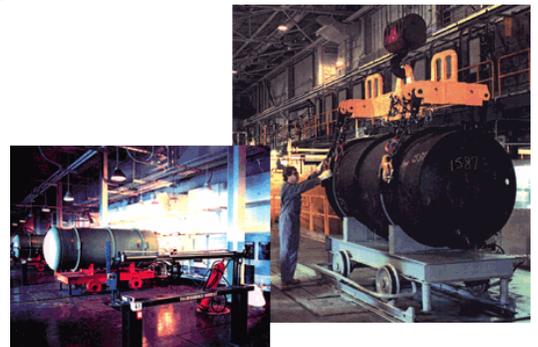
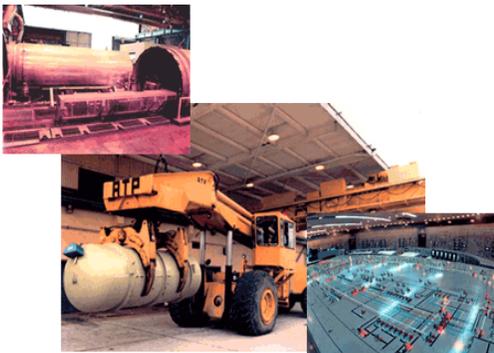


NOTE: VERIFY REVISION - If you have already read this current revision (listed on bottom of page), simply sign the logbook -- reading this current revision again is not required.



VISITOR'S SITE ACCESS ORIENTATION HANDBOOK

Jointly prepared by the United States Enrichment Corporation
Portsmouth Gaseous Diffusion Plant
Piketon, Ohio 45662
Paducah Gaseous Diffusion Plant
Paducah, Kentucky 42001



Get01, Rev. 4
X05415 (PORTS ONLY)

**** YOU MUST LISTEN TO THE ALARMS BY DIALING ****

PORTS (740)-897-2400

PGDP (270)-441-6161

Effective Date: December 1, 2008
USEC PROPRIETARY INFORMATION

(Module Approval pages 1-7 are not attached to Handbook at Portals.)

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INTRODUCTION

Safety of our employees, contractors, visitors, and the public is the number one concern and priority at USEC.

Welcome to the Gaseous Diffusion Plants. Reading and understanding this orientation handbook is mandatory for all plant visitors who **will be escorted**, and must be completed prior to receiving access to the facility.

An escort is responsible for the escorted visitor's safety and adherence to all USEC procedures and guidelines. Compliance with an escort's instructions and directives is mandatory.

This handbook is provided as a reference to be used by visitors as well as a site specific self study guide. Being familiar with the information provided in this handbook will enable visitors to safely visit/work at the USEC facilities.

All visitors are required to sign in on the visitor's log. Personnel using this handbook as a site specific self study guide must complete and sign the attached acknowledgement (PORTS ONLY).

PURPOSE

In accordance with *10 CFR 76.35(a)*, USEC is required to establish, implement, and maintain a compliance training program. In more simple terms, Federal Law mandates this. To address this requirement, among many others, both the Paducah Gaseous Diffusion Plant (PGDP) and Portsmouth Gaseous Diffusion Plant (PORTS) developed a Safety Analysis Report (SAR). *SAR-PGDP 6.6* and *SAR-PORTS 6.6* addresses training and are comprised of a number of training elements. **To comply with the SARs, only the elements from 6.6.5.6 Visitor Site Access Training (PGDP) and 6.6.4.6 Visitor Site Access Orientation (PORTS) are addressed in this handbook.** If your job requires and exposes you to other areas of concern at the gaseous diffusion plants (GDPs), more specific training in those areas will be provided.

