



Savannah River Site Policy Manual

APPROVAL SIGNATURE: _____

A handwritten signature in black ink, appearing to read "M. D. Budney", is written over a horizontal line.

Michael D. Budney, Savannah River Site Manager

DATE: _____

9/4/2018

CHANGE SUMMARY LOG

Description of Change	Effective Date
<p>This revision cancels all previous revisions and incorporates the following:</p> <ul style="list-style-type: none">• Updates to Chapter I – Interface Management Policy• Updates to Chapter II- Remote Worker (RW) Requirements Policy• Updates to Chapter III- Severe Weather/Emergency Closure Policy• Renames and updates Chapter V - Real Property Assignment, Utilization, and Configuration Control Policy• Updates to Chapter VII- Perimeter Barricade Access Requirements Policy• Updates to Chapter X – Secondary Road Speed Limit Policy• Updates Chapter XI- Site Access Authorization Denial Policy• Updates to Chapter XII, SRS Site Unmanned Aerial System (UAS) Policy• Adds Chapter XIV – Essential Personnel Policy• Updates to Acronyms section• Updates to current formatting	<p>9/4/18</p>

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INTRODUCTION

The development of this manual implements a set of policies that all Site (i.e., Savannah River Site) tenants are required to follow. Environmental Management (EM) has worked collaboratively with National Nuclear Security Administration (NNSA) to prepare this manual. Implementing procedures for each respective chapter of this manual have been developed and a list of those procedures can be found on the Department of Energy Savannah River Operations Office (DOE-SR) Directives Library webpage. This manual will improve unity of Federal direction, eliminate inconsistencies among contracts, and establish an appropriate level of integration among Site contractors to ensure efficient completion of missions. The safety and security of personnel performing work and visiting Savannah River Site (SRS) is the highest priority of DOE-SR management and is achieved through the application of safety management and the Safeguards and Security (S&S) Programs into all work activities.

SCOPE

This manual applies to all Federal employees, all Site contractors and subcontractors, and other state/Federal agencies and Site tenants.

ACRONYMS

AMIES	Assistant Manager for Infrastructure and Environmental Stewardship
AMMS	Assistant Manager for Mission Support
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
ATV	All-Terrain Vehicle
COOP	Continuity of Operations
CFR	Code of Federal Regulations
DOE-SR	Department of Energy Savannah River Operations Office
EDO	Emergency Duty Officer
EM	Office of Environmental Management
EMS	Environmental Management System
EO	Executive Order
ERO	Emergency Response Organization
FAA	Federal Aviation Administration
FIMS	Facility Information Management System
GPS	Global Positioning System
HQ	Headquarters
IMT	Interface Management Team
M&O	Management and Operating
MPH	Miles Per Hour
NCIC	National Criminal Information Center
NNSA	National Nuclear Security Administration
OAM	Office of Aviation Management

ACRONYMS Cont'd

OEA	Office of External Affairs
OSHA	Occupational Safety and Health Administration
OSQA	Office of Safety and Quality Assurance
OSSES	Office of Safeguards, Security and Emergency Services
PA	Public Address
PACA	Prohibited and Controlled Articles
PDA	Personal Digital Assistant
PDO	Primary Division/Office
PPE	Personal Protective Equipment
RW	Remote Worker
S&S	Safeguards and Security
SAS	Safety Alarm Signal
SPV	Site Policy Violation
SRIP	Savannah River Implementing Procedure
SRS	Savannah River Site
SRSOC	SRS Operations Center
SRNS	Savannah River Nuclear Solutions, LLC
SRR	Savannah River Remediation, LLC
STR	Subcontract Technical Representative
UAS	Unmanned Aerial Systems
U.S.	United States
USFS	United States Forest Service

REFERENCES

Chapter 200, SRIP 251.4, "Directives Program"

CHAPTER I – Interface Management Policy

This chapter establishes an integrated approach to the management and control of SRS tenant interfaces with the Management and Operating (M&O) Contractor in the multi-contractor environment at the SRS.

The United States (U.S.) DOE-SR expects all contractors performing work at the SRS to reach agreement on the exchange of services, interface boundaries, and responsibilities in accordance with the provisions of its DOE-SR M&O contract.

These agreements will be reached utilizing a disciplined approach as defined in the SRS Interface Management Plan maintained by the M&O Contractor. Each tenant will provide input to the plan annually and support the M&O in development of the lower tier interface agreements as defined in the Interface Management Plan.

Each tenant is expected to communicate topics that impact other tenants in a timely manner such that all tenant work scopes at SRS can be accomplished as scheduled. As such, each tenant will have a member on the SRS Interface Management Team (IMT) for the purpose of communications and integration of activities, as needed. The team members will support the monthly IMT meetings and work within its charter.

NOTE: Deviation from this policy requires approval by the Assistant Manager for Mission Support.

