

LAWRENCE LIVERMORE NATIONAL LABORATORY
PROCUREMENT DEPARTMENT

SECURITY AND SITE ACCESS PROVISIONS

The following provisions are applicable to the Lawrence Livermore National Laboratory (LLNL) and Site 300 facilities, which are operated and managed by the University for the U.S. Department of Energy (DOE). The LLNL is located at 7000 East Avenue, Livermore, CA; Site 300 is located off Corral Hollow Road, four miles South of Interstate 580 and ten miles SW of Tracy, CA. As used herein, the term “Laboratory” includes both facilities unless provisions pertaining to one of the facilities are so indicated, and “Subcontractor” shall include lower-tier subcontractors.

1.0 Security Areas

“OPEN” AREAS are certain areas outside the “Property Protection” Area of the Laboratory that are open to the public, Monday through Friday, during varying business hours depending on the location. Some “Open” Areas are accessible to the public at all times, except during emergencies.

“PROPERTY PROTECTION” AREAS. The LLNL and Site 300 are enclosed by a perimeter fence establishing a “Property Protection” area. This includes the East Avenue Corridor located between LLNL and Sandia National Laboratory along East Avenue between Vasco and Greenville roads.

“LIMITED” AND “EXCLUSION” AREAS are security areas within the “Property Protection” Areas enclosed by eight-foot high security fences, access to which is controlled by guarded entry/exit posts or electronic access control booths, turnstiles, or doors.

“PROTECTED” (SUPERBLOCK) AREA is a security area within the “Limited” Area of the LLNL enclosed by complex delay and detection systems, access to which is controlled by electronic access control booths, metal detectors, and vehicle sally ports.

2.0 Security Access Requirements

“PROPERTY PROTECTION” AREAS. **Certain** unescorted Subcontractor personnel within the “Property Protection” Area of the Laboratory are required to have executed a Site Access Security Questionnaire (SASQ), and to have undergone security processing and issued a badge, as further described in Section 2, below.

- (a) Naturalized citizens must provide proper evidence of their naturalization.
- (b) Foreign Nationals (Non U.S. Citizens) are not permitted within the “Property Protection” Area of the Laboratory without the written consent of DOE obtained through the University under applicable DOE Security Regulations.
- (c) All truck deliveries for LLNL shall be inspected at the Truck Inspection Station on East Avenue unless otherwise approved by the University. Subcontractors should

allow one to four hours for trucks to undergo this inspection. Special time-sensitive deliveries such as asphalt and concrete may be handled at an alternate gate upon approval by the University. Subcontractors shall provide the University five days advance notice for all time sensitive deliveries.

- (d) Personnel making normal truck deliveries for vendors shall be United States citizens and carry a current operator's license. Such personnel will be issued a temporary truck pass, but security processing may not be required.

“OPEN” AREAS. All Subcontractor personnel (prime or lower-tier) working in “Open” Areas of the Laboratory are required to be badged. An exception is granted for Subcontractor personnel who are only making deliveries of equipment or material to the work areas.

“LIMITED” AND “EXCLUSION” AREAS. In addition to the requirements for access to the “Property Protection” Areas, any work within a “Limited” or “Exclusion” Area shall also be conducted under University-provided LLNL Security Department Security Escort. Therefore, it is required that at least 48 hours notice be given to the University's LLNL Westgate Badge Office prior to the Subcontractor's scheduled entry into a “Limited” or “Exclusion” Area [at either LLNL or Site 300](#). Such notice shall include an estimate of the amount of time required to complete the work therein.

To be allowed unescorted access to any “Limited” or “Exclusion” security areas, or access to any classified information or special nuclear material (SNM), (1) the Subcontractor and lower-tier subcontractors, as applicable, must possess a DOE Facility Clearance, which includes a foreign ownership, control, and influence (FOCI) certification, and (2) their personnel must possess a DOE Access Authorization (clearance) appropriate for the access level.

“PROTECTED” (SUPERBLOCK) AREA. Any work performed by uncleared Subcontractor personnel within the “Protected” (Superblock) Area shall be conducted by personnel who (1) have executed a SASQ, (2) have had a preliminary background investigation completed, and (3) have received an approval for Superblock access.

