

**Memorandum**

December 26, 2016

**To:** Timothy I. Meyer, COO  
**From:** Martha Michels *mm*  
**Subject:** FESHM 4230: Confined Spaces

Changes made to this chapter are:

- Added requirement to forward permits and reclassification forms to ESH&Q Section.
- Changed retention period of permits and reclassification forms from current one year to DOE required 75 years.
- Revised the Confined Space Entry Permit and the Confined Space Reclassification Form to accommodate multiple entries for FFD and DSO contact, and to indicate that a full name, date and time of the contact are required.
- Minor editorial changes.

This chapter went out for lab-wide review and all comments were addressed. After Directorate approval, please return this approval page to Jody Federwitz at MS119 for posting on the web.

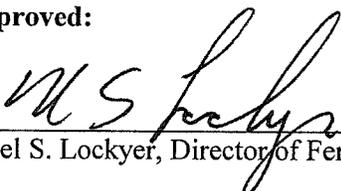
Encl.

**Recommended for Approval:**

  
\_\_\_\_\_  
Timothy I. Meyer, COO

1/3/2017  
Date

**Approved:**

  
\_\_\_\_\_  
Nigel S. Lockyer, Director of Fermilab

1/12/17  
Date