Visitor Site Access Training	
Site access training for plant visitors who will be escorted consists of self study of an orientation handbook that covers the following general information:	
SAR-PGDP, 6.6.5.6	SAR-PORTS, 6.6.4.6
Speed limits for plant street	Driving rules
Seat belt usage	Compliance with postings and signs
Compliance with all postings and signs	Use of eye, head, hearing, and respiratory protection
Use of eye, head, hearing, and respiratory protection	Emergency phone numbers
Emergency phone numbers	Radiological protection concerns
Radiological protection concerns	Emergency preparedness
Emergency preparedness	Security requirements and limitation of access and items prohibited
Site assembly points	
Plant horns and signals (both written description and listening to audio tape)	

Security requirements and limitation of access and items prohibited	
---	--

ESCORTS

As an escorted person, you must comply with your escort’s instruction/direction in regard to:

- Wearing an **ESCORT REQUIRED** tag.
- Complying with all posting.
- Limiting exposure to undue environmental, safety, and/or health risks.
- Actions taken in response to an emergency.
- Remaining within visual or verbal contact.
- Being relieved by another qualified escort.

There are three types of escorts. While all three of these roles are independent, they can be performed simultaneously, provided the escort meets the training and/or security requirements for each role.

- **GET Escort** who accompanies a person who has not completed GET training to ensure that they follow the requirements covered in GET training.
- **Radworker Escort** who accompanies a person who has not completed Radworker training to ensure that they follow the Radworker requirements applicable in a specific radiological restricted area.
- **Security Escort** who accompanies a person who does not have an “L” or “Q” security clearance to ensure that they do not gain access to classified information or material.

VEHICULAR SAFETY

All state traffic laws and statues apply inside the plant’s security fence. Comply with licensing, right-of-way, speed limits and other driving requirements. Listed below are some of the plant specific requirements:

- The use of cellular phones for talking and texting while driving or operating equipment is prohibited. This includes the use of Bluetooth technology.
- The speed limit is 25 mph inside the security fence (lower speed limits are posted, as required, in congested areas). Comply with speed limits, barricades, and other postings.
- All operators and occupants of any vehicle used on company business must use seat belts.
- Occupying a plant road with an oncoming cylinder hauler requires the operator of the vehicle to stop and pull over to one side, slow forward progress to a bare minimum, or take an alternate route due to the size of the cylinder and cylinder handler, and the potential hazard represented by an incident. **Every pedestrian and vehicle shall yield the right-of-way to emergency vehicles, cylinder haulers, and large mobile equipment. This requirement is in effect at all times, and includes roadways outside the CAA.**



- Alternate routes will be used when cylinders are being loaded or unloaded.

Vehicle/Pedestrian Right of Way

Traffic and Pedestrian laws are based upon courtesy and yielding the right of way. Vehicle drivers and pedestrians are responsible for their actions. Both must exercise caution on the road, and be alert to the presence of and interaction with the other. Mutual respect is the key!

1. Pedestrians shall use sidewalks and crosswalks where available.
2. Where a sidewalk is not available, pedestrians shall walk along the edge of the road and only on the left-hand side of the road facing traffic.
3. **Vehicles shall yield the right-of-way to a pedestrian only at marked crosswalks. Pedestrians do not have the right of way at intersections.**
4. Vehicles must not proceed until pedestrians in crosswalks are completely across the road (all lanes).
5. Before entering a crosswalk, pedestrians and vehicle drivers shall make eye contact to ensure they are aware of each other's presence. Never assume a vehicle is going to stop. When in doubt, wait for vehicle to stop.
6. Never stand at a crosswalk unless you are ready to enter it. When people stand near a crosswalk and talk with others, it can confuse approaching drivers and/or cause someone to stop into the crosswalk without looking.
7. Never pass a vehicle stopped at a crosswalk.
8. **Every pedestrian and vehicle shall yield the right-of-way to an emergency vehicle and cylinder haulers.**
9. Pedestrians and vehicles shall use caution in parking areas. Everyone needs to be aware of their surroundings.

Bicycle Safety

1. Bicycles shall follow the same traffic laws, highway signs, rules-of-the-road and safety requirements that apply to vehicles.
2. Bicycles shall travel in the same direction as a vehicle.
3. Bicycles shall use the right-hand side of the road.
4. Hand signals shall be used when operating a bicycle.
5. Bicycles traveling at night or in dark areas of the plant shall have front and rear lights.

In the event of an accident on plant property, prompt notification will be given to the Plant Shift Superintendent and Health and Safety. Failure to follow the above rules can have you and/or your company removed from the plant, up to and including permanent removal.