Any work within the “Protected” (Superblock) Area shall also be conducted under University-provided LLNL Security Department Security Escort. Therefore, it is required that at least 48 hours notice be given to the LLNL [Central Clearance Group \(phone: \(925\) 423-8057\)](#) prior to the Subcontractor's scheduled entry into the “Protected” (Superblock) Area. Such notice shall include an estimate of the amount of time required to complete the work therein.

To be allowed unescorted access to any “Limited”, “Exclusion”, or “Protected” security areas, or access to any classified information or special nuclear material (SNM), (1) the Subcontractor and lower-tier subcontractors, as applicable, must possess a DOE Facility Clearance, which includes a foreign ownership, control, and influence (FOCI) certification, and (2) their personnel must possess a DOE Access Authorization (clearance) appropriate for the access level.

3.0 Security Processing and Badging

- 3.1 The Subcontractor shall notify the LLNL Westgate Badge Office (phone: (925) 422-0717) 48 hours prior to initial entry to the Laboratory (LLNL or Site 300). At this time, the Subcontractor shall fax the names of all employees that will be working at LLNL to the Westgate Badge Office (fax: (925) 422-3200).
- 3.2 At the time of initial entrance to the Laboratory, all Subcontractor personnel shall report to the LLNL Westgate Badge Office in Building 071, located on Westgate Drive, for security processing.
 - 3.2.1 All personnel appearing at the Badge Office for entry processing shall present the following information:
 - Subcontractor's company name,
 - Location of work site,
 - Subcontractor's Subcontract number,
 - Subcontractor's contact name, and
 - Current original photo identification (identity source document), e.g., current State issued driver's license or current Federal, State, or Government issued identification card. (Note: A valid driver's license is required at time of badging to be granted on-site driving privileges.)
 - 3.2.2 The Subcontractor and its personnel will immediately thereafter be provided access to the "Open" Areas and "Property Protection" Areas with the understanding that the continued presence of the Subcontractor and its personnel at the Laboratory is subject to review by the University based upon the fully executed SASQ and a check of appropriate records of law enforcement agencies.
 - 3.2.3 The Subcontractor and its personnel shall wear badges above the waist and in plain sight at all times while working within the limits of the Laboratory unless the badge will cause a hazardous condition. In that case, the badge shall be kept on the person and available for display when requested. Badges must not be left in vehicles while on-site and shall be protected from theft while off-site.
- 3.3 Badges will be supplied to the Subcontractor at no cost. The badges will remain the property of the Government. The Subcontractor and its personnel shall return the badges to the LLNL Westgate Badge Office upon completion of the Subcontract or termination of assignment at the Laboratory.
- 3.4 Subcontractor personnel will be processed without charge to the Subcontractor. The Subcontractor will not be reimbursed for the cost of "lost time" required for the processing of its personnel.

4.0 Subcontractor Responsibilities to Notify of Changes in Need for Clearances

- 4.1 Subcontractor personnel assigned to work at the Laboratory and requiring access to classified information or special nuclear material (SNM) must obtain and maintain a DOE Access Authorization (clearance). The determination for the access authorization will be made by the cognizant LLNL Subcontract point-of-contact (POC). The POC will notify [the LLNL Security Department](#) to process the required individual(s) for the access authorization(s). Subcontractor personnel with clearances must take all required training courses (e.g., Annual Security Refresher Briefing) and fulfill reporting requirements that are identified.
- 4.2 The Subcontractor and its cleared personnel are responsible for [immediately](#) notifying [the LLNL Security Department](#) in the event one of the following occurs:
 - 4.2.1 Employment by the Subcontractor is terminated.
 - 4.2.2 Access authorization (clearance) is no longer required (for example, the Subcontract work is completed or an individual transfers to a position not requiring such access).
 - 4.2.3 An individual is on a leave of absence or an extended "leave of absence" that exceeds 90 consecutive calendar days. For purposes of this requirement, "leave of absence" refers to vacations, illnesses, sabbaticals, teaching and research leaves, maternity leaves, leave without pay, leave with pay, family and medical leaves (FMLA), workers' compensation (injury), and military leaves.
 - 4.2.4 Access to classified matter or special nuclear material (SNM) is no longer required due to an individual being transferred to a position not requiring such access.
 - 4.2.5 The individual leaves for foreign travel, employment, assignment, education or residence of more than three months duration not involving official United States Government business. (Note: This requirement applies even if the individual remains employed by the Subcontractor.)
 - 4.2.6 Notification must be made in writing to [the LLNL Security Department](#) at the following address:

[Personnel Security Division](#)
Attention: Terminations
7000 East Avenue, L-504
Livermore, CA 94550

5.0 Work Conditions and Restrictions

- 5.1 All Subcontractor personnel assigned for work at the Laboratory shall be made aware of and shall comply at all times with these Security and Site Access Provisions.

Permission for access to the Laboratory for any and all persons who violate these Security and Site Access Provisions will be revoked.

- 5.2 Subcontractor personnel access to the Laboratory shall be limited to the work site area(s) specified in the Subcontract. Personnel working on outside projects are prohibited from entering any buildings within the area of work, except when granted permission by the University.
- 5.3 All personal belongings of the Subcontractor's employees, including briefcases, lunch boxes, handbags, and vehicles driven by Subcontractor's employees, are subject to random search for prohibited and controlled items, upon entering and leaving the Laboratory, at the discretion of the LLNL Security Department. In addition, subcontractors, materialmen, and vendors entering and leaving the Laboratory are also subject to search for prohibited or controlled items.
- 5.4 Except as otherwise provided in the Subcontract, work operations shall be limited to the hours between 7:30 a.m. and 5:00 p.m., Monday through Friday, at the LLNL, and between 7:00 a.m. and 5:30 p.m., Monday through Thursday, at Site 300, except on Laboratory holidays. Requests for approval from the University to work at times other than the time stated herein shall be submitted at least 48 hours in advance.
- 5.5 Materials, parked vehicles or equipment, trailers, or temporary storage buildings shall not be located within 50 feet of any existing fence, or within 25 feet of power poles or manholes. Exceptional circumstances shall be as indicated in the Subcontract.
- 5.6 Objects shall not be picked up or removed from the limits of the Laboratory, except for Subcontractor's materials, or materials removed in and designated by the Subcontract to be removed from the Laboratory.
- 5.7 All materials for installation and conduct of the work shall be brought into the Laboratory so as to minimize interference with the activities of the Laboratory and other work at the Laboratory.
- 5.8 Privately owned, portable cellular phones, without internal cameras, may be used in "Open" Areas and "Property Protection" Areas without restriction. However, certain restrictions apply when taken into "Limited" Areas and are not permitted in Classified buildings. Visitors will be required to review a copy of the cellular phone rules when they receive their badges.

6.0 Prohibited or Controlled Items

- 6.1 Except as otherwise provided herein, the following privately owned items shall not be brought within the limits of the Laboratory without proper written authorization.
 - Dangerous weapons,
 - Explosives,

- Pepper Spray or Mace,
- Cameras, including cellular phones that contain cameras or other imaging capability (permit not required when left in a locked vehicle; see below for exception in “Limited” Areas),
- Binoculars or telescopes,
- Controlled substances, e.g., illegal drugs and associated paraphernalia, except prescription medicines in their original containers,
- Alcoholic beverages,
- Poisonous or corrosive solids, liquids, or gasses,
- Any other items prohibited by law.

NOTE: In addition to those items listed above, the following items are not permitted within “Classified” Areas (“Limited”, “Exclusion”, and “Protected”) without proper written authorization.

- Recording equipment (audio, video, optical or data),
- Electronic equipment with data exchange port capable of connection to University owned automated system equipment,
- Cellular phones (that do not contain cameras or other imaging capability may be used outdoors in “Limited” Areas without a permit; and, only under limited circumstances will a permit be granted for use inside buildings),
- Cameras, including cellular phones that contain cameras or other imaging capability (require a permit),
- RF transmitting equipment (requires a permit for use inside “Limited” Area buildings),
- Computers and associated media (requires Cyber Security approval for use inside “Limited” Area buildings).

