**CONSTRUCTION**

**MANAGEMENT**

**MASTER SPECIFICATIONS**

**DIVISION 1**

**(Security)**

|  |
| --- |
| **Level of Use: Reference** |

| **Issue History** | | | |
| --- | --- | --- | --- |
| **Issue** | **Publish Date** | **Pages Affected** | **Comments** |
| **002** | **01/03/05** | **All** | **Format changes only.** |
| **003** | **03/10/05** | **All** | **General change.** |
| **004** | **04/21/05** | **All** | **General change.** |
| **005** | **07/06/05** | **2** | **1.1.A.** |
| **006** | **10/08** | **All** | **Change title. Incorporates 01540, input from SRAG, MAA access info from old 01250, deleted all covered in T&Cs, all edited.** |
| **007** | **07/10** | **5, 6** | **Add reference to E-POL-0049.** |
| **008** | **08/11** | **All** | **Global changes to clarify Contractor requirements.** |
| **009** | **10/11** | **All** | **Global change of DESKAID-0302 to E-POL-0049.** |
| **010** | **02/12** | **9** | **MAA and PA access considerations.** |
| **011** | **11/12** | **6,11,12,16** | **To incorporate CR #48406. PX-4319 has been archived and information added to PX-3429.** |
| **012** | **02/13** | **6, 15** | **To incorporate CR #49017. PX-2432 has been archived and information added to PX-3429.** |
| **013** | **01/17** | **6, 7** | **Clarify subcontractor responsibilities regarding vehicle inspections.** |
| **014** |  | **5, 12, 13, 14** | **PX-1195 has been archived.** |
| **015** | **07/19** |  | **Replaced List-0044 with E-POL-0049. Changed references of PSTR to STR1.** |
| **016** | **02/20** | **ALL** | **Added Temporary Material Staging Area Guidelines, protection of Badges/Information & Utilizing maximum occupancy for subcontractor vehicles when entering into the LA, PA & MAA.** |
| **017** | **07/21** | **3,5,6,7,8,9,10,11,12,15,17,18** | **Update for UPIV, TRR and general editorial.** |
| **018** | **03/22** | **14** | **Wording change to Section 15.1.** |

TABLE OF CONTENTS

[1.0 GENERAL 5](#_Toc94164363)

[2.0 IDENTIFICATION BADGES 5](#_Toc94164364)

[3.0 PROTECTION OF BADGES AND INFORMATION PROTECTION 6](#_Toc94164365)

[4.0 LOST BADGES 6](#_Toc94164366)

[5.0 PROHIBITED ITEMS 6](#_Toc94164367)

[6.0 CONTROLLED ITEMS 7](#_Toc94164368)

[7.0 SCHEDULING SPO ESCORTS 7](#_Toc94164369)

[8.0 SITE ACCESS 7](#_Toc94164370)

[9.0 CONSTRUCTION SITE SECURITY 9](#_Toc94164371)

[10.0 TEMPORARY MATERIAL STAGING AREA GUIDELINES 9](#_Toc94164372)

[11.0 DELIVERIES 12](#_Toc94164373)

[12.0 SECURITY SHUTTLE 12](#_Toc94164374)

[13.0 TERMINATION OF EMPLOYEES 12](#_Toc94164375)

[14.0 VISITORS 13](#_Toc94164376)

[15.0 MAA AND PA ACCESS CONSIDERATIONS [RESERVE IF ACCESS TO MAA OR PA IS NOT REQUIRED] 13](#_Toc94164377)

[16.0 REFERENCES 14](#_Toc94164378)

[17.0 EXHIBITS 14](#_Toc94164379)