Primary Division/Office (PDO): Assistant Manager for Mission Support (AMMS)

CHAPTER II – Remote Worker (RW) Requirements Policy

This chapter provides guidance to DOE employees, contractor employees, subcontract employees, and other Site tenant organizations, who may be engaged in work in a remote area within the boundaries of SRS. The objective of this policy is to ensure personnel working in remote areas are accounted for and can be immediately notified of radiological and/or toxic chemical releases, severe weather, and other dangers or natural disasters affecting personnel safety. Additionally, this policy provides guidance for RWs to request emergency response from the Savannah River Site Operations Center (SRSOC) in case of injury or other emergency occurring at their work Site. This policy clarifies remote worker requirements to ensure Site wide consistency and application of the RW process.

DOE-SR defines a Remote Work location as “an area where there is no Safety Alarm Signal (SAS) or Public Address (PA) capabilities.” Persons in transit via Site roadways to a location or work Site where SAS/PA is installed are not RWs. Persons in transit via Site roadways to a location or work Site where SAS/PA capabilities are not installed are RWs and must sign in with their appropriate dispatch center as a RW prior to departing for the remote area. Site employees and visitors will comply with the existing SRS RW procedure and must adhere to the following requirements when conducting activities in remote work areas.

A RW is responsible for:

- Obtaining a radio or alpha/numeric RW pager from the Radio Coordinator, designee or subcontract technical representative (STR) prior to performing work in a remote area. If an alpha/numeric pager is used, then a cellular telephone must also be taken to the field. Cellular telephones alone do not satisfy this requirement;
- Ensuring lines of communication are available (i.e., equipment in operating mode and powered up during work duration);
- Understand how the Site grid maps are to be used when working in remote locations;
- In areas where grid locations are not available by landmarks or established work plans, utilizing a grid map to determine grid location;
- Testing radios and cellular telephones prior to deployment to field and immediately upon arrival at the remote location to ensure operability;
- Contacting dispatcher, to report grid location and status prior to departing for remote area and when exiting the remote area. If the remote location is a communications "dead zone" (radio/alpha/numeric pager/cell phone communication is unavailable), the dispatcher and supervision must be notified immediately upon leaving the remote area;
- Contacting dispatcher to report location and status in response to an emergency notification broadcast. This includes responding to the quarterly communications test;
- Using alpha/numeric pagers in conjunction with a cellular telephone in order to request SRSOC assistance if needed (e.g., fire, medical, or spill response);
- Returning radio or alpha/numeric pager and cellular telephone to issuer when no longer needed or at conclusion of contract;
- Reporting any problems with the communication device(s) to the issuer;
- Participating in quarterly RW communications test;

CHAPTER II – Remote Worker (RW) Requirements Policy, Cont'd

- Reporting their name or RW party's name during the quarterly communications test by calling 725-CALL. If the RW does not have a cell phone the RW shall contact their dispatch center via radio and report their name or RW party's name;
- Obtaining required training, approvals and/or support to conduct intrusive work in Soil Contamination Areas;
- Reviewing and complying with the requirements of the Remote Worker procedure; and,
- Ensuring they understand how the site grid maps are to be used when working in remote locations: In areas where grid locations are not available by landmarks or established work plans, the RW must have a grid map to determine grid location.

NOTE: Site employees and visitors who conduct activities in remote work areas will comply with existing SRS RW procedure maintained by the M&O contractor.

PDO: Office of Safeguards, Security, and Emergency Services (OSSES)

CHAPTER III – Severe Weather/Emergency Closure Policy

This chapter provides guidance to SRS employees concerning actions Site employees are expected to take during severe weather events or other emergencies which may affect SRS. The policy also provides general definitions and outlines limiting Site access and early release for Site personnel based upon existing and anticipated weather events.

When hazardous or other emergency conditions occur during nonworking hours, the SRS Manager will arrange to inform the Site of closings or approval for delayed arrival/unscheduled absence for Site employees. During working hours these announcements will be made by use of the Public-Address System and Site email systems along with faxed communications to the various Facility Control Rooms. These announcements will also be provided to the local radio and television stations. Similarly, Site contractors and tenants will inform their affected employees in accordance with this policy. Additionally, Employee Communications Bulletins will be provided on the SRS In-Site web page and via the internet at the SRS Web Site WWW.SRS.GOV. Site employees are also encouraged to call [803-725-SITE (7483)] to obtain the recorded information concerning severe weather events. Site employees should not contact the SRSOC for information related to office closings or delayed arrival/unscheduled leave. In the absence of an official closing announcement, it is each employee's responsibility to report for work. When inclement weather is predicted, employees are welcome to consult their respective supervisors for appropriate options within the framework of their Human Resource procedures and policies.

Should a situation occur or be anticipated which may impact the normal business status of the Site, the SRSOC Emergency Duty Officer (EDO) will establish a conference call in accordance with manual Q12.3, procedure 306-1, *Severe Weather Advisory*. The SRS Manager will select from the following options.

- **SRS is OPEN.** The Site will open on time, and all employees are expected to report for work as scheduled.
- **SRS is OPEN under a DELAYED ARRIVAL policy.** Employees should plan to arrive for work no more than xx hours after they would normally arrive.
- **SRS is operating under an EARLY DISMISSAL policy.** Employees should be dismissed by their Site contractor/tenant xx hours earlier than their normal departure time from work.
- **SRS is CLOSED.** The Site is closed for Non-Essential Employees.

