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OWNER: Training		PROC-TC-0722	REVISION: 2
SUBJECT MATTER AREA: Site Access		PREPARER: J. Millspaugh	Page 1 of 8
PROCEDURE TYPE: Emergency <input type="checkbox"/>	Administrative <input checked="" type="checkbox"/> Alarm Response <input type="checkbox"/>	CONCURRENCE/DATE: A. J. Reed 3/1/18 [Approval Signature on File]	
TITLE: SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS		APPROVED BY/DATE: Terry H. Rahm 2/27/18 [Approval Signature on File]	
USQD <input checked="" type="checkbox"/>	UCD <input type="checkbox"/>	CAT X <input type="checkbox"/>	EXEMPT <input type="checkbox"/>
USQD/UCD/CAT X No: PSW-PROCTC0722-1370		EFFECTIVE DATE:	3/5/18
Exhibit L Mandatory Contractor Procedure No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		REQUIRED REVIEW DATE:	3/5/21
		If an Interim Procedure, Expiration Date:	

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This document is approved for public release per review by:
Teresa D. Fancher 2/20/18
 UCOR Classification and Date
 Information Control Office

REVISION LOG			
Revision	Effective Date	Description of Changes	Pages Affected
2	3/5/18	Intent change. Clarified when Parkworker is required to be completed. Updated source documents.	2, 3, 4
1	1/15/15	Intent change. Procedure moved to UCOR Training organization. Attachments reordered. Clarified Scope. Reordered steps in WHAT TO DO. Clarified training requirements and use of Access Card. Clarified Site Access Training Requirements Matrix.	All
0	10/23/14	Initial release of this document number. Replaces PROC-RP-4040 Rev. 1, <i>Site Access Requirements and Site Access Cards</i> . Non-intent update to change Consolidated Annual Training to Biennial Consolidated Training.	All

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PURPOSE This procedure governs the use of URS | CH2M Oak Ridge LLC (UCOR) Site Access Cards as proof of completion of selected training required to access UCOR sites and facilities.

SCOPE This procedure applies to:

- UCOR employees
- UCOR subcontractor and lower tier subcontractor employees
- Visitors accessing UCOR-managed facilities

This procedure does NOT apply to other prime contractors when performing work in UCOR-managed facilities under a UCOR interface agreement.

OTHER DOCUMENTS NEEDED

- UCOR-4087, *Safety and Health Handbook, Oak Ridge, Tennessee*
- UCOR-4088, *Environmental Compliance and Protection Awareness Handbook Oak Ridge, Tennessee*
- PROC-RP-4035, *Radiation Safety Training*

WHAT TO DO

A. Site Access Requirements

UCOR and Subcontractor Employees

1. Use the UCOR Safety Access Requirements Matrix (Attachment B) as guidance for identifying Site Safety Access Requirements for the East Tennessee Technology Park (ETTP).
2. If you are onsite 40 hours or greater in a calendar year, Parkworker (General Employee Training [GET]) training is required.
3. Verify training requirements with the UCOR Training organization or the applicable Training Point of Contact (TPOC).

B. Site Access Cards

NOTE: Site Access Cards (see Attachment C), issued by UCOR Training or TPOC, are used to display completion of selected UCOR training. Site Access Cards are not required for, but may be issued to U. S. Department of Energy (DOE) employees, other DOE prime contractors performing work in UCOR-managed facilities, and Community Reuse Organization of East Tennessee (CROET) employees, subcontractors, lessees, or sub-lessees.

UCOR and Subcontractor Employees

1. Wear Site Access Cards along with the security photo badge (example shown in Attachment C) at all times while on or within UCOR sites and facilities.

NOTE: It is each employee’s responsibility to keep their training current. Personnel with expired Site Access Cards will not be permitted access to Radiological Areas and/or areas with Nuclear Criticality Safety Evaluation postings.

2. Maintain Site Access Cards current (i.e., “valid thru” date has not expired).

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UCOR Training

3. IF a Site Access Card is requested, **THEN** using LEARN

- a. Activate the “PWT” symbol on the Site Access Card after the requesting individual has demonstrated successful completion of Parkworker/GET.
- b. Activate the “RW2” symbol on the Site Access Card after the requesting individual has demonstrated proof of Radworker II training in accordance with PROC-RP-4035, *Radiation Safety Training*, and upon notification by the UCOR Dosimetry Group that the individual has been entered into UCOR’s dosimetry and bioassay system.
- c. Activate the “HAZ” symbol on the Site Access Card after the requesting individual has provided proof of current HAZWOPER training. Proof may be in the form documentation on a company generated training history, a current HAZWOPER certificate, or by querying the LEARN database.
- d. Activate the “NCS” symbol on the Site Access Card after the requesting individual has provided proof of current nuclear criticality safety training.
- e. Activate the “RESP” symbol on the Site Access Card after the requesting individual has provided proof of the following:
 - Current Respiratory Protection Training
 - Current Respiratory Protection Medical Approval
 - Current Respirator or Facepiece Filtering Mask Fit Test and training.
- f. Activate the “BCT” symbol on the Site Access Card after the requesting individual has provided proof of BCT (Biennial Consolidated Training) training.

RECORDS

- None.