ACRONYMS

LA Limited Area

LC Logistics Coordinator

MAA Material Access Area

PA Protected Area

PPA Property Protection Area

PDMLink Product Data Management Link

STR1 Subcontract Technical Representative Tier 1

SPO Security Police Officer

STR Subcontract Technical Representative

SUV Sport Utility Vehicle

T&C Terms and Conditions

UPIV Uncleared Personal Identification Process

Section **01700** – **Security**

1. GENERAL
   1. This section includes Contractor responsibilities for requesting, maintaining, and complying with access and security requirements.
   2. The Contractor shall attend a Security briefing prior to starting work on the contract.
2. IDENTIFICATION BADGES
   1. The Contractor is responsible for requesting, control, protection, and accountability of all badges issued under the contract.
   2. Submit a PX-1196, *Construction Security Badge Request Form*, to Logistics, in Building 16-12 for review and approval. Access Control, in Building 16-12 will require a minimum of 48 hours (workdays) to process a contractor’s badge. The Contractor employee will then be required to produce a valid driver’s license or official photo identification to obtain a construction identification badge. The hours for contractors to pick up their badge will be between 10:00 AM and 2:00 PM which may be modified by Personnel Security based on operational need. The Contractor employee shall sign a PX‑5185, *Receipts for Security Badge*, to receive the badge and shall comply with the terms of use, protection and return as stated on the form.
   3. Submitting a PX-1196 starts the Uncleared Personal Identification Process (UPIV). Contractors who are issued an uncleared badge for access to Pantex for a period greater than 10 days in a calendar year are required to participate in UPIV. Access Control personnel will provide instructions to the contractor employee to set up a UPIV Enrollment and other required actions. Any contractor that declines to participate in UPIV, is deemed “uncooperative,” or receives an unfavorable UPIV determination will be denied access and their badge must be returned.
   4. Badges shall be worn conspicuously on the upper portion of the body while at Pantex Plant. The badge may be temporarily removed if the employee is performing an operation that does not allow the badge to be worn safely. The badge shall be placed back on once it is safe to wear it.
   5. Any Contractor whose badge is confiscated shall only be allowed on Pantex property while under the control of Pantex Security personnel. Once released from Pantex Security personnel, the Contractor shall immediately vacate Pantex Property as directed.
   6. The Contractor shall obtain a new picture and badge if there are significant changes in facial features (e.g., growing or removing a beard or mustache).
   7. Contractor employees who will be absent from Pantex Plant for 10 days or more shall surrender their badge to Access Control. Upon returning to Plant, the Contractor employee will report to Building 16-12, Access Control, to pick up the badge.
   8. Upon completion or termination of work, Contractors shall return badges that were issued under the contract to Access Control.
3. PROTECTION OF BADGES AND INFORMATION PROTECTION
   1. Maintain badge(s) in good condition – for example, do not punch holes that render the badge invalid, nor mark on, bend, or use as an ice scraper or in any way that would void the card warranty or cause the protective overlay to peel.
   2. Protect badge integrity by ensuring it is not altered, photocopied, counterfeited, reproduced, photographed or placed on the internet (e.g., social media, websites, etc.).
   3. Protect badge(s) against loss, theft or misuse:

When not on Plant site, keep badge(s) in a safe place (such as purse or wallet) where not accessible to anyone else (i.e., do not leave in vehicle).

* 1. Consolidated Nuclear Security (CNS) information, outside of work scope, must not be discussed in public (i.e., home, restaurants, stores, theaters, etc.) and must not be placed on the internet (e.g., social media, websites, etc.).
  2. All CNS drawings, specifications and related documents must be returned to the Subcontract Technical Representative (STR) for proper disposition by end of the contract.

3.5 Failure to comply protecting badges or other Government credentials may result in termination of plant access and/or jeopardize existing and future contracts.

1. LOST BADGES
   1. The Contractor employee shall report the lost badge to his superintendent or foreman. The superintendent or foreman shall notify the Subcontract Technical Representative Tier 1 (STR1) and Access Control. Access Control will follow its internal processes in regard to lost/stolen badges.
2. PROHIBITED ITEMS
   1. Any item that may jeopardize the safety or security of the Pantex Plant or workforce, or compromise National Security interests is prohibited.
   2. The Contractor shall assure his employees do not bring prohibited articles onto the Pantex Plant. The contractors will conduct an inspection of their construction vehicles prior to coming onto Pantex Plant and then once more at the laydown to prevent prohibited articles coming into the Limited Area (LA), Protected Area (PA), and the Material Access Area (MAA). Contractors shall review E-POL-0049, *CNS Safeguards and Security Prohibited and Controlled Articles*.
   3. Illegal articles include any item that is prohibited by local, state, or federal law, such as illegal drugs, weapons, and associated paraphernalia. Possession of illegal articles requires involvement of the appropriate law enforcement agency.
   4. All prohibited articles will be confiscated:

* The first offense may involve a warning or dismissal from the site. An offense involving illegal drugs shall result in the violator being detained and turned over to the Carson County Sheriff’s Office.
* The second offense shall result in removal of the badge, removal from the site, and denial of future site access.