PDO: OSSES

CHAPTER IV – Workplace Safety, Health, and Security Policy

This chapter establishes a consistent Site wide approach to worker protection and security by incorporating safety, health and security into daily activities. Operations at SRS shall be conducted in a manner that protects workers, the public, the environment, security assets and related materials.

The hallmark and highest priority of work activities shall be the protection of all workers and the integrity of the safeguards and security systems in place at SRS. This can best be achieved by implementing safety management principles and S&S management into work and planning activities. Fundamental to both safety management and the S&S Program is the premise that all accidents and security incidents are avoidable through the identification and control of work hazards and security vulnerabilities. Management of work activities must begin with an analysis of all potentially hazardous situations and/or security risks. The recognition and correction of hazards and security risks as they arise must be a prerequisite of operations. Employees at all levels are responsible for workplace safety, health and security. They must be involved in the structure and operation of the safety and health program as well as all aspects of security as it applies to their position. A tailored approach must be taken to effectively apply and gain maximum benefit and leverage from available safety, health and security resources. Accordingly, the following general guidelines shall be followed to facilitate the protection of workers and SRS security assets:

1. Formally define the work, and identify and implement appropriate standards/requirements.
2. Analyze the hazards and security risks, and integrate safety, health, and security planning with work planning to ensure that inherent safety and health hazards and security risks are identified and controlled during the planning phase and as work progresses.
3. Tailor safety, health, and security resources and control measures to the nature, complexity, and hazards or security risks of the work, taking into consideration the experience and expertise of the organization and personnel performing the work.
4. Involve workers with work planners, engineers, safety, and security professionals, and others in the planning and development of work activities.
5. Share lessons learned in order to enhance safety and security integrity through improved work planning and controls.
6. Any worker who reasonably believes that his or her personal safety or the security posture of SRS is, or has been, jeopardized has a right to raise issues and refuse unsafe work without reprisal, harassment, or retaliation. Safety and security concerns should be raised first with one's supervisor and then through established programs (e.g., Employee Concerns Program) should a satisfactory resolution not be achieved. Therefore, employers must ensure that employees understand and are permitted to exercise the following rights and responsibilities:

CHAPTER IV – Workplace Safety, Health, and Security Policy, Cont'd

- a. The right to freely express concerns regarding safety, health, and security issues without fear of reprisal.
- b. The right to receive information and training about hazards, methods to prevent harm, and the safety and health requirements that apply to their work.
- c. The right to appropriate personal protective equipment (PPE) in accordance with established company/agency policies and procedures, and the responsibility to utilize the appropriate prescribed PPE.
- d. The right to quick resolution of unsafe work conditions and follow-up of security concerns.
- e. The responsibility to report concerns or violations.
- f. The right to access safety and health publications or information that apply to their work as well as security information required and permitted by their position.
- g. The right to observe monitoring or measuring of hazardous agents and have the results of their own exposure monitoring.
- h. The right to be notified when monitoring results indicate the worker was overexposed to hazardous materials.
- i. The right to participate in safety and health investigations and inspections.
- j. The right to participate in security investigations within the scope of their position, their need to know and security clearance.
- k. The right to talk about security risks and issues with management, inspectors, and security professionals without retaliation.
- l. The responsibility to adhere to established health, safety and security standards, regulations, and procedures (e.g., 10 CFR 851 or Occupational Safety and Health Administration [OSHA] requirements, as applicable).
- m. The responsibility and authority to stop work (i.e., call a Time Out) to address identified imminently dangerous conditions or other serious hazards, changing conditions, or security risks. Any stop work authority must be exercised in a justifiable and responsible manner in accordance with established procedures.

PDO: Office of Safety and Quality Assurance (OSQA)

CHAPTER V – Real Property Assignment, Utilization, and Configuration Control Policy

This chapter defines requirements and expectations for the assignment, allocation, changes in configuration and efficient utilization of real property assets. Real property assets are defined as any interest in land, together with the improvements, structures, and fixtures located thereon (including, when permanently connected to a utility service, prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, house trailers with or without undercarriages), and appurtenances thereto, improvements of any kind, structures, fixtures, standing timber, embedded gravel, sand, or stone under the control of the DOE, its contractors, or tenants.

The Site M&O Contractor has responsibility for managing the process for the assignment, utilization and configuration control of SRS real property assets. Oversight of the process is provided by the AMMS, DOE-SR. The M&O Contractor shall manage the process in accordance with Site procedures. The procedures shall specify the methods and requirements for requesting, assigning, allocating, transferring, making changes to and utilizing real property assets, and shall apply to DOE organizations, contractor entities, and other tenants at SRS. For the purposes of this policy, the term “organization” refers to a Federal Office or Contractual entity, not an organization within a contractual entity (For example, Savannah River Nuclear Solutions, LLC; Savannah River Remediation, LLC; DOE-SR; NNSA Savannah River Field Office (SRFO); Savannah River Ecology Laboratory; Savannah River National Laboratory; Centerra-SRS Protective Force; U. S. Forest Service; etc.).

Site organizations may be assigned real property, portions of real property, or a particular set of real property for their use based on need. This assignment carries with it the requirement to provide timely support to the M&O Contractor including, but not limited to, the development and input of real property data required for the Facility Information Management System (FIMS) database and related structure as-built and utilization information throughout the complete lifecycle of the asset.

