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|  | Department of Design and Construction | SPECIFICATION BULLETIN | SB 25-002 |
| Title: WATER MAIN LOCK-OUT / TAG-OUT | | | |
| Prepared:  6/4/2025 | | Approved: 6/4/2025 | |
| Mohammad Mahmud, P.E. Date Director, Specifications | | How Sheen Pau, P.E. Date Associate Commissioner – Infrastructure Design | |

APPLICABILITY:

- This Specification Bulletin (SB) is effective for projects advertised on or after 6/13/2025.

SUPERSEDEENCE:

- This SB supersedes the following SBs: **None.**

ATTACHMENTS:

1. *Section 40.14 (5 pages)*

REVISIONS TO THE NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD SEWER AND WATER SPECIFICATIONS, DATED 8/8/2022:

All references contained below are to the New York City Department of Environmental Protection Standard Sewer and Water Specifications, Dated August 8, 2022. Said Standard Specifications are hereby revised as follows:

- a. **Refer** to Section 40.14 – Water Main Lock-Out / Tag-Out
Delete in its entirety Section;
Substitute the revised Section in Attachment 1 (5 pages)

For questions regarding this bulletin, please contact Richard Jones, jonesri@ddc.nyc.gov.

SECTION 40.14 – WATER MAIN LOCK-OUT / TAG-OUT (LOTO)

40.14.1 INTENT

This section describes lock-out / tag-out (LOTO) requirements for distribution water mains and trunk water mains.

40.14.2 DESCRIPTION

When work is to be performed in the water distribution system, multiple valve closures remote from the work location are required to stop the flow of water. Most of these valves are not capable of being locked in a practical manner because the valves are several feet below the ground in a narrow access box. Work that requires the LOTO of trunk water mains must follow this procedure except that “trunk water main valve locking devices” may be used in lieu of “valve cans”.

40.14.3 DEFINITIONS

| | |
|---------------------------------------|---|
| Lock-Out / Tag-Out (LOTO) | Practices and procedures to safeguard workers from hazardous energy releases. |
| Color-Coded Tag | Different groups working on the water distribution system have been assigned different color-coded tags: NYC DEP Operations – Orange NYC DEP Construction – Green NYC DEP Distribution – Yellow NYCDDC – Blue |
| ECC | NYC DEP Emergency Communications Center, 212-689-1520 / 1620 |
| LOTO Competent Person | The Contractor’s employee responsible for LOTO operations. |
| LOTO Group Leader | Authorized person in charge of the water main work. For DDC contracts, the LOTO Group Leader is the Engineer or the Engineer’s designee, such as an inspector. |
| LOTO Device | A “valve can” or equivalent blocking / tagging device with a color-coded tag that reads: “ACTIVE LOTO DO NOT OPEN VALVE WITHOUT AUTHORIZATION OF LOTO GROUP LEADER: [NAME OF GROUP LEADER] CALL ECC 212-689-1520 (1620).” |
| LOTO Terminated | When the repair work is completed, valve cans (or equivalent devices) are removed, the LOTO termination section of the LOTO form has been signed, and the LOTO Group Leader determines that there will be no hazard caused by re-pressurizing the system. |
| Trunk Water Main | Generally, a water main with a diameter greater than 20”. |
| Trunk Water Main Valve Locking Device | A locking device capable of locking valves on trunk water mains. |

40.14.4 MATERIALS

- (A) Valve Cans: Valve cans must be sheet metal covers, meeting the requirements of sketch M-161 at the end of this **Section**.
- (B) Locks: Locks must be of a type intended for LOTO. Locks must be padlock type and have blue plastic bodies.

Tags: Tags must be color-coded, Tyvek or similar shipping tag, #8 size (6-1/4” x 3-1/8”), with an eyelet. Tags must be pre-printed matching the sketch at the end of this **Section**. Tags must be filled out with a fine point permanent marker and secured with wire ties or plastic zip ties.

