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**WP 04-AD3013**

Revision 28

# Underground Access Control

Management Control Procedure

EFFECTIVE DATE: 12/29/10

Bob Kirby

APPROVED FOR USE

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**CHANGE HISTORY SUMMARY**

<b>REVISION NUMBER</b>	<b>DATE ISSUED</b>	<b>DESCRIPTION OF CHANGES</b>
27	08/05/10	<p>Complete rewrite due to extensive changes throughout document. No change marks will show.</p> <p>The major changes were:</p> <ul style="list-style-type: none"><li>• Updated Attachments to reflect the newly created electronic attachments.</li><li>• Moved general requirements, definitions, and location of SCSRs to Attachment 1.</li><li>• Added Precautions and Limitations Section.</li><li>• Added Prerequisite Actions Section.</li><li>• Removed Step 3.2.3 and bullets for LCOs as do not apply to this procedure.</li><li>• Added Section 6.0, Underground Emergency Accountability.</li><li>• Added Attachment 8, Example Active Waste Panel Exhaust Drift Access Log.</li></ul>
28	12/29/10	<p>To incorporate permit-related changes:</p> <ul style="list-style-type: none"><li>• Added HWFP reference.</li><li>• Added Step 1.2.2 for posting the designated transport path.</li></ul>

## INTRODUCTION <sup>1</sup>

This procedure directs the actions required for gaining access to the underground (U/G) facility. The U/G Operations Manager is responsible for ensuring the safety of all persons entering the U/G facility.

Performance of this procedure generates the following record(s), as applicable. Any records generated are handled in accordance with departmental Records Inventory and Disposition Schedules (RIDS).

- EA04AD3013-1-0, Underground Activities Work Sheet (Attachment 2, Example)
- EA04AD3013-2-0, Daily Hazards and Restricted Area Awareness Sheet (Attachment 3, Example)
- EA04AD3013-3-0, Visitor and Escort Log, (Attachment 4, Example)
- EA04AD3013-4-0, Visitor and Escort Change Log (Attachment 7, Example)

## REFERENCES

### BASELINE DOCUMENTS

- *Mining Safety and Health Administration Program Policy Manual, Volume III*
- DOE/WIPP-07-3372, *Waste Isolation Pilot Plant Documented Safety Analysis*
- DOE/WIPP-07-3373, *Waste Isolation Pilot Plant Technical Safety Requirements*
- WP 04-AD3001, Facility Mode Compliance
- WP 04-HO1003, Waste Handling Hoist Operation
- *Technical Basis Document 2009-005, White Paper by T. Goff, Dated 04/27/10.*

### REFERENCED DOCUMENTS

- Title 30 Code of Federal Regulations (CFR) Part 48, "Training and Retraining of Miners"
- 30 CFR Part 57, "Safety and Health Standards - Underground Metal and Nonmetal Mines"

- Hazardous Waste Facility Permit, Identification No. NM4890139088-TDSF
- WP 12-IS.01-4, Industrial Safety Program - Emergency and Personal Protective Equipment

## EQUIPMENT

- None

## PRECAUTIONS AND LIMITATIONS

- Access to some areas of the Underground may be restricted. Postings, barriers, and/or barricades may be encountered requiring additional actions or approval to access these restricted areas. Personnel are required to follow instructions on the postings, barriers, or barricades prior to entering restricted areas.

## PREREQUISITE ACTIONS

- 1.0 Personnel who require unescorted access to the U/G shall be currently qualified for unescorted U/G access in accordance with the requirements of 30 CFR Part 48 and 30 CFR Part 57.
- 2.0 All personnel with unescorted access to the U/G must complete training on the use of the EBA 6.5 Self-Contained Self Rescuer (SCSR).
- 3.0 All personnel with unescorted access shall be trained on the locations of the SCSRs stored in the U/G. SCSR locations are identified in Attachment 1.

