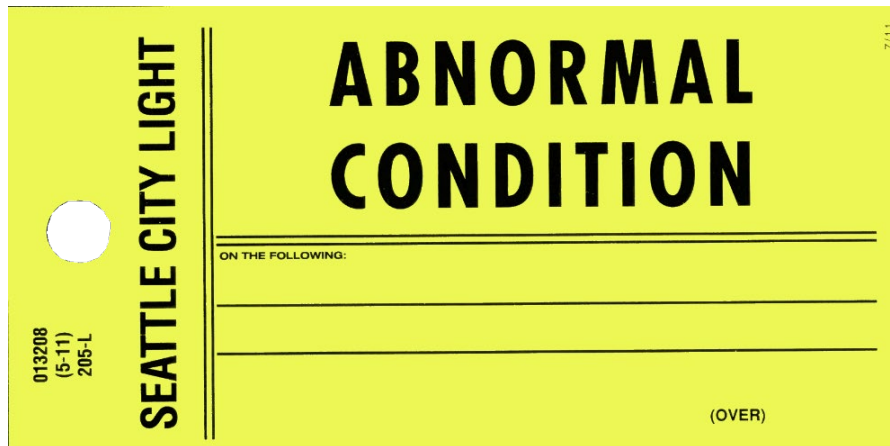
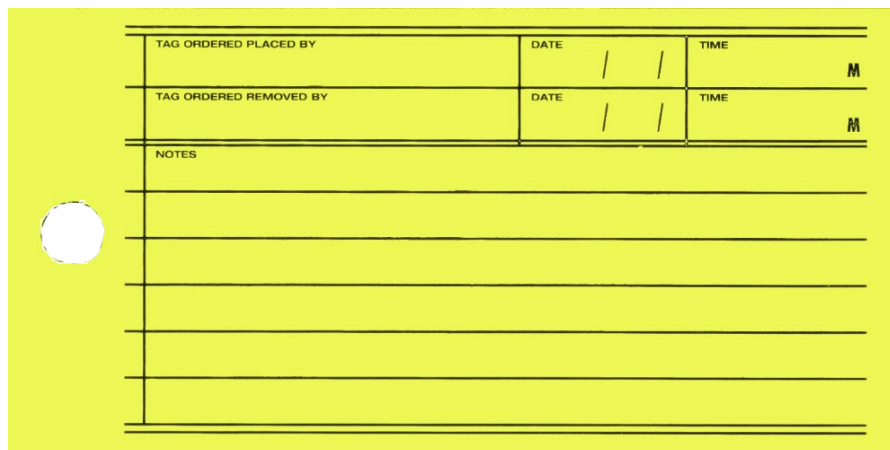


Figure 3.3b. Back of Tag



Note: Color shown in figures does not represent the color requirements for the tag.

3.4 Station Warning Tag

Stock No.	013239
Text, layout and corners	According to figures 3.4a and 3.4b
Dimensions	
Height (in)	6-1/4, ± 1/16
Width (in)	3-1/8, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.4a and 3.4b
Reinforced eyelet	None required
Attachment method	None required
Tag material	Card stock
Tag thickness	
Basis weight (lb)	100
Caliper (mils)	15
Color	
Background	Fluorescent orange-red
Printed font	Black
City Light Form No. (for historical reference only)	33-L
Application	Indoor

Figure 3.4a. Front of Tag

013239
(5-11)
33-L

SEATTLE CITY LIGHT
**STATION
 WARNING TAG**

STATION _____

TO CLEAR _____

FOR _____

ORDERED BY _____

DATE / / TIME

IS CLEAR

BY _____

TAG REMOVED BY _____

DATE / / TIME

Figure 3.4b. Back of Tag

VISIBLE BREAKS TAGGED OPEN

DATE / / TIME

BY _____

GROUND SWITCH CLOSED

DATE / / TIME

BY _____

Note: Color shown in figures does not represent the color requirements for the tag.

3.5 Hold Open

Stock No.	014410
Text, layout and corners	According to figures 3.5a and 3.5b
Dimensions	
Height (in)	6-1/4, ± 1/16
Width (in)	3-1/8, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.5a and 3.5b
Reinforced eyelet	None required
Attachment method	None required
Tag material	Matte white rigid PVC vinyl
Tag thickness (mils)	15
Color	
Background	Pantone 298 Blue
Printed font	Black
City Light Form No. (for historical reference only)	None
Application	Outdoor