COMPLIANCE WITH POSTINGS AND SIGNS

USEC is committed to safety. This commitment includes the safety of its employees, contractors, visitors, and the protection of the general public from hazards associated with the plant operation. In addition to chemical and other hazards are the radiological concerns associated with the gaseous diffusion plants. To assist in this endeavor, various postings and signs are used throughout the plants to warn you of potential hazards or concerns. Always read, understand and comply with all postings and signs. **If you do not know or understand, ask your escort for clarification.** Listed below are examples of plant postings and signs as related to specific areas.

Radiological Concerns:

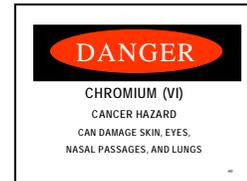


Radiological postings display a magenta tri-foil symbol with magenta or black print on a yellow background. Radiological postings are established in areas where radiological hazards exist. Many radiological areas also have a yellow and magenta barrier (e.g., rope, chain, tape) indicating a boundary not to be crossed.



Health and Safety Concerns:

Health and Safety postings are established in areas where chemical and other workplace hazards or environments may exist. These postings include personal protective equipment requirements and potential chemical hazards. Information about personal protective equipment is listed in another section of this handbook. Some examples of chemicals used at that both sites that have the potential to be hazardous are: Uranium compounds, acids, corrosive gases, asbestos, beryllium, and PCB's. Other concerns that may pose a potential hazard are confine spaces, equipment usage and workplace exposures such as heat and noise. Although not all inclusive, examples of these postings are provided below. If you are required to work in or with these hazards, additional training will be provided. **If you do not know or understand, ask your escort for clarification.**



Nuclear Criticality Safety (NCS) Concerns:

NCS postings display a black tri-foil symbol and print on a yellow background. These posting are used to warn employees that NCS controls apply within a designated area. NCS controls are listed on these postings. A typical NCS control may be to prohibit entry of any container that can exceed an allowable volume.





PERSONAL PROTECTIVE EQUIPMENT

Plant visitors must comply with posted signs requiring specific types of personal protective equipment before entering certain areas of the plant. Safety glasses, hats, hearing protection, and/or safety shoes will be provided for your use when needed to enter these areas.



hard

Signs are posted to specify the types of personal protective equipment listed below that are required in areas of the plant such as:

- | | |
|---|--|
| <ul style="list-style-type: none"> * Eye protection * Head protection * Safety shoes | <ul style="list-style-type: none"> * Hearing protection * Hand protection * Respiratory protection. |
|---|--|

Everyday dress provides protection against many hazards; therefore, you are expected to dress sensibly.

NOTE: Company-issued clothing (e.g., blue coveralls or shoes) shall NOT be worn outside the plant perimeter. Company-issued clothing may NOT be worn over personal garments into contamination control zones. Any exceptions must be approved by the Radiological Protection Manager.

Exception: Groundwater sampling personnel are exempt from the above rule for off-site well monitoring only (PGDP).

RADIOLOGICAL PROTECTION CONCERNS

Many activities at the Gaseous Diffusion Plants involve the handling of radioactive materials that emit radiation. “Radiation” can simply be described as energy transmitted in the form of waves or particles. There are two primary types of radiation encountered in our everyday lives, non-ionizing radiation (light, microwaves, and radio waves) and ionizing radiation (alpha particles, beta particles, neutrons, gamma rays, x-rays). The Health Physics Group is responsible for radiation protection and ensures radiological safety for the work environment. Good radiological control is everyone’s responsibility.

RADIOLOGICAL PROTECTION PROGRAM

The Radiological Protection Program, commonly referred to as Health Physics (HP), has been established to protect all employees and visitors from unnecessary exposure to ionizing radiation. If you have a question regarding radiological safety, ask your escort to contact HP.

RADIOLOGICAL CONTROLS

The following are some examples of radiological controls established by HP to warn or protect individuals from radiological hazards:

Radiological Postings are established in areas where radiological hazards exist. If an individual needs to enter a posted radiological area, they must first be granted an exemption from Health Physics and be escorted at all times by a person qualified to enter that radiological area. Exemptions will be granted on a case by case basis.