As applicable, this assignment shall reflect the parameters, priorities, and long-range planning interests of the Site established through AMMS, DOE-SR. As necessary, conflicts relating to assignment of real property shall be elevated by the M&O Contractor to the AMMS, DOE-SR, for resolution.

Use of all lands and waters outside of a designated fenced area or footprint on the SRS shall be coordinated via the Site Use Program unless directly conflicting with contract obligations. No use of land outside of a designated fenced area or footprint shall be undertaken without prior approval documented in the Site Use Permit. Use of land may include but is not limited to the following: new facility sites, enlargement of facility areas, utilities, right-of-ways, borrow pits, spoil piles, well sites, storage and parking areas, research areas, and forest harvesting and burning. The Site Use Program is not required inside of a designated area previously dedicated to serving SRS prime mission unless the new activities such as a new facility or demolition and removal will introduce an impact (effluent, air emission) on surrounding lands and/or waters or for expansion or decrease of facility area footprint.

CHAPTER V – Real Property Assignment, Utilization and Change Policy, Cont'd

Organizations may not transfer real property to other organizations. Any transfer of real property from one organization to another is authorized and accomplished only by the M&O Contractor through the established assignment process. All transfer of real property from one organization to another must receive concurrence from DOE-SR and/or NNSA prior to the actual transfer and recording of the assignment. Programs which have funded construction of a facility, facility upgrades, facility decontamination, or are currently occupying a facility will not have the facility reassigned without the appropriate Program's concurrence, i.e., reassignment from Defense Programs to EM. Once assigned real property, organizations shall manage the internal configuration and utilization per the assigned organization's procedures.

Organizations assigned real property will be responsible for all related costs including, but not limited to, operating and maintenance costs until such time as the real property is either reassigned through the established process, excessed per procedures outlined in DOE Order 430.1C, decontaminated (if applicable), decommissioned, and prepared for demolition. Real property assignments will be recorded and maintained by the M&O Contractor through their established processes. When assigned real property is no longer required, organizations shall make that property available to other Site tenants in accordance with M&O Contractor's Site procedures.

PDO: AMMS

CHAPTER VI – SRS Environmental Policy

The purpose of this Chapter is to implement sound environmental stewardship practices consistent with the protection of the air, water, land, biota, and other natural, archaeological, and cultural resources potentially impacted by SRS construction, operations, maintenance, and decommissioning activities. Activities performed at SRS shall be conducted in compliance with federal and state environmental laws and regulations as well as DOE directives, delegations, and other requirements. These include but are not limited to Clean Air Act; Clean Water Act; Resource Conservation and Recovery Act; Federal Insecticide, Fungicide, and Rodenticide Act; National Environmental Policy Act; Compliance with Floodplain and Wetland Environmental Review Requirements; and Migratory Bird Treaty Act.

This shall be accomplished through a consistent Site-wide approach to environmental protection through the implementation of an Environmental Management System (EMS) as part of the overall Site safety management. The EMS provides for the systematic planning, integrated execution, and evaluation of SRS activities for: (1) worker and public health and environmental protection, (2) pollution prevention and waste minimization, (3) compliance with applicable environmental and cultural resources protection requirements, and (4) continuous improvement.

Recognizing that many aspects of construction, operations, maintenance, and decommissioning activities carried out at SRS have the potential for adversely impacting the environment, this policy ensures all individuals and entities performing work at SRS shall abide by its tenets.

The EMS pursues and measures continual improvement in performance by establishing and maintaining documented environmental goals, objectives and targets that correspond to SRS vision, missions, and core values. The environmental objectives and targets shall be established for relevant functions at SRS for all activities having actual or potentially significant adverse environmental impacts.

Through employee involvement and management commitment to environmental excellence, all employees at SRS shall:

- Manage the SRS environment, its natural, archaeological, and cultural resources, products, waste forms, and contaminated materials so as to eliminate or mitigate threat to human health or the environment at the earliest opportunity;
- Identify activities with significant environmental impacts and manage, control, and mitigate the impacts of these activities through policies, programs, procedures, and training; establish environmental improvement goals and targets; assess performance and implement corrective actions as needed, and continuously improve processes and practices protective of the environment;
- Implement pollution prevention and waste minimization programs to reduce the generation of hazardous and non-hazardous waste, releases of effluents, and life-cycle waste management and pollution control costs;
- Implement available and cost-effective technologies, techniques, and best management practices to enhance energy efficiency;

CHAPTER VI – SRS Environmental Policy, Cont'd

- Conduct construction, operations and maintenance, and decommissioning activities in compliance with all applicable Federal; state; and local laws; statutes, regulations, Federal executive orders, directives and guides, and national consensus standards;
- Work cooperatively and openly with local, state, and Federal agencies, public stakeholders, and SRS employees to prevent pollution, minimize waste generation, achieve environmental compliance, conduct cleanup and restoration activities, enhance overall environmental quality, and ensure the protection of workers and the public;
- Design, develop, construct, start up, operate, maintain, deactivate, and decommission facilities in a manner that shall be resource-efficient; protect and improve the quality of the environment for future generations; and continue to maintain SRS as a unique national environmental asset;
- Recognize that the responsibility for quality communications rests with each individual employee and empower each employee with the responsibility to identify and communicate concepts and ideas for improving environmental management activities at SRS;
- Ensure the early identification of, and prompt response to, potentially adverse environmental impacts associated with construction and operations including, as appropriate, preoperational characterization and assessment, effluent monitoring and environmental surveillance of all environmental media and biota; and,
- Promote the long-term stewardship of natural, archaeological, and cultural resources at SRS throughout its operational, closure, and post-closure life-cycle.