Figure 3.5a. Front of Tag

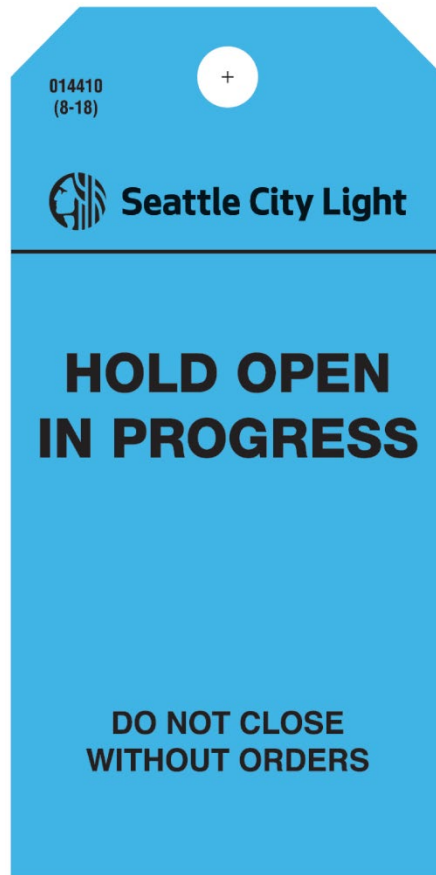
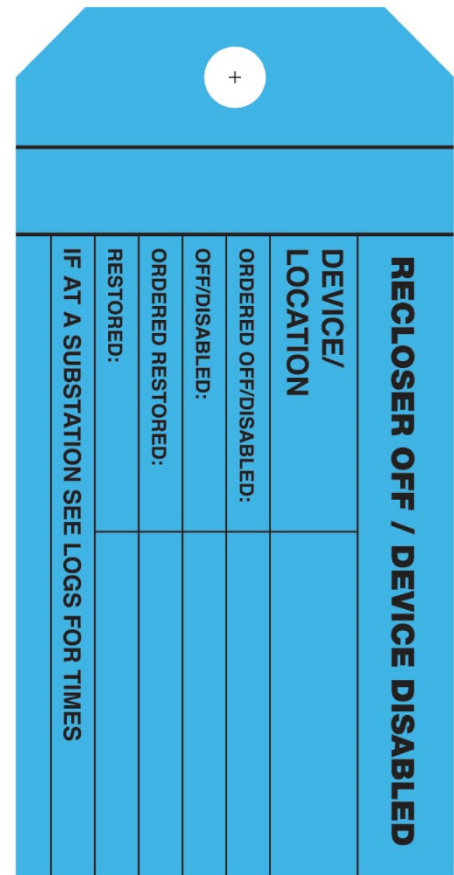


Figure 3.5b. Back of Tag



Note: Color shown in figures does not represent the color requirements for the tag.

3.6 Abnormal Condition—Substations Operations

Stock No.	014600
Text, layout and corners	According to figures 3.6a and 3.6b
Dimensions	
Height (in)	3-1/8, ± 1/16
Width (in)	6-1/4, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.6a and 3.6b
Reinforced eyelet	None required
Attachment method	None required
Tag material	Rigid PVC vinyl
Tag thickness (mils)	15
Color	
Background (top)	PMS 135 yellow
Background (bottom)	Fluorescent yellow
Printed font	Black
City Light Form No. (for historical reference only)	665-L
Application	Outdoor

Figure 3.6a. Front of Tag

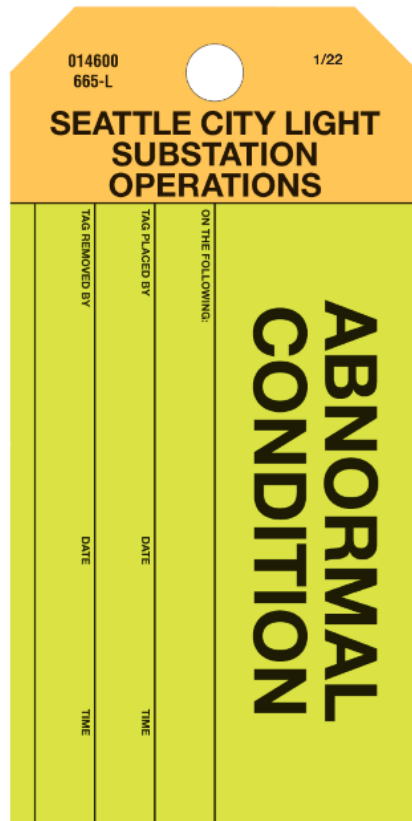
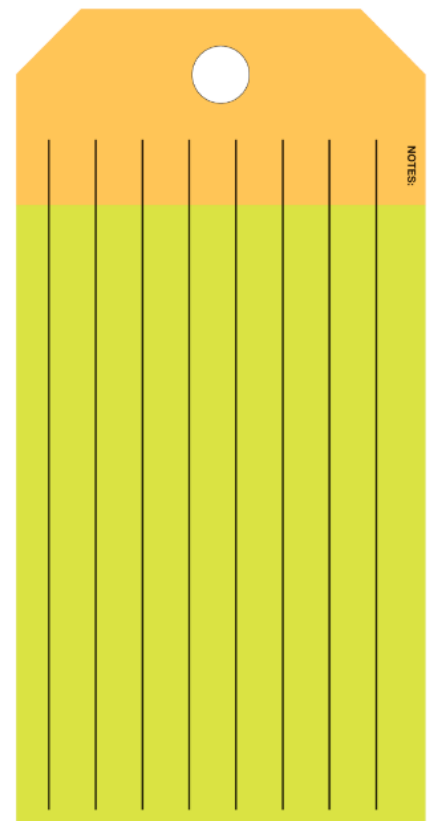


Figure 3.6b. Back of Tag



Note: Color shown in figures does not represent the color requirements for the tag.