## PERFORMANCE

### 1.0 GAINING ACCESS TO THE UNDERGROUND

- 1.1 All access to the U/G is controlled by an employee designated as the U/G Controller, stationed in the lamp room on the surface. A qualified U/G Controller SHALL be assigned on all shifts to provide access and accountability when persons are in the U/G. On back shifts, when the Controller is not physically present in the lamp room, the identity of the on-duty Controller, their location, and the phone number will be posted.

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### NOTE

In an emergency, the U/G Controller is the contact point between the U/G and the Central Monitoring Room (CMR). Accountability is reported to the CMR by the U/G Controller.

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- 1.2 U/G Controller, perform the following:
  - 1.2.1 Maintain status of U/G conditions on the information board located in lamp room.

- 1.2.2 Post and date the appropriate map per the Hazardous Waste Facility Permit Attachment A4, Section A4-4 for the designated transport route (E-140 [Figure A4-4] or W-30 [Figure A4-4a]) and the mining haulage (construction) equipment in the Lamproom. File all posting per the departmental RIDS.
  - 1.2.3 Document changing conditions in the U/G on information board in the lamp room.
  - 1.2.4 Direct control of all entries into the U/G facility.
  - 1.2.5 Issue and update changes to Underground Access Permits (UAPs). (see Attachment 5 for example)
  - 1.2.6 Ensure personnel accountability at the end of each work day by so noting in the U/G Controller's logbook.
  - 1.2.7 Notify U/G Facility Engineer (UFE) of the head count for the last mantrip of the day.
- 1.3 Persons requiring access to the U/G, perform the following:
    - 1.3.1 Obtain 30 day UAP or one-day UAP if required.
    - 1.3.2 Present UAP to U/G Controller.
    - 1.3.3 Read and sign Daily Hazards and Restricted Area Awareness Sheet.
      - Visitors and escorts read and sign Visitors and Escorts Log (see Attachment 4, Example of EA04AD3013-3-0)

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**NOTE**

For accountability purposes, brass tags shall be obtained from the U/G Controller. Personnel shall then *immediately* report to the designated shaft collar. Upon returning to the surface the brass tag shall be returned to the U/G Controller *immediately*.

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- 1.3.4 Obtain a brass tag, self-rescuer, and mine lamp before reporting to shaft collar.
- 1.3.5 Report to staging area at the collar of the selected access shaft when conveyance is available for man trips.
- 1.3.6 Present UAP and brass tag to the Shaft Tender.

- 1.4 Shaft Tender, perform the following:
  - 1.4.1 Ensure personnel entering the conveyance have a brass tag, a valid UAP, and required safety equipment.
  - 1.4.2 Deny access to those personnel who do not have a brass tag, a valid UAP, and required safety equipment.
- 1.5 Personnel granted access to U/G facility, perform the following:
  - 1.5.1 Enter the U/G as directed by the Shaft Tender.
  - 1.5.2 Work to scope of the UAP and U/G Activities Work Sheet.
  - 1.5.3 Respond to alarms and notifications.

## **2.0 RESPONSIBILITIES AND REQUIREMENTS WHILE IN THE UNDERGROUND**

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### **NOTE**

When a U/G Rover is not assigned, the UFE, U/G Roving Watch, or a Cognizant Manager shall assume the duties of the U/G Rover. During an U/G emergency, the UFE is the person in charge in the U/G. In the absence of a UFE, a Cognizant Manager shall assume the duties of the UFE, and shall be in charge of the U/G.

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- 2.1 U/G Rover, perform the following:
  - 2.1.1 Confirm personnel in the U/G have a valid UAP.
  - 2.1.2 Confirm personnel in the U/G are performing work in accordance with the location and work description at all times.
  - 2.1.3 Inform the U/G Controller when activities or conditions change.
  - 2.1.4 Re-issue U/G access permits for personnel in restricted areas when work scope changes, in accordance with Section 3.0.
  - 2.1.5 Update changes to UAPs when escort changes occur. (See Attachment 7, Example of EA04AD3013-4-0).