SOURCE DOCUMENTS

- DOE O 426.2, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*

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Attachment A
DEFINITIONS/ACRONYMS
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BCT – Biennial Consolidated Training

CROET – Community Reuse Organization of East Tennessee

DOE – U.S. Department of Energy

ETTP – East Tennessee Technology Park

GET – General Employee Training

HAZ – Hazardous Waste Operations Training

HAZWOPER – Hazardous Waste Operations

JHA – Job Hazard Analysis

LEARN – Local Education Administrative Requirements Network

NCS – Nuclear Criticality Safety

PPE – personal protective equipment

PWT – Parkworker Training

RESP – Respiratory fit test, training and any required/associated medical qualifications

RW2 – Radiological Worker II Training

TPOC – Training Point of Contact

UCOR – URS | CH2M Oak Ridge LLC

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Attachment B
ACCESS REQUIREMENTS MATRIX
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	Escorted Access	Unescorted Access
ETTP General Site Access (Areas that are Unfenced and Accessible to the Public)	No UCOR safety access requirements apply	No UCOR safety access requirements apply
The Community Reuse Organization of East Tennessee (CROET) Tenant Areas and other DOE Prime Contractor and DOE Tenant Areas	No UCOR safety access requirements apply – CROET Tenants and other DOE Prime Contractor and DOE Tenants are responsible to establish access requirements and to escort visitors in their facilities.	No UCOR safety access requirements apply – CROET Tenants and other DOE Prime Contractor and DOE Tenants are responsible to establish unescorted access requirements for their employees, subcontractors, vendors, and visitors.
	NOTE: UCOR employees, subcontractors, vendors and visitors must obtain permission from CROET or the applicable CROET tenant or other DOE Prime Contractor and DOE Tenants prior to entering CROET tenant areas and must comply with the tenant’s access and safety requirements.	
UCOR Offices (Offices Outside Fenced Areas that are Accessible to the Public)	In offices provided with DOE badge access controls, visitors must be in possession of a UCOR visitor’s badge ⁽¹⁾ , must have their badge keyed for building access, and are only provided access for business purposes.	In offices provided with DOE photo badge access controls, personnel with unescorted access must be in possession of a DOE badge or a UCOR visitor’s badge ⁽¹⁾ , must have their badge keyed for building access, and are only provided access for business purposes. For unescorted access, personnel must complete the minimum UCOR training requirements applicable to the ETTP site areas to be visited.
	In smaller offices without DOE badge access controls (badge reader), visitor access is controlled by the UCOR employees in the office and access is provided for business purposes only.	In smaller offices without DOE badge access controls (badge reader), unescorted visitors must be in possession of a DOE photo badge or a UCOR visitor’s badge ⁽¹⁾ .

Attachment B
SAFETY ACCESS REQUIREMENTS MATRIX
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	Escorted Access	Unescorted Access
UCOR Controlled Operations Areas (Other than Construction or D&D)	<p>As a minimum, escorted visitors must:</p> <ul style="list-style-type: none"> - Display a UCOR visitor's badge - Complete UCOR visitor briefing⁽¹⁾ - Receive a safety briefing applicable to the specific facility including signing-in on the facility or area STARRT card or Plan of the Day briefing sheet and the Job Hazard Analysis (JHA) - Wear personal protective equipment (PPE) required by the facility or area - In facilities with security access restrictions, Escorted Visitors must also obtain access authorization from the security organization. 	<p>For unescorted access to an operations area, personnel must:</p> <ul style="list-style-type: none"> - Display a DOE photo badge with a security clearance, if appropriate for the facility or area - Complete the minimum UCOR training requirements for UCOR facilities⁽²⁾ - Display a Site Access Card - Sign-in on the facility or area STARRT Card or Plan of the Day briefing sheet and the JHA - Wear PPE required by the facility, area and/or work control requirements.
UCOR Controlled Construction or D&D Work Areas	<p>Escorted visitors must:</p> <ul style="list-style-type: none"> - Have a UCOR visitor's badge - Complete UCOR visitor briefing⁽¹⁾ - Construction safety briefing applicable to the area including signing-in on the area STARRT card and the JHA - Wear the required construction PPE - In areas with security access restrictions, Escorted Visitors must also obtain access authorization from the security organization. 	<p>For unescorted access to construction or D&D areas, personnel must:</p> <ul style="list-style-type: none"> - Have a DOE photo badge - Display a DOE badge with a security clearance, if appropriate for the facility or area - Display a site access card - Complete the minimum UCOR training requirements for UCOR facilities⁽²⁾⁽³⁾ - Sign-in on the facility or area STARRT Card or Plan of the Day briefing sheet and the JHA - Wear PPE required by the facility, area and/or work control requirements.

(1) The UCOR Visitor Briefing consists of Site Safety Orientation and Radiation Safety Orientation (if access to Radiological Protection posted Controlled Areas is required).

(2) UCOR ETTP site access training includes completion of Parkworker or General Employee Training module.

(3) UCOR unescorted construction/D&D area access training includes: fall protection awareness training, electrical hazard awareness training, and requirements as stated in PROC-TC-0722, *Site Access Requirements and Site Access Cards*.

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Attachment C
EXAMPLE SITE ACCESS CARD
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Upper right – Name and badge number.

Lower right – Training/Qualification symbols, if provided, indicate the individual is qualified with:

- **PWT** – Parkworker Training
- **RW2** – Rad Worker II Training
- **HAZ** – Hazardous Waste Operations Training
- **NCS** – Nuclear Criticality Safety Training
- **RESP** – Respiratory fit test, training and any required/associated medical qualifications
- **BCT** – Biennial Consolidated Training

Middle – Specific training/requalification due dates

Left – Most restrictive training/requalification expiration date or “Valid Thru” date.

NOTE: Access Cards are available from Training Points of Contact or the Access Center in K-1580.

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Attachment D
ORIENTATION OF SITE ACCESS CARD (EXAMPLE)
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