All prohibited or controlled items listed above may be confiscated if they are brought into the Laboratory without permission or if they are being used for purposes other than those stated in the request.

- 6.2 Written permission from [the LLNL Security Department](#), or the DOE/NNSA Livermore Site Office as applicable, shall be obtained for each prohibited **or controlled** item brought into the Laboratory if such items are required for execution of the work, and they do not violate the law.

6.2.1 Permission shall be requested from the LLNL Security Department, [Operations Security and Program Support Division](#) through the University Technical Representative or Technical Release Representative, including a statement of need, the period of time that the item will be required, and the person responsible for its use.

6.2.2 The items shall be removed from the Laboratory immediately upon termination of their need or termination of the period stated in the Subcontractor's request.

7.0 Fence Penetrations

7.1 No penetrations shall be made over, under, or through existing security fences located within or on the perimeter of the Laboratory without the permission of the University.

7.2 All required security fence penetrations shall be conducted under LLNL Security Department Security Escort.

7.3 Temporary barricades shall be installed for all penetrations when work requiring LLNL Security Department Security Escort is not in progress. These barricades shall be located at the existing fence line, and the Subcontractor shall use panel inserts supplied by the University or other University-approved materials.

7.4 The installed barricades shall be approved by the LLNL Security Department and shall provide the same degree of security protection as afforded by the existing fence.

8.0 Use of Existing Roads

8.1 All Subcontractor personnel and other persons assigned for work at the Laboratory shall be made aware of and shall comply at all times with the following requirements.

- Posted speed limits.
- All signs and posted notices.

8.2 Points of access to the work for vehicles and personnel shall be as designated on the Subcontract drawings or as stated in the Subcontract.

8.3 Only vehicles with pneumatic tires will be allowed on existing roads.

8.4 All motorized equipment shall be equipped with mufflers. All motorized equipment to be used on unpaved surfaces shall be equipped with spark arresters. Prior approval from the University Technical Representative is required for use of motorized vehicles equipped with catalytic converters on unpaved areas.

8.5 Use of Laboratory roads for heavy traffic shall be minimized.

- 8.6 Only certain existing roads within the Laboratory will be designated for the Subcontractor's use. Other roads shall not be used without first obtaining permission from the University.
- 8.7 All Laboratory roads shall be kept open at all times. When obstructions on existing Laboratory roads are required because of the work, approval shall be obtained from the University and complete detours or other temporary measures shall be established prior to the start of other work.
- 8.8 Suitable temporary barricades, fences, or other structures as required shall be provided and maintained for the protection of the public, traffic, and personnel about the work site; walks around any obstruction made in public places shall be provided; and sufficient light on or near the work-area shall be maintained to protect workers, travelers, and other personnel from injury during all hours of darkness.
- 8.8.1 All barricades shall be provided with battery-operated warning lights during hours of darkness.
- 8.8.2 No lighting with open flames will be permitted.
- 8.9 The Subcontractor is responsible for all damage to utilities, streets, curbs, and gutters resulting from its work, and shall, at no cost to the University, repair all such damage at the completion of this work, or sooner if directed by the University.
- 8.10 Site 300 is an area where high explosives are processed, transported and tested. All Subcontractor personnel are considered to be unacquainted with the operations of the site. Therefore, all areas shall be treated as hazard areas.
- 8.10.1 Because of the nature of the operation activities at Site 300, all security and safety regulations are strictly enforced and shall be complied with at all times.
- 8.10.2 Smoking will not be permitted in vehicles during the posted fire season. Smoking will be permitted within the limits of the work area. Smoking may be limited to certain areas within the limits, as designated by the University, depending on the hazard as determined by the University. Smoking is not permitted within any facility.
- 8.10.3 When approached by a vehicle with headlights on and displaying explosives signs, Subcontractor personnel shall pull to the right side of the road, slow down, and yield the right of way. Subcontractor personnel may increase speed only after such a vehicle has passed. No passing of vehicles transporting explosives is permitted unless a signal to do so is given by the driver.

9.0 Parking

9.1 Subcontractor Vehicles

9.1.1 Vehicles and equipment shall be parked only in areas completely off the existing Laboratory roads, or in areas designated for parking within the work-area limits. Access for other types of vehicles may be requested through the University.