3.7 Ground Switch Closed

Stock No.	014601
Text, layout and corners	According to Figure 3.7
Dimensions	
Height (in)	3-1/8, ± 1/16
Width (in)	6-1/4, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in Figure 3.7
Reinforced eyelet	None required
Attachment method	None required
Tag material	Rigid PVC vinyl
Tag thickness (mils)	15
Color	
Background	Yellow and red
Printed font	Black
City Light Form No. (for historical reference only)	441-L
Application	Outdoor

Figure 3.7. Front and Back of Tag



Note: Color shown in figures does not represent the color requirements for the tag.

3.8 Grounds Installed

Stock No.	014761
Text, layout and corners	According to figures 3.8a and 3.8b
Dimensions	
Height (in)	3-1/8, ± 1/16
Width (in)	6-1/4, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.8a and 3.8b
Reinforced eyelet	None required
Attachment method	None required
Tag material	Rigid PVC vinyl
Tag thickness (mils)	15
Color	
Background	Yellow and red
Printed font	Black
City Light Form No. (for historical reference only)	575-L
Application	Outdoor

Figure 3.8a. Front of Tag



Figure 3.8b. Back of Tag



Note: Color shown in figures does not represent the color requirements for the tag.

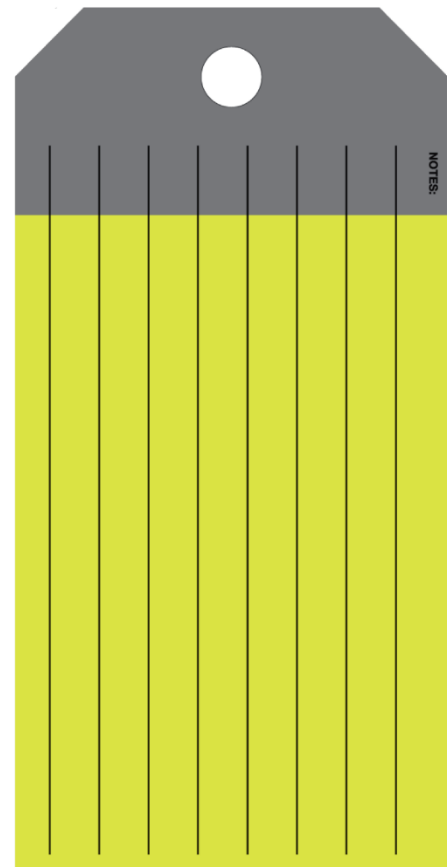
3.9 Substations Construction & Maintenance – Abnormal Condition

Stock No.	014831
Text, layout and corners	According to figures 3.9a and 3.9b
Dimensions	
Height (in)	3-1/8, ± 1/16
Width (in)	6-1/4, ± 1/16
Punched hole, diameter (in)	7/16, + 1/16, -0; located as shown in figures 3.9a and 3.9b
Reinforced eyelet	None required
Attachment method	None required
Tag material	Rigid PVC vinyl
Tag thickness (mils)	15
Color	
Background (top)	Gray
Background (bottom)	Fluorescent yellow
Printed font	Black
City Light Form No. (for historical reference only)	660-L
Application	Outdoor

Figure 3.9a. Front of Tag



Figure 3.9b. Back of Tag



4. Packaging

Tags shall be packaged to prevent damage during shipping, handling, and storage.

Tags shall be packaged in bundles of 50.

Each shipping container shall be marked with the SCL purchase order number.

5. Issuance

Stock Unit: EA

6. Approved Manufacturers

Stock No.	Tag Label	Form No. (historical only)	Manufacturers and Catalog Numbers		
			Designer Decal	Electromark	LEM Products, Inc.
013207	Danger Keep Open	413-L	DD-013207-SCL	Y2247890	FN13043
013208	Abnormal Condition	205-L	DD-013208-SCL	Y2251924	FN13044
013239	Station Warning Tag	33-L	DD-013239-SCL	Y2247871	FN13045
014410	Hold Open	None	DD-014410-SCL	–	–
014600	Substation Operations – Abnormal Condition	665-L	DD-014600-SCL	–	–
014601	Ground Switch Closed	441-L	DD-014601-SCL	–	–
014761	Grounds Installed	575-L	DD-014761-SCL	–	–
014831	Substation Construction & Maintenance – Abnormal Condition	660-L	DD-014831-SCL	–	–

7. Sources

Designer Decal; www.designerdecals.com

Electromark; www.electromark.com

LEM Products, Inc.; www.lemproductsinc.com

SCL Form 205-L (9-10); “Abnormal Condition”; yellow tag

SCL Form 33-L (10-80); “Station Warning Tag”; red tag

SCL Form 413-L (1-97); “Danger Keep Open”; red tag

Seattle City Light; “Systems Operations Clearance Keep Open and Hold Open Procedures”; Revised July 2018

Shipek, John; SCL Standards Supervisor, originator and subject matter expert for 7653.22

WAC 296-45-175; “Hazardous energy control (lockout/tagout) procedures”; Washington State code

WAC 296-45-335; “De-energizing lines and equipment for employee protection”; Washington State Code