### 3.0 CHANGING RESTRICTION CLASS

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#### NOTE

Access to a restricted area requires approval of the Cognizant Manager prior to entry.

An employee found to be in violation of their UAP will be escorted to the U/G Operations Manager and can be subject to disciplinary action.

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- 3.1 Personnel requesting change in work scope must contact U/G Rover or U/G Controller prior to altering approved work scope.
- 3.2 U/G Rover or U/G Controller, contact Cognizant Manager for access approval.
- 3.3 U/G Rover, **IF** access is granted to the restricted area, issue a one-day UAP with the new restriction class, **THEN** contact U/G Controller.

### 4.0 TOURS AND ESCORTS

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#### NOTE

Tours will be scheduled and approved by the Communication Department and approved by the CBFO Public Affairs Officer. Visitors are to wear appropriate attire and substantial, closed-toed shoes. Dresses, skirts, and shorts are **NOT** allowed for safety reasons. Visitors or escorted personnel not performing work may wear tinted or photo gray lenses and are not required to wear side shields or steel toed shoes. Qualified Escorts are those personnel who have current unescorted access. Turnover of escorted personnel by the designated escort shall be permitted. In the U/G, escorts will contact the U/G Rover or U/G Roving Watch and obtain changes for the original and issuance of the new UAP. The U/G Rover or U/G Roving Watch will inform the U/G Controller of the new escort information and the U/G Controller will complete Visitor and Escort Change Log (see Attachment 7, Example of EA04AD3013-4-0) to ensure accountability.

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- 4.1 Qualified Escorts, perform the following:
  - 4.1.1 Ensure visitor(s) have seen the U/G safety video.
  - 4.1.2 Ensure Visitor and Escort Log (see Attachment 4, Example of EA04AD3013-3-0) is filled out for personnel being escorted, and that brass numbers match with visitor's names, then sign the Visitor and Escort Log underneath escorted group names.
  - 4.1.3 Ensure that the cart is equipped with one SCSR for each visitor who will be riding on it.

- 4.1.4 Perform a visual inspection of SCSRs on tour cart for any abnormalities and contact U/G services for replacement if abnormalities are found.
- 4.1.5 Ensure safety of escorted personnel listed on the UAP.
- 4.1.6 Keep escorted personnel within shouting and/or viewing distance when in the U/G facility.
- 4.1.7 Ensure vendors, contractors or personnel being escorted who are performing tasks or are exposed to hazards, are wearing proper personal protective equipment (PPE).

## 5.0 EXITING THE UNDERGROUND FACILITY

- 5.1 Exit U/G facility through egress shaft.
- 5.2 Relinquish brass tag and one-day UAPs (if used) to U/G Controller.
- 5.3 Complete “time out” information on the Daily Hazards and Restricted Area Awareness Sheet.

## 6.0 UNDERGROUND EMERGENCY ACCOUNTABILITY

- 6.1 Underground Evacuation – On-Site Staging
  - 6.1.1 Hoisting Toplanders, or designee, collect brass tags as personnel exit the conveyance and deliver to the U/G Controller.
  - 6.1.2 U/G Controller report status of underground accountability to the CMR periodically **AND** when all U/G personnel are accounted for.
- 6.2 Underground Evacuation – Off-Site Staging
  - 6.2.1 Hoisting Toplanders, or designee, collect brass tags as personnel exit the conveyance and deliver to the U/G Controller.
  - 6.2.2 U/G Controller report status of underground accountability to the CMR periodically **AND** when all U/G personnel are accounted for.
  - 6.2.3 Once U/G accountability is complete **THEN** evacuate to off-site staging area with U/G Controller Logbook, Daily Hazards and Restricted Area Awareness Sheets, and hand-held radio for roll call accountability verification.
  - 6.2.4 U/G Controller report status of U/G roll call accountability to CMR by hand-held radio.