This policy defines the overarching environmental goals and objectives of SRS and will be centrally maintained and updated as necessary to reflect the changing needs, visions, missions, and goals of SRS. To demonstrate our commitment, this policy shall be made available to the public.

PDO: Office of the Assistant Manager for Infrastructure & Environmental Stewardship (AMIES)

CHAPTER VII – Perimeter Barricade Access Requirements Policy

This chapter establishes the SRS policy regarding Site access at the perimeter barricades by employees and visitors. The objective of this policy is to clarify perimeter barricade access requirements to ensure consistency and enhance the safety and security of all personnel working and visiting the SRS.

Site perimeter barricades are work zones for protective force personnel who conduct daily business at these locations. There are posted speed limits in all entry/exit lanes at SRS Site barricades where work is being performed. It is expected that employees and visitors adhere to posted speed limits for safety of workers and personnel in the area. Upon entry to the Site, employees and visitors are required to present their badge for entry. If selected for a vehicle inspection, the driver should perform the following tasks:

- Pull over and put the transmission in “Park” (automatic)/ “First” or “Reverse” gear (manual);
- Turn the engine off and set the emergency brake;
- Exit the vehicle (driver and all passengers);
- Present Badge and valid driver’s license; and
- Open compartments of the vehicle to include doors, glove compartment, console and cargo compartments, trunk and spare tire compartment, and if in a Government vehicle, the driver must open the hood of the vehicle.

If a compartment is not opened, Protective Force personnel will ask the driver to return to the vehicle and open the compartment. Additionally, all packages and hand-carried items such as briefcases, purses, lunchboxes, coolers, etc. will also be inspected. If an individual fails to comply with Protective Force personnel, becomes confrontational, has a vehicle compartment that cannot be opened for appropriate inspection, does not have appropriate vehicle documents, or possesses a prohibited item (items that are prohibited from SRS include weapons, simulated weapons, firearms, stun guns, ammunition and/or incendiaries, explosive materials/devices, chemical irritants, gasoline/diesel fuel, illegal drugs, drug paraphernalia [including products utilized to defeat drug screening tests such as those containing synthetic or drug-free urine], controlled substances, and/or alcoholic beverages, and Unmanned Aerial Systems [including simulated and deactivated UASs]), Site access may be denied.

NOTE: Occupants in vehicles operating on the SRS must wear seatbelts. Anyone wishing to operate a motorcycle on SRS must wear a helmet at all times.

Additionally, personally owned recreational vehicles (boats, campers/travel trailers, motor homes, cargo trailers, all-terrain vehicle [ATV]’s/riding mowers, dune buggies, etc.) are not allowed to enter the SRS due to the significant time delays to conduct inspections of these larger non-essential vehicles, as well as safety concerns to the protective force personnel. An area in the 3/700-A area parking lot has been designated to allow Site employees to park these non-essential vehicles. Employees must use the approved location for short-term parking according to the following process:

CHAPTER VII – Perimeter Barricade Access Requirements Policy, Cont'd

Employees must contact the Centerra-SRS Protective Force Law Enforcement Dispatcher, 5-2755, and request permission to park their boat, motor home or other recreational vehicle in the lower Augusta parking lot in 700-A (adjacent to Road 1). Vehicles are allowed to park in this area for up to 24-hours. The owner must contact the Centerra-SRS Protective Force Law Enforcement Dispatcher 24-hours prior and provide a description of the vehicle, tag number, and date and time the vehicle will be in the parking lot. Vehicles are subject to inspection. Any vehicles parked in this location without prior notification/permission, or remaining on the property for more than 24-hours, may be towed at owner's expense.

PDO: OSSES

CHAPTER VIII – Prohibition of Using Hand Held Electronic Devices While Driving

This chapter establishes the SRS policy that prohibits using a hand-held electronic device to communicate while driving on Site roadways. This Policy helps preserve the high level of safety of all personnel working and visiting onsite.

On October 1, 2009, the President issued Executive Order (EO) 13513 – Federal Leadership on Reducing Text Messaging While Driving. The EO is the basis for this Policy which prohibits use of hand-held electronics while driving on Site roadways at SRS.

Federal employees, contractors, subcontractors, vendors, visitors, and grant recipients and sub-recipients shall not engage in use of hand-held electronic devices of any kind when operating any motor vehicle on Site roadways. Site roadways are those of concrete, blacktop, or graded gravel unless located in designated construction areas to include parking lots. Active Policy enforcement on public access roadways (e.g., Highway 125, Highway 278, Deer Hunt road, and Road 1) is limited to those driving Government vehicles.

