

TUNNEL ACCESS PROCEDURE

I. PURPOSE

The purpose of this protocol is to provide security for the campus tunnel system, ensure the safety for University and contract personnel, define the procedure for a controlled entry and expectations of all work performed within the utility tunnel system.

II. GENERAL

The University of New Mexico has almost six miles of Utility tunnels. 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. Tunnel Access Authorization

- 1.1 Contact the Utilities Coordinator (277-1131) to request access of the utility tunnel system. The following information is required before access will be approved. This information will be recorded on the "Tunnel Work Authorization Request Form."
 1. University entity and/or Company Name
 2. Purpose and scope of work
 3. Drawings of project
 4. Primary contact and number of personnel entering tunnel
 5. Location of work
 6. Identify entry and exit points
 7. Start date and duration of the project
 8. Proposed quality assurance
- 1.2 All personnel requesting entry are required to attend "Tunnel System Training". This training shall consist of entry and exit procedures, personal protective equipment, and the hazards associated with the tunnel.
- 1.3 After the "Tunnel Work Authorization Request Form" is complete, it will be submitted to "Ford Utilities Management." Management authorization should be obtained from one of the following individuals before work is to start (one is required in the following order):
 1. Utilities Operations Manager
 2. Utilities Maintenance Manager
 3. Utilities Engineer
 4. Associate Director, Utilities

- 1.4 All short term access (repairs or non installation projects) may be granted with a verbal from a Utilities Manager. The Utilities Manager will then communicate approval to the Utility Operations Supervisor.
2. Daily Access after Authorization Granted
 - 2.1. All parties working in the tunnel must notify the “Plant Operations Department”, either in person (Ford Utilities, Room 114) or by telephone (277-1144) prior to entry and when exiting the tunnel system.
 - 2.2. Plant Operations will enter the appropriate information in the “Engineering Log” when a person or group either enters or exits the utility tunnel.
 - 2.3. The primary responsible party is to ensure all who enter the system, also exit the system at the end of their time in the tunnel.
 - 2.4. 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.
 - 2.5 Jobs are to be cleaned up at the end of each day.
3. Precautions
 - 3.1 The “buddy system” will be used by personnel entering the campus tunnel system.
 - 3.2 When welding is to be performed, proper burn permits are to be filled out and proper ventilation is to be provided during these activities.
 - 3.3 Isolation or securing of any utility system is to be done by Utilities Personnel only.**
 - 3.4 Be aware of your surroundings. The tunnel is a harsh environment and there are hot and cold surfaces, electrical hazards, and asbestos covered piping may be in the area. Caution and awareness is required to prevent injury.
 - 3.5 Personal Protective Equipment (PPE) is to be used in the tunnel system. PPE’s included but are not limited to; hard hat, safety shoes, safety glasses, flash lights, and gloves.
 - 3.6 Report any problems or hazards to the Plant Operations Supervisor at 277-1144.
 - 3.7 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” in which 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. Project Approval Form
2. Daily Entry Log Sheet

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