

# BPA Policy 440-92

## Appliances in the Workplace

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## 1. Purpose & Background

Appliances are a necessary and useful part of the Bonneville Power Administration (BPA) workplace. BPA recognizes that different facility types have varying needs for appliances based on work being performed and the availability and proximity of cafeteria services or other commercial food sources. BPA also recognizes that there are safety risks and energy consumption associated with appliances in the BPA workplace.

Appliances in the workplace have the potential to cause safety or health hazards, noise pollution, excessive energy use, and water damage. Additionally, cumulative use of appliances may overload building electrical systems and impact operations.

The purpose of this policy is to establish requirements for evaluation, acquisition, and installation of approved appliances at BPA workplace facilities and to provide guidance for bringing employee-furnished appliances into the BPA workplace.

Additionally, this policy addresses the energy impact and safety concerns of appliances in the BPA workplace.

## 2. Policy Owner

The Chief Administrative Officer owns this policy. The Director of Facilities has overall responsibility for its implementation and may approve associated procedures. Changes to Appendix A may be published on approval by the Director of Facilities.

## 3. Applicability

This policy applies to the installation and use of appliances in a BPA workplace.

## 4. Terms & Definitions

- A. **Appliance:** Any item that requires an electrical connection, power source, or other fuel source for operation, including permanent fixtures and temporary devices. This definition does not include general electronics such as personal computers (PCs), monitors, printers, and other related information technology devices.
- B. **BPA workplace:** A BPA office or facility that is operated by BPA for BPA employees and support contractors. The office or facility may be owned by BPA, the General Services Administration (GSA), or another party that BPA has contracted with to provide an office or facility.
- C. **Government-furnished appliances:** Shared appliances and workspace appliances (such as task lights) purchased and provided by BPA, or appliances approved through BPA's Reasonable Accommodation (RA) program or Facilities Operations organization as a special accommodation.

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- D. **Employee-furnished appliances:** Devices brought into the BPA workplace, such as clocks, coffee pots, fans, lamps, radios. See Appendix A for a full list of employee-furnished appliances approved for use in a BPA workplace and requirements.
- E. **Special events:** Employee-run celebrations like potlucks, milestones, holidays, birthdays, etc. that often include food.
- F. **Special event appliances:** Devices brought into the BPA workplace for special events such as crock pots, instant pots, and chafing dishes. Not all appliances are acceptable for installation. See Appendix A, Category 3 for a list of appliances approved for use in a BPA workplace and requirements.

## 5. Policy

Appliances are part of the BPA workplace. Appliances may be provided by BPA or, for certain types of appliances, employees may provide their own. For all BPA facilities, all appliances shall comply with the requirements and guidance contained in, and referenced by, this policy.

- A. **Appliances approved for use at BPA:** Only appliances listed in Appendix A are approved for use in a BPA workplace. No other appliances are approved.
  - 1. **Safety Certification:** Appliances used or installed in BPA workplaces must meet Underwriters Laboratories (UL) or Electrical Testing Laboratories (ETL) safety certification, or another lab certified by OSHA’s Nationally Recognized Testing Laboratory program (NRTL). Appliances must be suitably used or installed for the locations and service intended.
- B. **Government-furnished appliances:** BPA and GSA provide appliances in some of their facilities. Government-furnished appliances are requested through Workplace Services Facilities Operations or through District Managers for Transmission Field Services sites. Facilities Operations and District Managers shall use the principles of employee health and safety and energy efficiency, as well as ensure that appliances are sized for demand and load capacity and fit in available space.
  - 1. Only appliances listed in Appendix A, Category 1 are approved as government-furnished appliances for use in a BPA workplace. Other appliances should be submitted for review and approval through Workplace Services/NW.
  - 2. Appliances purchased by BPA for use in federal facilities must conform to the objectives of Executive Order 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition* which encourages the use of environmentally preferable products and services. The Environmental Protection Agency (EPA) Energy Star and Electronic Product Environmental Assessment Tool’s (EPEAT’s) environmental standards should be met whenever possible.