NOTE: The SRS Policy expands the scope of the EO to include use of hand-held electronic devices, such as, cell phones, personal digital assistant [PDA]’s, BlackBerrys, Palm Pilots, personal computers, hand-held Global Positioning System (GPS) devices, pagers, etc., in the prohibition for drivers. The Policy does not prohibit the use of “hands-free devices,” such as Bluetooth phones, earpiece only phones, integral car cell phones, etc. However, because safety studies indicate driving performance risk is also increased when using hands-free devices, employees are encouraged to limit the use of these devices while operating a motor vehicle on Site roadways, including secondary roads. To avoid distractions when driving, it is best to find a safe place and pull off the roadway when using these devices.

This Policy applies to government employees, government contractors and subcontractors, affiliated support suppliers (vendors) and organizations (visitors), grant recipients and sub-recipients. Each Federal agency contractor and Site entity shall develop appropriate procedures and processes (including the disciplinary actions for violations) to implement this Policy. This Policy applies to all Site employees when off-site on official duty, as well.

Centerra-SRS Protective Force officers at entrance gates observing individuals entering the Site who are in violation will inform them of the Policy. Drivers who have entered the Site and are stopped for a violation will be issued a Site Policy Violation Document. Personnel engaged in these activities while exiting SRS are also considered in violation of the Site Policy. Site Policy Violations will be reported in the Daily Activity Report for management officials to follow-up. The violator’s supervisor, manager, or contracting officer is responsible for taking appropriate disciplinary action.

PDO: OSQA

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CHAPTER X – Secondary Road Speed Limit Policy

This chapter establishes the SRS policy regarding the speed limit on secondary roads by all DOE employees, contractor employees, subcontract employees, and visitors. Employees and visitors will adhere to the speed limit established in this policy to ensure personal safety and the safety of others. Secondary roads typically do not have signs identifying the posted speed limit.

Secondary road usage is restricted to “business needs” only. When it is necessary for personnel to travel on a secondary road (unpaved road) to accomplish tasks, they must adhere to the following restriction: **Speed Limit on Secondary Roads is 35 Miles Per Hour (MPH) unless otherwise posted.** This is the maximum speed for ideal road and weather conditions. Drivers are expected to reduce speed when they encounter hazards such as pot holes, loose or rutted road conditions, and/or inclement weather.

PDO: AMIES

CHAPTER XI – Site Access Authorization Denial Policy

This chapter establishes the SRS policy for the issuance of general Site access uncleared badges to Federal, contractor, and subcontractor employees who need routine access. All uncleared individuals working at SRS, either temporarily or permanently, shall be properly authorized, identified, and badged. All individuals seeking Site access will certify they are eligible for Site access by completing OSR 10-188, *Application for Site Access Authorization*.

A National Criminal Information Center (NCIC) Check is conducted on personnel who are hired to perform work at SRS on behalf of the DOE. A DOE SRS Badge may not be issued and/or if issued may be retrieved based on the results of the NCIC check.

Individuals described below will be denied access to SRS and will not be badged with a Site access or uncleared badge:

1. Individuals who have pending felony charges, or are currently on probation or parole for a felony.
2. Any applicant for employment at SRS who has received a positive drug screen or attempts to defeat the drug screening test.
3. Any employee who was assigned by his employer to work at SRS and was terminated for possession, trafficking, use of illegal drugs, or terminated for being under the influence of drugs or alcohol while at SRS.
4. Any employee who has been terminated, or quit to avoid being terminated from any employment, for violation of a contractor or subcontractor policy on the use or abuse of illegal drugs or alcohol.
5. Individuals who have been involuntarily terminated, or have voluntarily terminated to avoid involuntary termination from any employment, for theft of government property at SRS or for willful violation of contractor policies or security regulations which may jeopardize the security of Site operations or the health and safety of other employees or the general public.
6. Individuals, based on previous history and or conduct, which may jeopardize the security of Site operations or the health and safety of other employees or the public, as determined by the Manager, DOE-SR, may be banned from access to SRS.

Individuals who fall under the provisions of Item 1 listed above, shall be denied Site access until such time as the individual has resolved the charges or been released from their probationary sentence, at which time the individual may be considered for access authorization. Individuals, who fall under the provisions of Items 2-6 listed above, will not be issued a general Site access badge, and will be **denied access to SRS for a period of one year** from the date of the termination of employment or denial of access authorization. After one year the individual may be reconsidered for access authorization.

Note: If an individual wishes to appeal the decision, they may submit their appeal to the DOE Site Manager.

PDO: OSSES

CHAPTER XII – Fitness Activities Permitted at Savannah River Site

This chapter establishes the policy concerning fitness activities that will be permitted at SRS and lays out rules and requirements for engaging in these activities in a safe manner. This policy applies only to activities engaged in during an employee's own personal uncompensated time (e.g., lunch break and before or after regular work hours). Employees may not engage in these activities on Site during non-workdays (i.e., employees may not come to the Site on their days off solely to engage in fitness activities). SRS entities may establish more stringent rules for their employees in regard to fitness activities, but they may not establish less stringent rules than those provided herein. Employees may only engage in fitness activities at SRS if approved by their company (i.e., if fitness activities are not allowed or if there is a desire to implement more stringent controls, the entity must document this in a policy or procedure). This policy does not apply to employees engaged in paid physical training as a condition of their employment or exercising in organizationally approved training activities.