### 6.3 Support Building Evacuation

6.3.1 **IF** the Support Building is evacuated during an U/G emergency event,  
**THEN** evacuate to an area designated by the Facility Shift Manager (FSM), taking U/G Controller Logbook, Daily Hazards and Restricted Area Awareness Sheets and hand-held radio and continue U/G accountability process.

6.3.2 U/G Controller report status of underground accountability to the CMR periodically AND when all U/G personnel are accounted for.

6.3.3 Complete U/G accountability roll-call verification and report to CMRO by hand-held radio.

### 6.4 U/G Shelter-in-Place

6.4.1 U/G Managers/Supervisors/Hoisting Station Tenders obtain accountability of personnel at U/G assembly areas, listed below, and report to the U/G Controller.

- Waste Shaft Station – x8448 or via mine phone.
- Salt Shaft Station – x8574 or via mine phone.
- S-1000/W-30 – x8220 or via mine phone.
- S-1950/E-140 – x8915 or via mine phone.
- Other locations as designated by the FSM or U/G Facility Engineer.

6.4.2 U/G Controller report status of underground accountability to the CMR periodically **AND** when all U/G personnel are accounted for.

## Attachment 1 – General Requirements for Underground Access

**DEFINITIONS**

- BLUE RESTRICTED AREA - U/G area where working conditions present potential hazards to personnel.
- COGNIZANT MANAGER - Managers of personnel listed in Underground Activities Work Sheet (EA04AD3013-1-0) who meet the criteria for 30-day UAP of this procedure.
- PERSONAL PROTECTIVE EQUIPMENT - Equipment for entering and performing work within the U/G (steel-toed shoes, hard hat, miner's lamp, self-rescuer, side-shield safety glasses).
- RED PROHIBITED AREA - Areas in the U/G which have been barricaded to prevent entry due to potential or imminent hazards.
- UNDERGROUND ACCESS PERMIT (UAP) - Permit obtained from the U/G Controller documenting approved access to specific areas in the U/G.
- UNDERGROUND ACTIVITIES WORK - General work required for the daily operation of the U/G facility.
- UNDERGROUND ACTIVITIES WORK SHEET – (EA04AD3013-1-0) This is completed by the Cognizant Manager or designee for the purpose of assigning personnel to U/G activities.
- UNDERGROUND CONTROLLER - Person responsible for direct control of all entries into the U/G.
- UNDERGROUND FACILITIES - All U/G excavations, buildings, and equipment, including the shafts and hoisting cages.
- UNDERGROUND FACILITY ENGINEER - U/G Operations personnel who perform extensive and varied operations and test assignments of surface or U/G equipment/systems.
- UNDERGROUND ROVER - Person responsible for ensuring all personnel in the U/G have a valid UAP, and are performing work in accordance with the location and work descriptions.
- WHITE AREA - All nonprohibited and nonrestricted areas in the U/G such as main travelways and tour routes.

## Attachment 1 – General Requirements for Underground Access

### SCSR LOCATIONS

- Intake drift of active disposal panel
- Intake drift of active mining panel
- E300/S1600
- E140/S1600
- W30/S2520
- W170/S2520
- S400/W170
- S90/W700
- E-0/N780
- E140/N460
- E300/S90
- N250/E250
- S1300/W170
- S1300/W30

### WASTE IN TRANSIT NOTIFICATION SYSTEM

The "waste-in-transit" notification system installed in the U/G is used to alert personnel when contact-handled (CH) or remote-handled (RH) transuranic (TRU) waste is being transported from the waste shaft station to the active panel area for emplacement. This notification system consists of a series of amber strobe lights located in the E-140 drift from S-400 down to and including the intake drift of the active waste disposal panel. These lights are turned on when the waste reaches the waste shaft station and are turned off when the waste reaches the emplacement location.

When the waste-in-transit lights are on move immediately to the nearest crosscut drift, stop your vehicle, and wait until the waste load has passed before proceeding.

Personnel and non-waste handling equipment must remain outside the waste handling transport VEHICLE EXCLUSION ZONE.