Your escort will help you obtain the appropriate exposure monitoring devices. PGDP uses a **thermo luminescence dosimeter (TLD)** to monitor radiation exposure externally. If you are assigned a TLD, wear it face out on the front of your chest. If your TLD becomes damaged or lost, contact HP immediately. When exiting the plant, leave your TLD with Security or your escort.

When exiting certain radiological areas, monitoring may be required. This monitoring is required to ensure radioactive material is not spread into clean areas. Your escort or HP can help you with required monitoring. If the instrument alarms, follow the instructions of your escort or HP.

To enter posted radiological areas, you must be properly prepared and informed. You must wear your TLD, appropriate protective clothing, and remain with your escort at all times. They can brief you on specific precautions associated with the area you are visiting.

Vehicles are not to be driven off maintained roadways without prior approval from Health Physics. There is potential for contamination below the surface which could be surfaced if a vehicle becomes stuck or makes ruts.

THE REPRODUCTIVE HAZARDS PROGRAM (PORTS)/THE EMBRYO/FETUS PROTECTION PROGRAM (PGDP)

Management has established a program designed to protect the embryo/fetus from any adverse condition that may be present in the workplace. This includes exposure to chemicals and radioactive materials, as well as other industrial hazards. If you are pregnant and wish to participate in this program, notify your plant contact.



EMERGENCY ACTIONS

If an emergency is declared in a radiological area which you are in, evacuate the area as directed by announcement or your escort. Go to the designated assembly point.

VISITOR RESPONSIBILITIES

1. Comply with radiological safety instructions provided by HP, RWP or your escort.
2. Do not enter any posted radiological area, without additional radiological worker training or a qualified escort.
3. Obey all radiological postings.
4. Wear dosimeters as directed by HP personnel or your escort.
5. Immediately report any unusual radiological conditions to HP or your escort.

EMERGENCY PREPAREDNESS

Site Assembly Points (**PGDP Only**) – These locations are specifically used upon activation of the Criticality Accident Alarm System (CAAS).

Personnel	Assembly Point	Point Location
C-331 C-337-T1 C-360 C-637 HP mobile office structure (north of Post 47) IM mobile office structure (north of Post 47)	C-337 C-337-T2 C-360-T1 Post 47 C-331/C-410 Tie C-360A	1 C-631 Pump House
C-408 C-709 C-710-A C-720 (east side) C-720-A C-720-B C-720-K C-720-M-T1 C-720-R C-721	C-409 C-710 C-710-10 (Boundary Control Station) C-711 C-720 (south side) C-720-J C-720-M C-720-M-T2 C-720-S C-728 C-729	2 C-200 (northwest corner)
C-310 C-310-B C-310 (sprinkler vault) C-333 (west area)	C-310-A C-310-C C-333-T5 C-333-T6 C-333-T7 C-727	3 C-304
C-720 Receiving dock area		4 C-720-G
C-723	C-720-C C-720 (west side)	5 C-744
C-335 C-400 C-402 C-415 C-335/C-410 Tie	C-350 C-400-A C-410 C-420 C-410-D C-410-K C-411 C-754	6 C-635-1 Pump House
C-333-A C-746-Q	C-333 (east area) C-746-Q1 C-746-Q-T1	7 C-533-1 Switch House Parking Area

Your escort will provide instructions on responding to other emergencies, i.e., severe weather, earthquake, or chemical release.

PLANT HORNS AND SIGNALS

Buildings that contain uranium or other fissionable materials have Ruby Red Radiation Warning lights on the building exterior. If you evacuate one of these buildings, and the radiation Warning light is “on” and/or rotating, report to your designated Assembly Point. In the event that an emergency should occur while you are on the plant site, you will need to be familiar with the audible alarm signals listed in the table below. You must call the number on the front of this booklet to listen to these alarms. Please note the instructions.