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- C. **Employee-furnished appliances:** Employees may bring small personal appliances into a BPA workplace.
  1. Only appliances listed in Appendix A, Category 2 are approved as employee-furnished appliances for use in a BPA workplace. No other appliances are approved. RA requests for appliances can be submitted to the RA Coordinator.
  2. Employee-furnished appliances must be UL, ETL, or other NRTL lab listed and meet all specifications provided in Appendix A, Category 2.
  3. Employee-furnished appliances must not pose potential disruptions to the workplace such as interference with fire alarm and sprinkler systems, lighting, or building power. In addition, they must not cause noise pollution or odors.
  4. Supervisors shall ensure their employees comply with this policy.
  5. The Workplace Services organization shall regularly inspect work spaces for compliance with this policy.
- D. **BPA-furnished kitchenettes:** BPA provides kitchenettes in some of its facilities. Requests for government-furnished shared appliances (refrigerators, microwaves, toaster ovens, and shared coffee services for designated refreshment areas) should be submitted to Workplace Services Facilities Operations (HQ, Van Mall, or Ross Facilities) or through the District Manager for Transmission Field Services sites. Purchases shall follow agency procedures for the capital outlay for construction and government-furnished appliances.
- E. **Appliances for special events:** BPA allows some limited appliances for use during special events organized by BPA employees. Only appliances listed in Appendix A, Category 3 are approved for use in a BPA workplace. No other appliances are approved.
- F. **Appliance cleanliness standards:** All appliances and areas with appliances must comply with applicable cleanliness standards. Appliance cleanliness standards will be posted as needed and adhered to by BPA employees to ensure cleanliness.

## 6. Policy Exceptions

Reasonable Accommodations may require a workplace adjustment or appliances to meet individual employee needs.

## 7. Responsibilities

### A. Workplace Services Facilities Operations (NWF/NWFR)

1. Reviews and approves government-furnished and employee-furnished appliances as part of its overall responsibility to provide a safe physical environment for all employees.

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2. Seeks opinions from the Safety Office if there is any doubt about the safety of an appliance.
3. Provides funding for government-furnished appliances in HQ, Ross, Van Mall, and Munro sites.
4. Removes any appliances that do not comply with this policy as necessary.

**B. Facilities Operations Commercial Field Site Representatives (NWF)**

1. Monitors appliance installations at commercial field sites to ensure compliance with lease requirements and agreements.
2. Reports any appliances that do not comply with this policy to the Workplace Services Facilities Operations Supervisor.

**C. Transmission Services District Managers (TF)**

1. Reviews and approves government-furnished and employee-furnished appliances as part of their overall responsibility to provide a safe physical environment for all employees.
2. Seeks opinions from the Safety Office if there is any doubt about the safety of an appliance.
3. Provides funding for the purchase of approved government-furnished appliances at Transmission Field sites.
4. Removes any appliances that do not comply with this policy as necessary.

**D. The Safety Office (NF)**

1. Performs an inspection if there is any doubt about the safety of an appliance.
2. Includes an overview on the status of appliances in the workplace in the Annual Safety Inspection Report.
3. Reviews government-furnished and employee-furnished appliances for compliance with this policy.
4. Identifies and reports any appliances that do not comply with this policy to Workplace Services Facilities Operations.

**E. Employee and Labor Relations (NHE)**

1. Approves equipment or workplace modifications provided as an RA.
2. The RA Coordinator shall coordinate with the Workplace Services organization for consideration of appliance specifications and this policy.

**F. Organizational supervisors**

Supervisors are responsible for ensuring their employees comply with this policy.

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## 8. Standards & Procedures

- A. The acquisition process for government-furnished appliances at all BPA work sites is as follows:
1. A requestor's supervisor reviews and evaluates the request for an appliance based on business need, cost, and space allowance as well as fire, electrical, safety, and building requirements, and prepares a brief write-up of the justification for inclusion in an Office Services Request Form.
  2. An organization's administrative staff completes an [Office Services Request form BPA F 1400.04e](#), attaches the justification, and submits the request to the Workplace Services Facilities Operations organization as directed on form BPA F 1400.04e, or to the District Manager for review and approval.
  3. The Workplace Services Facilities Operations organization determines the appropriateness of the request for an appliance when necessary. If a request is denied, Facilities Operations provides the rationale and alternatives that are available.
- B. Employees shall follow appliance cleaning procedures where posted.

## 9. Performance & Monitoring

- A. Facilities Operations, Transmission Services, and the Safety Office check workplace appliances as part of routine safety and compliance inspections.
- B. Government-furnished appliances will have a sticker indicating "government-furnished." Employee-furnished appliances will receive a "safety checked" sticker to reduce the need to check and double-check appliances.

## 10. Authorities & References

- A. 41 CFR § 102-74, *Facility Management*, 41 CFR § 102-74.45 (2010).
- B. 46 CFR 111.77-3, *Appliances and Appliance Circuits*, which states, "All electrical appliances, including, but not limited to, cooking equipment, dishwashers, refrigerators, and refrigerated drinking water coolers, must meet UL safety and construction standards or equivalent standards under § 110.20-1 of this chapter...and be suitably installed for the location and service intended."
- C. BPA, *Safety and Health Program Handbook*, [Employee Fire Loss Prevention Policy](#), Section E: Fire Prevention.
- D. Executive Order 13834, *Efficient Federal Operations*, (May 17, 2018).
- E. Executive Order 13101, § 503(C), *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*, 63 Fed. Reg. 49643 (September 16, 1998).