9.1.2 Cranes, booms, drilling rigs, and similar tall equipment shall be kept clear of overhead electrical conductors. The Subcontractor shall be responsible and shall hold the University harmless for any damage or injury caused by unsafe acts of its operators.

9.2 Personal Vehicles

Parking space for the private vehicles of Subcontractor personnel will be available within the established parking lots of the Laboratory or entirely off the Laboratory site. No private vehicles are allowed into any other areas of the Laboratory, except as specifically stated in the Subcontract or with the permission of the University. The Subcontractor shall transport its personnel to the job site in Subcontractor vehicles.

10.0 Work-Area Limits for Roads and Underground Utilities

10.1 The work-area limits for road work shall extend 100 feet from the top of all cuts and the toe of all fills on each side of the road.

10.2 The work-area for underground utilities and overhead power lines shall extend 100 feet on each side of the service to be installed. This shall apply when the utility or power line extends beyond a designated building work-area limit.

11.0 Blasting and Hauling of Explosives

11.1 Blasting of rock and other materials is not permitted at the LLNL and is not contemplated at Site 300. However, if it becomes evident that the use of explosives at Site 300 is required, the Subcontractor shall notify the University 24 hours in advance of each blasting operation, stating the quantities and type of explosives proposed and shall obtain approval from the University for each blasting operation. Explosives exceeding six pounds for each detonation will not be permitted. All blasting operations shall be conducted in accordance with the requirements of the State of California CRR Title 8, Chapter 4 Subchapter. 7 - General Industry Safety Orders.

11.2 Explosives shall not be brought, hauled, or moved into, within, or away from the boundaries of Site 300 without first obtaining permission in writing from the University and DOE/NNSA Livermore Site Office.

- 11.2.1 Approval shall be requested from the University 24 hours in advance for every haul or move required, and all explosives shall be removed at the end of the working day.
- 11.2.2 The quantities and type of all explosives delivered to Site 300, quantities used for each detonation, and quantities removed from Site 300 at the end of the working day will be checked **and recorded** by the University.
- 11.2.3 All vehicles used for hauling explosives shall be properly marked and shall comply with the applicable State of California Highway Safety Requirements.

12.0 Fire Breaks (Site 300 only)

- 12.1 Prior to the start of any work at the construction site indicated on the drawings, **the Subcontractor shall** provide a fire break around the work area. The fire break shall be at least eight feet wide and free from all flammable materials and natural growth. **The Subcontractor may not commence any construction work until the fire break has been reviewed and approved by the Site 300 Fire Department.**
- 12.2 Subcontractor will not be allowed to do burning of any nature within the limits of the work area.

13.0 Operating Conditions and Work Delays within the Firing Areas (Site 300 only)

- 13.1 There are two firing areas within the limits of Site 300; the East Firing Area and the West Firing Area. Tests are conducted within these areas that include intentional detonation of high explosives. Therefore, all Subcontractor personnel traveling and passing through these areas are under strict control and the location of all personnel must be known at all times.
- 13.2 A control point has been established in order to control the admission of Subcontractor personnel to potentially hazardous areas. Remotely controlled gates or road barriers have been located on the approach roads into the firing areas.
- 13.3 Explosive tests are conducted at existing bunkers within the firing areas. When a test is being planned, all activities and the use of site roads within the radius of the explosive test firing point are strictly controlled.
 - 13.3.1 The bunkers and their related hazardous areas will be communicated to the Subcontractor.
 - 13.3.2 All Subcontractor personnel shall be under approved cover (generally inside a bunker), or shall move outside the hazardous zone until the test is completed.
 - 13.3.3 The University Technical Representative will advise the Subcontractor of impending tests and shall escort Subcontractor personnel to unclassified shelters or advise them to vacate the area.

- 13.4 Work activities and the use of site roads in the firing areas will be subject to delays due to testing activities.
- 13.5 The Subcontractor shall inform its personnel of the special requirements affecting their personnel and activities within the firing areas in addition to the security and site access regulations stated in these and any other provisions.

(END OF PROVISIONS)