NOTE: Employees that choose to undertake fitness activities pursuant to this policy do so with the understanding and agreement that it is done at their own risk and that injuries or death resulting from such activities may not be compensable under state workers' compensation, the Federal Employees Compensation Act, or any other applicable statutes or regulations.

General Rules for All Fitness Activities:

- Employees shall notify their supervisor or co-workers, or a company designated representative when they engage in fitness activities on Site so that someone is aware of their location in the event they don't return safely from this activity;
- Employees must have their Site badge in their possession or available at all times;
- Exercising outdoors during severe weather (e.g., thunderstorms, sleet, etc.) is not permitted;
- Employees are encouraged to check the weather before exercising so they may prepare appropriately to address weather extremes (e.g., hydrate properly in hot weather, dress warmly in cold weather, etc.);
- Employees may utilize Site exercise rooms, where available, as long as they follow the rules that have been established for utilizing these facilities (e.g., safety briefing prior to using the equipment, etc.); and,
- Employees must carry some means of communication with them when exercising on trails or outside of facility boundaries, so that they will have means to summon assistance for emergency purposes (i.e. injury, illness, etc.).

CHAPTER XII – Fitness Activities Permitted at Savannah River Site, Cont'd

Walking, jogging, and running are permitted within the following rules:

Employees may engage in these activities on approved and maintained walking trails, roads, and sidewalks contained within facility boundaries. Primary roads (e.g., paved roads) may also be utilized except during shift change on regular work days (Monday – Friday) when the roads are heavily traveled and the hazard is greater.

- These activities will be permitted only during daylight hours (e.g., one-half hour after sunrise until one-half hour before sunset) or after dark if conducted in well-lit areas, within facility boundaries, with the use of reflective material on the torso area to ensure visibility;

NOTE: Reflective material must be worn when exercising outdoors during the time from one-half hour before sunset until one-half hour after sunrise.

- Employees are encouraged to use the buddy system when possible (e.g., exercise in groups of 2 or more people); and,
- Standard road rules must be followed (e.g., walk/jog/run on the left side of the road facing traffic, move to the shoulder as you see traffic approaching, etc.).

Bicycling is permitted with the following rules:

- Bicycling will be permitted only on approved bike trails that have been established by the USFS - Savannah River (USFS-SR) for that purpose;
- These activities will be permitted only during daylight hours (e.g., one-half hour after sunrise until one-half hour before sunset);
- All bikers must wear a securely fastened helmet that meets American National Standards Institute (ANSI) Standard Z90.4 or American Society for Testing and Materials (ASTM) Standard F-1447;
- It is also recommended that bikers wear sunglasses or goggles to protect the eyes from dirt, bugs, and limbs; and gloves to assist in maintaining a firm grip on the handlebars.
- Bikers must yield to walkers, joggers, and runners;
- Standard biking rules must be followed (e.g., stay on the right side of the bike trail to allow for bikes coming from the opposite direction);
- Employees must use the buddy system when bicycling on Site (e.g., exercise in groups of 2 or more people); and,
- Employees must comply with all South Carolina laws relating to bicycling (e.g., Title 56, Chapter 5, Article 27, “Bicyclists and Users of Play Vehicles; Rights and Duties Thereof”).

PDO: OSQA

CHAPTER XIII - Unmanned Aerial System (UAS) Policy

This chapter establishes the SRS policy regarding unmanned aerial systems (UAS). An UAS, also known as a drone, is an aircraft without a human pilot on board. Its flight is controlled either autonomously by computers in the aircraft or under the remote control of a pilot on the ground or in another vehicle.

There are a wide variety of UAS shapes, sizes, configurations, and characteristics. Historically, UASs were simple remotely piloted aircraft, but autonomous control is increasingly being employed.

They are deployed predominantly for military and special operation applications, but also used in a small but growing number of civil applications, such as policing, firefighting, and nonmilitary security work for surveillance.

With the rapidly advanced autonomous technology and the reduced costs, UASs are rapidly becoming more commonplace among both amateur/recreation users and professionals seeking to use them for commercial purposes. The increase in UAS-use poses unique safety and security risks. Uncontrolled, unsanctioned operations of UASs have the potential to interfere with other aircraft operating in the U. S. National Airspace. This could result in unsafe flight operations resulting in damage or aviation accident, posing hazards to aircraft, aircrew, passengers, facilities, and people on the ground.

Additionally, uncontrolled, unsanctioned UAS operations pose a security risk to facilities, operations, and security forces. UASs flying in an aggressive manner (low and/or directly toward sensitive areas, facilities, or personnel), hover over sensitive areas/facilities, and the potential for unauthorized surveillance or delivery of weapons are some examples of potential impacts UASs can have on the security to facilities, operations, and security forces.

UASs are considered prohibited items and the possession and/or use of these devices by any individual on SRS, or within SRS boundaries, is strictly prohibited. Violations will be handled in accordance with the SRS Prohibited and Controlled Articles (PACA) and Site Policy Violation (SPV) policies and procedures.