1. CONTROLLED ITEMS
   1. Any controlled item that requires a PX form to be used on-site or listed in E-POL-0049 may remain in a personal vehicle in theProperty Protection Area (PPA). Any controlled item entering the LA, PA or MAA without proper Pantex documentation is prohibited.
   2. The Contractor shall assure his employees do not bring controlled items into the Pantex Plant LA, PA, and MAA areas. Contractors shall review E-POL-0049. Contractors shall place any controlled items in designated contractor repositories at the entrances to the limited areas prior to entry.
   3. The use of unapproved wireless items at the Pantex Plant is prohibited in any facility. The Contractor shall request permission for the use of specific wireless devises and/or computer equipment or storage media by filling out a Technical Review Request and coordinating with the Subcontract Technical Representative (STR) for approval through Security.
2. SCHEDULING SPO ESCORTS
   1. The Contractor shall notify the STR1/Logistics Coordinator (LC) in writing to schedule Security Police Officer (SPO) escorts.
   2. Due to Construction Security going to 4 x 12 hour shifts (Monday through Thursday, we will require SPO support requests by 12:00 PM on Tuesdays for the following work week locations. The Contractor shall notify the STR1/LC 24 hours in advance when cancelling a guard.
   3. The Contractor shall notify the STR1/LC any time personnel will be arriving later than the start of a regular shift.
3. SITE ACCESS
   1. Contractors shall enter the Pantex designated contractor entrance. Contractors entering through unapproved entrances can be turned away or have their badges confiscated pending a corrective action. The Contractor shall verify the construction entry with the LC and not impede the Pantex employee entrance.
   2. Upon arriving at a Pantex Plant entrance, Contractor employees shall stop and present their identification badge to the SPO for examination and a comparison check.
   3. Prior to entering any guard station, contractor vehicles must be clear of any debris, trash or equipment (i.e., tools, parts, etc.) that is not pertinent to their contract on Plant site. Any vehicle deemed unsearchable due to cleanliness of the vehicle will be denied access until all debris or trash has been removed by the contractor.
   4. All vehicles, toolboxes, lunch kits, personnel, etc., are subject to search while at Pantex Plant by SPOs and Canine. When subjected to a Canine search, the Contractor shall not say or do anything to distract the canine. Any interference with a search can result in the confiscation of the contractors badge and permanent removal from Pantex.
   5. If the construction site is located in the LA, PA, or MAA, a Security escort is required unless the employee has a valid security clearance for the area they are working in. Security escorts are normally not required in the PPA.
   6. Prior to entering the LA, PA, or MAA, Contractor owned vehicles (except vehicles not licensed for highway use) shall be van, an Sport Utility Vehicle (SUV), or truck (no sedan type) and shall display:
      1. A current state license.
      2. A current state safety inspection sticker.
      3. A professional company sign or logo. The sign or logo shall be:

* At least 12 inches by 12 inches in size.
* Contain the company's name printed in 3/4 inch or larger letters.
* Be permanent or magnetic (not paper or handwritten).
* Displayed on both sides of the vehicle.
  1. All Contractor employees shall present their badges to the SPO at the entrance stations to the LA, PA, MAA and at the gates of any fenced in construction site. All vehicles and hand carried items (e.g., lunch boxes, toolboxes, etc.) will be searched upon entering and exiting the LA, PA and MAA. When vehicles are to be searched, the driver shall:
* Require all passengers to dismount.
* Turn off the engine.
* Raise the hood.
* Open all doors.
* Unlock and open any toolboxes or other compartments.
* Comply with the SPO’s instructions.
  1. Access to jobsites inside LA, PA, and MAA require a Security shuttle escort from the entrance station to the jobsite. Shuttles can originate from Stations 703, 707, 714, or SS 15:
* Maximum occupancy must be utilized in every vehicle to limit the number of vehicles requiring access. Only specialty vehicles, essential to the task, will not require maximum occupancy.
* Only van, truck, or SUV type vehicles and essential equipment will be allowed on construction sites in LA, PA and MAA.
  1. Access to construction sites in the PA or MAA will require that Contractor employees successfully pass through the Argus Security System. If a Contractor cannot pass through the Argus System, access will be denied. Contact Access Control for initial Argus enrollment.
  2. Once at the jobsite, personnel will be under security escort and shall not be allowed to leave without a Security shuttle or escort, unless they have a security clearance.

1. CONSTRUCTION SITE SECURITY
   1. Vehicles, equipment, construction materials, debris, etc., will be parked or placed in a manner to maintain a “clear zone” of 20 feet from any facility (building, ramp, tower, etc.).
   2. Vehicles, equipment, materials, and debris will be parked or placed in a manner to maintain a “clear zone” of 20 feet from any temporary or permanent security fence.
   3. Materials shall not be stacked in a manner that will hamper Security or Emergency response.
   4. Unless otherwise approved by Security, Contractor owned vehicles and heavy equipment used inside the LA, PA, and MAA will be removed and returned to the lay down area at the end of each workday.
   5. The Contractor is responsible for submitting a sketch or drawing depicting any materials or equipment that needs to be left at the jobsite. The Contractor shall comply with the requirements of the Pantex Security Plan based off the submittal and the Temporary Material Staging Area Guidelines below. If any vehicles or heavy equipment are allowed to remain in these areas, they must be disabled.
2. TEMPORARY MATERIAL STAGING AREA GUIDELINES
   1. The Vulnerability Assessment (VA) guidelines listed below are excerpts from the VA Evaluation: *Temporary Material Staging Areas in Support of Construction Projects,* Index No: 4230-19-015. This document provides a reference for Project Managers, STRs and subcontractor personnel.
   2. Material Staging Areas are requested by completing PX-6333, *Temporary Construction Project Material Storage Area Request*, in accordance with WI 02.01.07.01.16, *Establish Temporary Construction Project Material Storage Locations*.
   3. Material Staging Area Requirements

Material Staging Areas are defined as a fenced area containing surplus materials, vehicles, machinery, and equipment that support a construction project. These areas will be located within close proximity to the construction site, and will temporarily house materials necessary for the duration of the project.

1. Only materials required for the specific construction/maintenance activity within the area are staged.
2. Temporary, easily modified chain link fence should encompass the staging area. Chain link fencing will serve as the security and safety barrier of the approved material staging area in order to maintain the integrity of the staging area boundary.
3. The staging area must remain locked when unattended.
4. Any material that has been in the construction material staging area for a period of 180 days, and is not expected to be used immediately, must be removed.
5. Construction Management should establish and maintain a program that provides a verifiable method to ensure the 180-day limit for unused material is not exceeded.
6. The staging area is specifically intended to support short-term staging of materials and supplies for construction projects.
7. The area must remain clean, clear of debris, and free from tall vegetation.
   1. Construction Vehicle/Machinery Requirements

All machinery/vehicles remaining in security areas during off-shift/non-working hours must:

1. Be disabled by having the keys removed and located away from the vehicle effectively impeding usage to anyone other than construction subcontractors.
2. Have the doors or cab of the vehicle locked/secured.
3. Place buckets, ladders, or lifts in the fully dropped/lowered position.
4. Maintain the smallest footprint possible. Vehicles, machinery, equipment, and materials should be staged close together and near the construction site.
5. Keep the area clean, clear of debris, and free from tall vegetation.

It should be noted that the number of vehicles utilized for transportation of construction personnel should be minimized, ensuring that the maximum occupancy for each transport vehicle is reasonably achieved.