40.14.5 LOTO PROCEDURE

The Resident Engineer will coordinate the LOTO procedure and checklist with NYC DEP-BWSO-ME&QA. The responsibilities of the Contractor in the LOTO process are as follows:

(A) General LOTO Requirements

In all phases of LOTO, the Contractor must:

- (1) Maintain their own OSHA-compliant LOTO logs and forms, independent of the forms kept by the LOTO Group Leader.
- (2) Provide a designated LOTO Competent Person, who:
 - (a) Is responsible for ensuring that all LOTO requirements are met,
 - (b) Must coordinate LOTO activities with the LOTO Group Leader, and
 - (c) Must be available 24/7 to address LOTO issues.
- (3) Train all affected employees on LOTO procedures, including that valve cans and LOTO devices are not to be removed without confirming with the LOTO Competent Person that the LOTO is released. This training must be documented.

(B) Initiating a Shutdown

- (1) The Contractor must provide all necessary LOTO devices with color-coded tags for all valves requiring LOTO.
- (2) The Contractor must ascertain the exposure status of individual members working at the site, and coordinate with the Group Leader to ensure continuity of lockout protection as long as any employee may be exposed to potential harm from re-pressurization.
- (3) After the shutdown is complete, the Contractor must:
 - (a) Verify the system is closed (i.e. verify that there is no stored energy in main by opening a hydrant or tap to confirm main shutdown) in the presence of the Group Leader.
 - (b) Place appropriate LOTO devices on the appropriate valves.
 - (c) Apply color-coded tags to all LOTO devices, fully filled out with a permanent marker.
 - (d) Provide the Group Leader with any information necessary for the Group Leader to complete the NYCDEP LOTO form.
- (4) If the shutdown continues over multiple shifts, the Contractor must confirm the LOTO information with the Group Leader at every shift change.

(C) Reopening a Shutdown when LOTO is fully released

- (1) The Contractor must assist the LOTO Group Leader in verifying that the system is ready for re-pressurization, including verification that all of the Contractor's employees are out of the way of potential harm before re-pressurizing the system.
- (2) The Contractor must remove LOTO devices from valves to be re-opened before re-opening.
- (3) The Contractor must provide the information to the LOTO Group Leader for filling out the LOTO form, including which valves have been re-opened.
- (4) The Group Leader must inform the Maintenance Yard that the valves have been re-opened and provide the LOTO form. Maintenance Yard staff will verify the valves are properly opened and service is fully restored.

(D) Reopening a Shutdown when LOTO is not fully released (Partial reopening for advancing work zones)

- (1) The Contractor must assist the LOTO Group Leader in verifying that the system is ready for re-pressurization, including verification that all of the Contractor's employees are out of the way of potential harm before re-pressurizing the system.
- (2) The Contractor must remove LOTO devices from valves to be opened before reopening.
- (3) The Contractor must provide the information to the LOTO Group Leader for filling out the LOTO form, including which valves have been re-opened and which valves are still locked out.
- (4) The Group Leader must inform the Maintenance Yard of any re-opened valves and provide the LOTO form. Maintenance Yard staff will verify which valves are open or remain closed, as reported on the LOTO form, to confirm where service has been restored or remains shutdown.