### AIR DOOR OPERATION

Ventilation Control Doors - Ventilation control doors are metal structures, or bulkheads, located throughout the underground. The doors are installed to allow for vehicle and/or personnel access. Many of the bulkheads are installed to form an airlock, i.e., two bulkheads separated to allow vehicles and/or personnel to close the first door before opening the second door.

Vehicle Doors – Vehicle doors are normally equipped with pneumatic cylinders that open and close the doors. The cylinders are actuated by ropes attached to special electrical contacts suspended from the ceiling, or back. Each door has a set of pull ropes on both sides of the door in the normal travel path. A green colored rope to open the door and, a red colored rope to close the door. Travel through these doors requires

## Attachment 1 – General Requirements for Underground Access

personnel to properly activate the door when it is safe to do so without endangering personnel or equipment.

Man Doors – Some bulkheads are installed with man doors to allow individuals to pass through the structure on foot only. In vehicle door installations, the man doors are designated for emergency egress only and should be only used in an emergency. In these air lock configurations significant pressure will be exerted on the man door should the opposite vehicle or man door be opened causing the door to shut forcefully if not controlled by the individual.

In single bulkhead installations, the doors are posted to advise personnel that significant pressure differential exists which may make the door difficult to open and could shut forcefully if not controlled by the individual traveling through the door.

In man door airlock installations significant differential pressure may exist. Travel through these man door airlocks should be undertaken by opening only one man door at a time.

### **GENERAL REQUIREMENTS**

- Access to the U/G is granted through the use of UAPs. For qualified personnel requiring frequent access, a 30-day UAP is issued by the U/G Controller after the Underground Activities Work Sheet is approved and submitted by the Section Manager.
- For qualified personnel who require only infrequent access, a one-day UAP is issued by the U/G Controller after the individual requesting access has presented evidence of current qualification for unescorted access. That one-day UAP is valid only for the day of issue. (see Attachment 5, Example).
- The UAP will also indicate the appropriate restriction class for the authorized individual. Class 1 is limited to white areas, and Class 2 is limited to white and specific blue areas. All access to red areas of the U/G is granted only with written permission from the Operations Manager.
- Waste Isolation Pilot Plant (WIPP) employees, subcontractors, temporary employees, and other visitors, who have a need to go U/G and are not U/G qualified shall be escorted by qualified personnel. If the above referenced personnel are "regularly exposed" to hazards in the U/G, they must attend hazard training in accordance with 30 CFR Part 48.
- Visitors to the U/G must be at least 15 years of age, unless they have written permission from the U.S. Department of Energy Carlsbad Field Office (DOE/CBFO) Manager or designee, to enter the U/G. Special-needs visitors will also require written permission from the DOE/CBFO Manager or designee to enter the U/G.

## Attachment 1 – General Requirements for Underground Access

- U/G escorts shall escort no more than five persons, and are responsible for ensuring that the personnel being escorted have the proper PPE, in accordance with WP 12-IS.01-4. All unescorted personnel entering the U/G facility are responsible for wearing the proper PPE, and for ensuring that it is in proper working order.

### **CAP LAMP/SELF RESCUE DEVICE REQUIREMENTS**

- Cap Lamps – Individual electric lamps SHALL be carried for illumination by all persons underground
- In the Field – cap lamps will be worn on the hard hat at all times and will be turned on. If performing short term inspections of specific areas, the cap lamp may be removed from the hard hat but the cap lamp shall remain on and shall be placed back on the hard hat immediately upon completion of the inspection.
- In Lunchroom/Office Areas – Cap lamps will be turned on and will be within sight.
- At Shaft Stations – cap lamps will be on the person's body and may be on or off, as needed.
- Self Rescue Devices – Self rescue devices shall be worn or carried by all persons underground unless:
  - It presents a hazard to the individual then it must be within 25 feet, or
  - On mobile equipment it may be placed in a readily accessible location on such equipment.