EMERGENCY SIGNALS	
PORTS	PGDP
Hi-Low – Stand by for instruction – <i>Attention to announcement</i>	Hi-Low – Stand by for instruction – <i>Attention to announcement</i>
Continuous blast – Evacuate to designated location – <i>General Evacuation</i>	Continuous blast (low tone) – Evacuate to designated location – <i>Evacuation Signal</i>
Continuous blast w/ red lights – Evacuate to designated location - <i>CAAS</i>	Continuous blast on high-pitched air whistle or electronic horn w/ red lights – Evacuate to designated assembly point - <i>CAAS</i>
Wailing siren – Public Shelter in place, listen to local radio/TV – <i>Public Warning System</i>	Wailing siren (in the cascade buildings) – Public Shelter in place, listen to local radio/TV – <i>Public Warning System</i>
6 blasts – Call / Report to ACR - <i>Recall</i>	3 blasts – Call the ACR – If no answer call C-300 at 6211
7 short sounds, repeated 3 times – Report location to reporting point – <i>Personnel Accountability</i>	PA announcement – Report location to reporting point – <i>Personnel Accountability</i>
Modulated hi-frequency siren – Evacuate to the designated location – <i>Gas Evacuation</i>	Intermittent 2-second blast – Take cover.
	10-second blast in other building- Follow local emergency procedures.

SECURITY

Security Threat

The concern of security is: the protection of classified, sensitive information or material and the prevention of industrial sabotage. The real present threat is that of complacency or a disgruntled employee intent on self-gratification through disruptive action. Attention must also be focused on incidents designed to attract unfavorable media attention to the facility and its mission.

Gaseous Diffusion Process

There are three aspects of the diffusion process we are most concerned with from a security perspective:

1. Seals, barrier and operational data, and detailed design of cascade operations.
2. Security plans and the design of safeguards and security plans.
3. Vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

Badge System and Badge Holder Responsibilities

Four types of Security Badges are presently recognized at the GDPs.

1. DOE standard security badge
2. NRC standard security badge
3. USEC site-issued security badge
4. Homeland Security Presidential Directive-12 (HSPD-12) badge. (This badge is the primary security badge.)

The site-issued security badges used at the GDP's are coded to indicate different clearance levels. This assists in determining access limitations and controlling entry and exit to the Controlled Access Area (CAA). USEC and DOE Employee Badges are coded using the following colors and letters:

Blue (Q) = "Q"-cleared personnel

Yellow (L) = "L"-cleared personnel

Gray (with no designation) = Uncleared personnel

Red (with no designation) = Uncleared foreign nationals

The badge must be worn between the neck and the waist; visible at all times. Individuals are to notify Security if their badge is lost or stolen.

Plant's Prohibited/Controlled Articles

DOE/USEC has procedures prohibiting and controlling certain items in this facility. The following items are prohibited or controlled.

Prohibited Articles:

- Firearms, ammunition, or weapons
- Explosives
- Controlled substances, illegal drugs and drug paraphernalia and intoxicants

Controlled Articles:

Introduction of information recording, processing, and transmitting devices are controlled and may include, but are not limited to the following examples:

- Computers, laptops, palm-pilots, memory capable calculators, electronic notebooks, other ADT type devices;
- Cell phones, two-way pagers, transmitting radios, other devices with a transmitting capability;
- Film cameras, digital cameras, video cameras, other devices capable of capturing and/or recording images.

PLANT EMERGENCY PHONE NUMBERS

	PORTS	PGDP
Emergency	911	333 (BELL) 555 (PAX)

For the purpose of this handbook, only emergency phone numbers are listed. Contact your escort or point of contact for any additional phone numbers that you may need.

Cellular Telephones are carried by many plant employees. At Portsmouth, to report an emergency from a cell phone call 897-2444, 897-5909, or 897-3025. At Paducah, to report an emergency from a cell phone, call 441-6211 or 441-6333.

PORTS VISITOR SITE ACCESS AUTHORIZATION
X05415

_____, have read the PORTS
print name
Visitor Site Access Handbook. I understand that access to the PORTS
plant is contingent upon compliance with the guidelines in this handbook
and that I must be under continuous escort by a trained person until I
complete General Employee Training and receive a security clearance.

THIS PAGE DOES NOT APPLY TO PGDP.
IT APPLIES TO PORTS ONLY.

Company/Organization: _____

PORTS Access Authorization Approved _____

Protective Force Officer print/sign/date

Complete this page and send to Training at MS-8260.

Office Use Only
X05415