Construction vehicles or large machinery are not required to be parked within the fenced location of the staging area. However, all vehicles or large machinery must be parked within the general vicinity of the project/staging area.

Road-worthy, passenger vehicles that are primarily used to transport construction personnel must exit security areas at the end of each shift. Other machinery, including loaders, Bobcats, etc., may be permitted to remain in the area during off shift hours or when not being utilized following approval by S&S.

|  |
| --- |
| **NOTE** |
| Due to inherent safety concerns, battery removal or battery terminal removal is not required in order to disable machinery or equipment. |

* 1. Tools and Material Requirements
     + - 1. Dirt spoils or stacked material may not exceed 6 feet in height.
         2. Ladders, tools, and other objects that could be used to scale, cut, or bridge barriers and fences in order to enter security areas, must be removed or secured inside of the material staging area to prevent their unauthorized use (DOE O 473.3A chg.1, Attachment 3, Section A 3-31, 2c).
         3. No hazardous materials are allowed to be staged without proper approval(s).
         4. Fuel to operate equipment must be in 5-gallon safety containers.
  2. Other Requirements

Construction Management is responsible for submitting a map to the VA department and other interested parties (e.g., Explosive Safety, Nuclear Explosive Safety, etc.) depicting the proposed staging area.

Construction material staging areas must be located a minimum of 20 feet away from all security fences.

The subcontractor is responsible for securing/maintaining the staging area to the standards outlined in this assessment. ***The staging area must be locked at all times when unattended.***

PF will conduct spot checks and/or communicate with subcontractors at the end of shift ensuring requirements are followed.

Project Managers, STRs, and their designees have the responsibility of ensuring adherence to these guidelines at all times.

Aircraft Deterrent System (ADS) poles require VA approval to move/remove for all construction staging areas.

Written approval for the temporary staging area must be received from the VA department, Group 5 PF Construction Shift Commander, or on-duty Group Shift Commander prior to leaving machinery/vehicles in any security area. It is the responsibility of the Project Manager, STR, or other designee to ensure all approvals outside of S&S are received prior to establishing a temporary material staging area.

* 1. Explosive Safety Memos

Reference Explosive Safety Memos if necessary:

* Memorandum (MA-18-1773151-4401-MA), from J. H. Taylor to A. M. Dutton, Subject: *Authority having Jurisdiction Determination on Construction Material Staging Areas*. dated October 16, 2017.
* Memorandum (MA-18-1773183-4401-MA), from J. H. Taylor to A. M. Dutton, Subject: *Authority having Jurisdiction Determination on Subcontractor Personnel Breaks Within the Material Access Area (MAA),* dated October 16, 2017.

1. DELIVERIES
   1. All deliveries to Pantex Plant site shall enter through the designated construction entry. The Contractor shall verify the construction entry with the LC.
   2. Deliveries shall be made before 2:00 PM unless special arrangements have been made in writing with the STR1/LC.
   3. Notify the STR1/LC in writing a day in advance of any delivery. Provide company, date, description, destination, driver’s name (if not badged), and time. The Contractor shall fill out all required paperwork for any non-badged delivery personnel a minimum of 24 hours in advance of the delivery date.
   4. Delivery drivers are required to be US citizens with a valid license.
2. SECURITY SHUTTLE
   1. If the construction site is inside the LA, PA, or MAA, uncleared Contractor personnel shall be escorted to and from the construction site by SPOs.
   2. The Contractor shall notify the LC when scheduling SPO support if they will have more than six vehicles entering the jobsite at one time for shuttle arrangements.
   3. Shuttles are not dedicated to a single project. Contractors should not anticipate immediate or unplanned access to shuttle services.
   4. The Contractor shall minimize the usage of the shuttle service by providing sufficient materials and equipment at the construction site and by minimizing exits and entries into the work areas.
   5. The Contractor shall request shuttle service to and from a jobsite in advance with the SPO assigned to the construction site or to a SPO at the entry station.
3. TERMINATION OF EMPLOYEES
   1. If the Contractor or a Subcontractor terminates the employment of an employee while at Pantex Plant, the Contractor shall escort the employee from the site.
   2. Any employee who is under the influence of alcohol or drugs will not be permitted to drive a vehicle on or away from Pantex Plant.
   3. In no case will a terminated employee be taken to the gates of the Plant and left to walk on adjacent roadways.
   4. The Contractor shall comply with the all termination requirements within the Terms and Conditions for the contract.
4. VISITORS
   1. The Contractor shall notify STR1/LC at least a day in advance,of any visitors requiring access to the construction site. Visitors must meet the site access requirements to obtain a badge.
   2. The Contractor shall fill out the all required paperwork for any visitors a minimum of 24 hours in advance of the visit.
5. MAA AND PA ACCESS CONSIDERATIONS [RESERVE IF ACCESS TO MAA OR PA IS NOT REQUIRED]
   1. Interior MAA subcontractor work areas must be screened to preclude visual access of interior plant MAA activities from uncleared personnel; this must be done by means of the use of screening material or barriers. The STRs, Project Manager and/or LCs will communicate and coordinate with Safeguards and Security management in the event screening material or barriers cannot be utilized due to the subcontractor’s work location in the interior MAA or due to other extenuating circumstances. In these infrequent situations, the SPO escort will ensure plant MAA activities in the proximity of uncleared contractors are paused until contractors are removed from the area.
   2. To improve access to work in the MAA and PA, the Contractor shall observe the following guidelines:

* For passage through the metal detectors, assure personnel are free of all metal. Personnel should leave metal items such as metal toe shoes, suspenders, and belt buckles at the jobsite or in the company vehicle.
* For passage through the Argus System, the Contractor’s personnel must remember password. Individuals who fail to gain access through Argus due to inability to follow directions or inability to remember password will not receive access.
* Limit materials moved to the site during personnel access periods. Move material to the jobsite when personnel are not accessing the site. Stage materials at the site prior to the next day of work where possible and as allowed by the specifications.
* Contractor use of a bus or multi-person van is the most efficient means of access for workers. This method is more efficient than having small numbers of workers in a pickup truck. The Contractor is encouraged to utilize multi-person vehicles.

1. REFERENCES

Governing Documents

<https://webapps.cns.doe.gov/LinksMgr/linksMgr?docType=RMSFlowdown&docNum=DIV-01700>

Authorizing Documents

1. [DIR-0001](https://iw.pxplant.com/LinksMgr/linksMgr?docStatus=APPROVED&docType=ADMIN&docNum=DIR-0001), “Roles and Responsibilities for Management and Operation of Pantex Plant”

Related Documents

1. E-POL-0049, “CNS Safeguards and Security Prohibited and Controlled Articles”

Forms

**16.4.1 Generated Forms**

1. [PX-1196](https://iw.pxplant.com/LinksMgr/linksMgr?docStatus=APPROVED&docType=PXFORM&docNum=PX-1196), “Construction Security Badge Request Form”
2. [PX-5185](https://iw.pxplant.com/LinksMgr/linksMgr?docStatus=APPROVED&docType=PXFORM&docNum=PX-5185), “Receipts for Security Badge”
3. PX-6333, "Temporary Construction Project Material Storage Area Request”

**16.4.2 Related Forms**

None

Records

1. PX-1196, “Construction Security Badge Request Form” RS 50000130
2. PX-5185, “Receipts for Security Badge” RS 50000130
3. PX-6333, "Temporary Construction Project Material Storage Area Request” RS 50000343
4. EXHIBITS
5. PX-1196, “Construction Security Badge Request Form”
6. PX-5185, “Receipts for Security Badge”
7. PX-6333, "Temporary Construction Project Material Storage Area Request”

**END OF SECTION 01700**

**EXHIBIT 1**

**PX-1196, “Construction Security Badge Request Form”**

***USE MOST CURRENT ISSUE IN PDMLink***

**EXHIBIT 2**

**PX-5185, “Receipts for Security Badge”**

***USE MOST CURRENT ISSUE IN PDMLink***

**EXHIBIT 3**

**PX-6333, "Temporary Construction Project Material Storage Area Request”**

***USE MOST CURRENT ISSUE IN PDMLink***