If any department or organization within DOE-SR, DOE-SR contractors, subcontractors, and other government agencies plan on pursuing implementation of UAS operations in support of DOE/Site missions/operations they must obtain Federal Aviation Administration (FAA) certification and approval coordinated through and concurred by the DOE-SR Aviation Manager, DOE-SR Aviation Safety Officer, and the DOE Office of Aviation Management (OAM).

Individual possession and/or use of UASs will not be authorized; only DOE/DOE Contractors in support of DOE/SRS missions will be provided the opportunity to seek FAA and DOE authorization to operate UASs on SRS, or in support of DOE/SRS missions (on or off site). Authorized UAS flight operations in support of DOE missions will require a PACA pass in accordance with SRS PACA policies and procedures.

CHAPTER XIII - Unmanned Aerial System (UAS) Policy, Cont'd

SRS SITE EMPLOYEE UAS RESPONSIBILITIES

- I. The possession and/or operation of any type of UAS to include drones, quadcopters, gyrocopters, remote control aircraft, model aircraft, simulated UAS, deactivated UASs, etc., is restricted and prohibited at the SRS as directed by the DOE.

Employees cannot possess or transport a UAS onsite in their vehicles. **NO EXCEPTIONS**

II. **If a UAS is observed within the SR boundaries:**

DO NOT ATTEMPT TO INTERFERE WITH THE FLIGHT PATH OF THE UAS.
Safety is first and foremost. Immediately initiate notifications to a Centerra-SRS Protective Force member or call SRSOC @ 3-3911 or 803-725-3911 (cell)

Report the following information:

1. Last known location
2. Direction of travel
3. Estimated altitude (how far above ground level)
4. Size, shape, color
5. Activity (hovering, circling, etc.)
6. Any distinguishing features (camera, emission of liquid or vapor, anything attached/hanging from it, etc.)
7. Any observations of personnel on the ground that may be controlling/operating the UAS

If the observer is in possession of an approved device capable of recording still images or video footage, attempt to capture images/footage of the UAS and provide to Site Security.

III. **If a UAS has landed or is observed on the ground:**

1. Do not tamper with or make contact with the vehicle.
2. Ensure the above described notifications have been made.
3. Leave the immediate vicinity of the UAS as soon as practicable.
4. If safe to do so, attempt to maintain visual contact.

If the observer is in possession of an approved device capable of recording still images or video footage, attempt to capture images/footage of the UAS and provide to Site Security.

PDO: OSSES

CHAPTER XIV – Essential Personnel Policy

This chapter establishes consistent definitions, requirements, and expectations for at SRS for Essential Personnel.

The term, “essential personnel”, refers to employees designated by their organizations as essential to the continued performance of essential functions or critical missions during an emergency or continuity event. Essential personnel typically fill positions required to maintain critical facilities and equipment, support personnel health and safety, provide security, and perform other essential functions that must be continued during emergency site closures. Essential personnel are comprised of four categories:

- Emergency Essential Personnel – employees whose services are vital and who must report or remain at work in emergency closure situations when other non-essential personnel are excused from duty. Early dismissal or closure announcements do not apply to emergency essential personnel unless they are instructed otherwise;
- Continuity Essential Personnel – employees who perform duties directly supporting SRS or DOE-Headquarters (HQ) Primary Mission Essential Functions, Mission Essential Functions, or Essential Supporting Activities as outlined in the SRS Continuity Plan. Continuity essential personnel are utilized after the declaration of a continuity event;
- Situational Essential personnel - employees who are not in a designated required position however, they are critical for a specific type of emergency response (e.g., ice storm, hurricane, utility loss, etc.). These employees in most events, may be considered non-essential personnel. Contractors/Tenants may designate an employee as “Situational Essential personnel” before, during, or after an emergency event;
- Non-Essential Personnel – employees not identified as essential personnel or, as circumstances warrant, designated as situational essential personnel.

To identify employees meeting essential personnel definitions, Contractors/Tenants must identify their essential functions and minimal staffing requirements required to maintain their facility safety basis, provide minimum/safe support during a lapse of appropriations or provide response to a significant safety event. It is the individual employer’s responsibility to determine, identify, and communicate who the minimum essential personnel are for COOP, Severe Weather, and Lapse of Appropriations and to communicate those lists as applicable.

The term “Emergency Responder” refers to site employees critical to responding to incidents and emergencies at SRS such as fire, medical, and security. The Emergency Responder is independent of essential personnel. These personnel also include assigned emergency response facility staff and members of the SRS Emergency Response Organization (ERO). Incidents or emergencies may range from radiological emergencies to a potential or actual terrorist incident. Designated Responders, in a wide array of disciplines, are trained in advance and activated, as needed, for specific incidents. Personnel in these positions are identified by a red band on the

CHAPTER XIV – Essential Personnel Policy, Cont'd

side of the SRS Supplemental Badge which reads “EMERGENCY”. Essential and Situational Essential employees are not to be confused with the Emergency Responder employee.

DOE-SR may determine any employee’s services are needed during a given emergency. The SRS Continuity of Operations (COOP) plan, when invoked, supersedes the non-essential personnel descriptor.

PDO: OSSES