### **ACTIVE WASTE PANEL EXHAUST DRIFT ACCESS**

Access may be granted only when CH waste is not being handled in the underground. Access will be controlled by the U/G Facility Engineer.

Personnel requiring access to the active waste panel exhaust drift SHALL sign in on Active Waste Panel Exhaust Drift Access Log (see Attachment 8, Example of EA04AD3013-5-0) maintained in the Underground Services office located in S-550/W-30 prior to entering the active waste panel exhaust drift.

Personnel SHALL sign out of the active waste panel exhaust drift on Active Waste Panel Exhaust Drift Access Log (see Attachment 8, Example of EA04AD3013-5-0) maintained in the Underground Services office located in S-550/W-30 as soon as practical.

#### Attachment 1 – General Requirements for Underground Access

Personnel are required to leave and sign out of the active waste panel exhaust drift, upon direction of the U/G Facility Engineer, prior to allowing CH waste to enter the underground.

The Waste Handling Hoist Shaft Tender SHALL contact U/G Services, prior to allowing CH waste to be placed on the Waste Hoist conveyance, to confirm that all personnel have signed out of the active panel exhaust drift.

The Waste Handling Hoist Shaft Tender SHALL document the call in the Waste Handling Shaft Manpower Report.

U/G Services SHALL document the call in the U/G Services Roving Watch Log Book.

U/G Services maintain Active Waste Panel Exhaust Drift Access Log for 30 days then destroy logs.

Attachment 2 – Example Underground Activities Work Sheet (EA04AD3013-1-0)

DATE OF ISSUE: \_\_\_\_\_ DATE OF EXPIRATION: \_\_\_\_\_

Department or section:

\_\_\_\_\_

Description and location of work to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employees performing level of effort work (state the restriction class required):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The department or section manager's signature below indicates that all work to be performed under the scope and level of work described on this Work Sheet is in accordance with all safe operating practices.

\_\_\_\_\_  
U/G Controller's Name

\_\_\_\_\_  
U/G Controller's Signature

\_\_\_\_\_  
Manager's Name

\_\_\_\_\_  
Manager's Signature

Manager of: \_\_\_\_\_

(Department or Section)

Attachment 3 – Example Daily Hazards and Restricted Area Awareness Sheet  
(EA04AD3013-2-0)

DAILY HAZARDS AND RESTRICTED AREA AWARENESS SHEET						
DATE:    /    /						
By signing below, I hereby acknowledge that I have read and I understand the location of the current RED Prohibited Areas and the BLUE Restricted Areas in the Underground Facility. I have also been made aware of any hazardous conditions that I may encounter while in, entering, or leaving the Underground Facility.						
TAG	COMPANY	DEPARTMENT	PRINTED NAME	SIGNATURE	TIME IN	TIME OUT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Attachment 4 – Example Visitor and Escort Log (EA04AD3013-3-0)

By signing below, I hereby acknowledge that I have been made aware of and I understand the location of the current RED Prohibited Areas and the BLUE Restricted Areas in the U/G facility. I have also been made aware of any hazardous conditions that I may encounter while in, entering, or leaving the U/G facility.

DATE:     /     /

#	PRINT NAME	WIPP OR/VISITOR	TIME IN	TIME OUT
E1				
V1				
V2				
V3				
V4				
V5				
<b>Escort Signature:</b>				
E2				
V6				
V7				
V8				
V9				
V10				
<b>Escort Signature:</b>				
E3				
V11				
V12				
V13				
V14				
V15				
<b>Escort Signature:</b>				
E4				
V16				
V17				
V18				
V19				
V20				
<b>Escort Signature:</b>				





Attachment 7 – Example Visitor and Escort Change Log (EA04AD3013-4-0)

Date: _____	
Escort Name: _____	Brass Number: _____
<b>VISITOR INFORMATION</b>	
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
<b>NEW ESCORT INFORMATION</b>	
Exchange Time: _____	
New Escort Name: _____	Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____
Visitor's Name: _____	Visitor's Brass Number: _____

U/G Controller Signature

Date