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- F. EPA, *Final Guidance on Environmentally Preferable Purchasing*, (August 20, 1999).
- G. 10 CFR § 436, Subpart C, *Federal Procurement of Energy Efficient Products*, (2010).

## 11. Review

This policy will be reviewed at least every 3 years by the Director of Facilities for appropriate content, accuracy, and completeness.

## 12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	08-10-11	Supersedes policy dated 08-26-04
2.0	06-04-15	Migration of content to new policy format
3.0	03-24-20	Re-written to conform to new BPA policy content requirements
3.1	04-06-21	Modification of Appendix A and typographical correction

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## Appendix A: Appliance Categories

<b>Category 1: BPA-Furnished Appliances (requires approval by Facilities Operations via BPA Form 1400.04e, Office Services Request)</b>	
<b>Type of Appliance</b>	<b>General Criteria/Issues</b>
<b>BBQ Grill</b>	Approved for special event use only. Equipment will be propane, maintained by Facilities, positioned on a stable, level surface and staffed at all times. A safety-rated and tested fire extinguisher must be on hand at all times.
<b>Coffeemakers</b>	Approval for designated common areas. Sized for durability and to meet demand.
<b>Fans (shop use)</b>	Approved if workstation ventilation are not adequate to meet employee needs.
<b>Ice makers</b>	Approved for sites that serve field crews where cold water is not available.
<b>Microwaves</b>	Approval for designated common areas. Sized for durability and to meet demand.
<b>Refrigerators</b>	Approval for designated common areas. Sized for durability and to meet demand. Water connections for ice makers are not authorized.
<b>Task Lights</b>	Approved if workstation adjustments are not adequate to meet employee needs.
<b>Toaster Ovens</b>	Approval for designated common areas. Sized for durability and to meet demand.
<b>Personal Heating Devices</b>	May be approved if workstation adjustments are not adequate to maintain temperature to set points or for RA.
<b>Category 1b: BPA-Furnished Appliances for Construction Services/Construction Trailers (Approved by Construction Manager for like-for-like replacements of common appliances.)</b>	
<b>Type of Appliance</b>	<b>General Criteria/Issues</b>
<b>Coffeemakers</b>	Sized for durability and to meet demand.
<b>Microwaves</b>	Sized for durability and to meet demand.
<b>Refrigerators</b>	Sized for durability and to meet demand.
<b>Stove/Cooktop</b>	Sized for durability and to meet demand.
<b>Trailer HVAC</b>	Sized for durability and to meet demand.

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<b>Category 2: Employee-Furnished Appliances</b>	
<b>Appliances must meet UL/ETL* certification and basic safety standards requires approval by Facilities Operations via BPA Form 1400.04e, Office Services Request)</b>	
<b>Type of Appliance</b>	<b>General Criteria/Issues</b>
<b>Coffeemakers</b>	Must be UL/ETL* listed and have an automatic shut-off feature. Must be located in a designated break area, on a stable, level surface with cords managed out of the way of the flow of foot traffic.
<b>Clocks</b>	Must be UL/ETL* listed.
<b>Fans</b>	Acceptable with 6" blade or smaller. Must be UL/ETL* listed.
<b>Lamps/Task lights</b>	Must be UL/ETL* listed.
<b>Radios</b>	Acceptable with supervisor approval. Must be UL/ETL* listed.
<b>Task lights</b>	Must be UL/ETL* listed. (BPA-provided task lights are available if workstation adjustments are not adequate to meet employee needs.)
<b>Water coolers</b>	May be approved if workstation adjustments are not adequate to meet employee needs. Units shall be stand-alone "bottled water" coolers, not connected to any building water supply source, and have a maximum capacity of 5 gallons or less.
<b>Other</b>	Check with Workplace Services Facilities Operations regarding any and all appliances not listed here.

\*Or other lab certified by OSHA's Nationally Recognized Testing Laboratory program (NRTL).

<b>Category 3: Appliances <u>Approved</u> for Special Event Use in BPA Facilities</b>
<b>BBQ Grill:</b> Must be BPA-provided and maintained; propane; positioned on a stable, level surface; and staffed at all times. A safety-rated and tested fire extinguisher must be on hand at all times.
<b>Crockpots/Instant Pots/Chafing dishes:</b> Must be UL/ETL* listed; positioned on a stable, level surface; and staffed at all times. Cords must be out of the flow of foot traffic.
<b>Other:</b> Check with Workplace Services Facilities Operations regarding any and all other appliances requested for the workplace.

Appendix updated 3/31/21

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