Management System: Safeguards and Security
Subject Area: Program Management and Support
Procedure: Visitor Access to the EMCBC's Cincinnati Facility

Issue Date and Revision Number:	**Lead Subject Matter Expert:**	**Management System Owner:**
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1.0 Applicability

This procedure applies to all EMCBC Cincinnati facility visitors who are U.S. citizens and to the EMCBC personnel that host those visitors. To be eligible for unescorted access, visitors must present an acceptable form of government issued photo identification (ID). Note: Per the requirements of the REAL ID Act, the U.S. Department of Homeland Security determines if state issued driver's licenses and identification cards are compliant with the Act and therefore can be used as identification for access to Federal facilities. In those instances when a prospective visitor presents a state driver's license or an identification card issued by a state that is not compliant with the REAL ID Act, an additional form of identification is required to allow the visit to occur on an unescorted basis. A visitor who is unable to provide acceptable ID must be escorted at all times.

NOTE: Visitors do not include building maintenance and cleaning personnel who are afforded routine access. Visitors also do not include vendors or delivery personnel who are on premises for less than 15 minutes. However, vendors or delivery personnel present for less than 15 minutes must be escorted.

2.0 Required Procedure

Steps 1 through 6 are completed by an EMCBC employee hosting a visitor:

Step 1	An EMCBC employee elects to host a visitor to the Cincinnati facility.
Step 2	The host confirms that the prospective visitor is a U.S. citizen. If the prospective visitor is not a U.S. citizen, this procedure does not apply. Visits by non-U.S. citizens are addressed in the MSD Safeguards & Security, Subject Area, SAD-OTSAM-142, Foreign Visits and Assignments.
Step 3	The host determines if the prospective visitor possesses an HSPD-12 security

	badge. If the visitor has an HSPD-12 badge, the host should remind the visitor to bring the badge for presentation during the visitor sign-in process. If the visitor does not have an HSPD-12 badge, the host must inform the prospective visitor that a valid and acceptable form of photo identification must be presented during the visitor sign-in process to preclude mandatory escorting. **Note: The REAL ID Act requires that driver's licenses or identification cards be issued by a state compliant with the requirements of the Act in order to allow the license or state issued identification card to be accepted as a singular form of photo identification for access to Federal facilities. The Department of Homeland Security publishes the list of compliant states. If a prospective visitor intends to provide a driver's license or identification card issued by a non-compliant state, an additional form of identification must be provided to avoid the need for continuous escort.**
Step 4	On the day of the visit, the host meets the visitor at the reception desk, and signs the Visitor Log, FM-OTSAM-470-11-F1.
Step 5	If mandatory escorting is not required, the host decides whether to escort the visitor. In making that decision, the host must remember that he/she is responsible for supervising the visitor's activities both to ensure the safety and well-being of the visitor and to protect the DOE's interests and assets.
Step 6	At the conclusion of the visit, the host must ensure that the visitor signs out at the reception desk and the visitor has returned all items provided by the EMCBC to facilitate access during the visit.

Steps 7 through 13 are completed by the Receptionist:

Step 7	The Receptionist examines a form of photo identification provided by the visitor, and decides on its acceptability. If deemed unacceptable due to questions of authenticity, or because the article is a driver's license or identification card issued by a non-compliant state without the benefit of a second form of identification, the Receptionist denies access.
Step 8	If acceptable identification is provided, the Receptionist records the visitor's name, organization, visit purpose, host's name, and badge number if given an EMCBC visitor badge, time, and date in the Visitor Log, FM-OTSAM-470-11-F1.
Step 9	The Receptionist contacts the visitor's host, unless the host is already at the reception desk.
Step 10	The Receptionist issues an EMCBC visitor badge to the visitor unless the visitor is in possession of an HSPD-12 badge.
Step 11	The Receptionist acquires the visitor's signature and the host's signature in the Visitor Log, FM-OTSAM-470-11-F1.
Step 12	At the conclusion of the visit, the Receptionist accepts the return of any

	EMCBC issued badge or other item provided temporarily to accommodate the visit, and records the time of the visitor's departure in the Visitor Log, FM-OTSAM-470-11-F1.
Step 13	The Receptionist provides completed sheets from the Visitor Log, FM-OTSAM-470-11-F1 to EMCBC security personnel upon request.

Steps 14 through 19 are completed by the Visitor:

Step 14	The visitor presents an HSPD-12 badge or an acceptable form of photo identification to the Receptionist. If the visitor wishes to present a driver's license of identification card issued by a non-compliant state, per the REAL ID Act, they must present an additional form of identification.
Step 15	The visitor identifies his/her host, and signs the Visitor Log, FM-OTSAM-470-11-F1.
Step 16	Throughout the course of the visit the visitor wears an accepted security badge, either an HSPD-12 badge or an EMCBC issued visitor badge.
Step 17	If not continuously escorted, the visitor keeps his/her host apprised of his/her whereabouts.
Step 18	The visitor conforms to all emergency actions directed by emergency response, building, or EMCBC personnel.
Step 19	At the conclusion of the visit, the visitor returns any badge or other temporarily issued item provided to facilitate their access to the EMCBC, and notifies the Receptionist of their impending departure.

3.0 References – Forms/Attachments/Exhibits

3.1 Forms

- FM-OTSAM-470-11-F1, Visitor Log

3.2 Attachments

- Acceptable Forms of Identification (Extracted from FIPS 201-2)

4.0 Records Generated

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

Records Category Code	Records Title	Responsible Organization	Quality Records Classification (Lifetime

			or Non-Permanent)
ADM 18-17-B	Visitor Control Files – EMCBC Visitor Log	Office of Technical Services and Asset Management	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Visitor Access to the EMCBC's Cincinnati Facility**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

l Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

l Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Cancels IP-470-01, Rev. 3	Total	3/16/15