

Management System: Safeguards and Security

Subject Area: Program Management and Support

Procedure: Developing Reviewing and Approving Site Security Plans (SSP's) and site Safeguards & Security Plans (SSSP's)

Issue Date and Revision Number:
09/10/2012 0

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1.0 Applicability

This procedure applies to EMCBC and small sites personnel responsible for creation, maintenance and approval coordination of Site Security Plans (SSPs). Given the limited security assets associated with the EMCBC and its supported sites, it is highly unlikely that a Site Safeguards and Security Plan (SSSP) would be required at any facility reporting through the EMCBC.

2.0 Required Procedure

Step 1	The facility/contractor security organization creates a SSP in accordance with the requirements of DOE O 470.4B, Safeguards and Security Program. The SSP is submitted through the EMCBC to the Cognizant Security Authority (CSA)/Cognizant Security Office (CSO) for review and approval. SSP's developed for sites or projects which, due to their very limited security interests and activities, do not warrant registration in the Safeguards and Security Information Management System (SSIMS) are approved by local DOE management.
Step 2	Resolution of comments from the EMCBC or CSA/CSO is accomplished by the submitting organization, and when the resolution process is complete, the revised SSP is re-submitted to the CSA/CSO for approval.
Step 3	Upon approval, the SSP is adopted for use as the baseline documentation for S&S activities at the facility.
Step 4	The SSP is reviewed by the organization's security subject matter expert (SME) to determine if revisions are warranted on an annual basis, and is otherwise revised whenever changes to the facility's security assets or security environment dictate the need for revision.

3.0 References - Forms/Attachments/Exhibits

None

4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 18-08.5	Master Safeguards and Security Agreements/Security Plans	Office of Technical Support & Asset Management	NA

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Developing Reviewing and Approving Site Security Plans (SSP's) and site Safeguards & Security Plans (SSSP's)

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial document for MSD		09/10/12