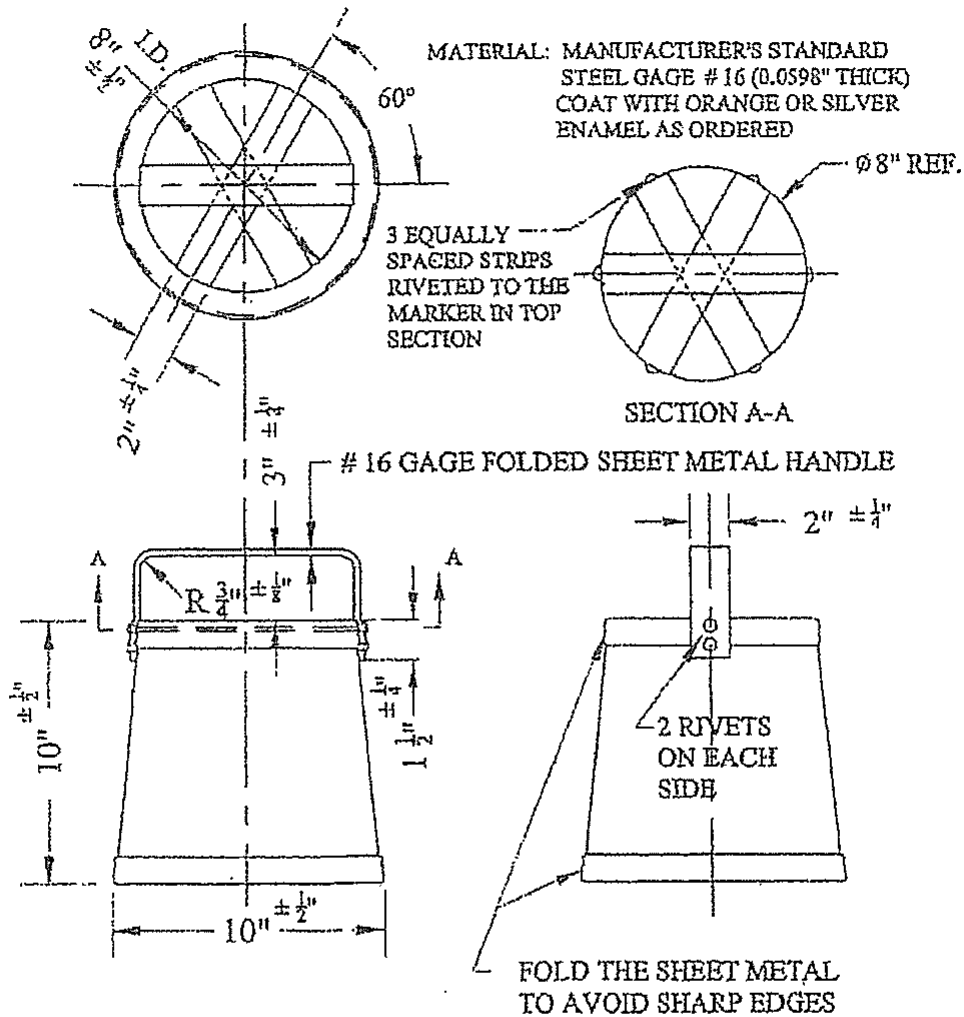
40.14.6 NO SEPARATE PAYMENT

No separate or additional payment will be made for fulfilling the requirements specified above and the costs thereof must be deemed included in the prices bid for all items of work.

VALVE CAN SKETCH

M-161 REV. #3 SUPERSEDES DWG # M-161-4

M-161 REV. #3



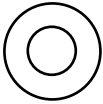
| | | | BUREAU OF WATER & SEWER OPERATIONS | |
|--------|---|------|---------------------------------------|--|
| 3 | CHANGED RED TO ORANGE AND ADDED THIRD STRIP TO CROSS | 2/10 | Drawn By MM | Approved By & Date <i>[Signature]</i> 2/11/2010 |
| 2 | PLACED CROSS INSIDE MARKER | 2/10 | VALVE MARKER | |
| 1 | CHANGED GAGE FROM # 11 TO # 16 | 3/09 | | |
| REV. # | REVISION | DATE | NOT TO SCALE | DWG. # M-161 REV. #3 |

LOTO TAG SKETCH

ACTIVE LOTO

NYC DDC PROJECT ID: _____

**DO NOT OPEN VALVE WITHOUT
AUTHORIZATION OF LOTO GROUP LEADER**



GROUP LEADER NAME

PHONE

RESIDENT ENGR NAME

PHONE

CALL ECC: 212-689-1520 (1620)