



## Environmental Management Consolidated Business Center (EMCBC)

### Subject: EMCBC Visitor Access Procedure

IMPLEMENTING PROCEDURE

APPROVED: (Signature on File)  
EMCBC Director

ISSUED BY: Office of Logistics Management

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#### 1.0 PURPOSE

Establish the Environmental Management Consolidated Business Center (EMCBC) procedure for registering and badging visitors to the EMCBC's Chiquita Center.

#### 2.0 SCOPE

This procedure applies to all visitors to the EMCBC who are U.S. citizens. Non-U.S. citizens must go through a formal approval process in accordance with DOE O 142.3, Unclassified Foreign Visits and Assignments Program.

#### 3.0 APPLICABILITY

This procedure applies to all EMCBC Chiquita Center visitors and to the EMCBC organizations and personnel that host or sponsor those visitors.

#### 4.0 REQUIREMENTS and REFERENCES

##### 4.1 Requirements

4.1.1 DOE M 470.4-2A, Attachment 2, DOE Security Badge Program, paragraph 2.c.

4.1.2 DOE O 142.3, Unclassified Foreign Visits and Assignments Program

##### 4.2 References

4.2.1 EMCBC PL-470-02, Rev 3 Chiquita Center Facility Security Plan

4.2.2 EMCBC IP-472-01, Rev. 2, Occupant Emergency Plan

4.2.3 Homeland Security Presidential Directive 12 (HSPD)-12.

#### 5.0 DEFINITIONS

5.1 Employee: An individual employed by the DOE EMCBC or a DOE EMCBC contractor.

- 5.2 Resource Information Center: The reception desk and associated work space located just inside of the EMCBC's 5<sup>th</sup> floor north lobby doors. Visitor badges and the Visitor Log are maintained at this location.
- 5.3 Visitor: Anyone who is not an EMCBC employee, regardless of assigned duty station, or who is not an EMCBC contractor at the Chiquita Center, except for Chiquita building management, maintenance, or custodial personnel, and vendors who have been granted routine access for official work-related purposes.
- 5.4 DOE Security Badge: A DOE security badge is the Personal Identity Verification (PIV) II credential established by and issued in conformance with HSPD-12, or the DOE standard security badge as referenced in DOE M 470.4-2A, Attachment 2. While the EMCBC no longer produces or issues the DOE standard security badge, DOE standard security badges issued by other DOE organizations will be recognized and accepted until such time that the DOE directs otherwise.
- 5.5 Host: An EMCBC employee or EMCBC organization who sponsors a visitor.
- 5.6 Escort: An EMCBC employee who accompanies a visitor.
- 5.7 Prohibited Articles: The following items are prohibited from the EMCBC Chiquita Center: guns, explosives, or other objects likely to produce substantial injury or damage to persons or property; illegal drugs and other items prohibited by law; and alcoholic beverages. Violators may be subject to civil and/or criminal penalties.
- 5.8 Proximity Card: A Proximity card is a contact-less integrated circuit device that, when placed within a few inches of a card reader, will transmit an electronic signal releasing a magnetic lock. Proximity cards are needed for access to DOE occupied space at the Chiquita Center. Proximity cards are not required for exit from such spaces.
- 5.9 Visitor Badge: A local badge produced and issued at the EMCBC Chiquita Center. The badge, which is honored only by the EMCBC, is provided to visitors who do not have an HSPD-12 badge, a DOE standard badge, or a recognized Chiquita Building temporary pass.

## 6.0 RESPONSIBILITIES

- 6.1 EMCBC Director - Approves the EMCBC Visitor Access Procedure.
- 6.2 EMCBC Security, Office of Logistics Management (OLM) - Oversees implementation of the Visitor Access Procedure and updates the procedure as needed. The EMCBC Security function ensures that sufficient supplies of visitor badges are available.
- 6.3 Resource Information Center (RIC) Receptionist – Operates the RIC reception desk, which is located just inside the 5<sup>th</sup> floor lobby doors, between the hours of 7:30 AM -

- 4:30 PM. The RIC receptionist issues/maintains EMCBC visitor badges and registers visitors in accordance with this procedure.
- 6.4 All EMCBC Staff - Ensure that visitors whom they host are registered in the Visitor Log (Attachment B), and when the visitor is provided with a visitor badge that the badge is appropriately worn during the visit and returned at the conclusion of the visit. Hosts are encouraged to notify the RIC receptionist when visitors are expected.
  - 6.5 EMCBC Visitors - Comply with the requirements of this procedure, including returning the visitor badge at the conclusion of the visit and prior to departing the EMCBC Chiquita Center. Failure to comply with these requirements may result in a denial of future access to the EMCBC.
  - 6.6 EMCBC Host or Escort - Advises their visitors of emergency exit procedures, exterior building evacuation assembly areas and tornado Take Shelter procedures. Personnel accountability at the assembly area is the responsibility of the host/escort. When a visitor requires such assistance, the host will personally escort or arrange for someone else to escort the visitor from the RIC reception desk to the desired location.
  - 6.7 EMCBC organizations hosting or sponsoring training - Ensure that visitors enrolled in training classes are met and directed to the appropriate training or conference room on the first day of the training/visit.

## 7.0 GENERAL INFORMATION

- 7.1 In addition to the DOE security badge or EMCBC visitor badge, the EMCBC uses proximity cards and magnetic door locks to restrict access from the elevator lobby or common hallways on all floors. Proximity cards will be issued to visitors based upon valid requests from hosts, and in the case of events involving a large number of visitors, such as a training class including non-employees, at the discretion of the appropriate OLM personnel. The number of cards issued to visitors for training classes will be dependent on the class size. "Piggybacking" through lobby perimeter doors with other training visitors who display their DOE security badge or EMCBC visitor badge is authorized.
- 7.2 Proximity cards may be issued for individual EMCBC visitors on a case by case basis. They will only be issued to visitors with a need for access over an extended period of time; for example, a short term assignment over multiple days.
- 7.3 If either a visitor badge or proximity card is lost, stolen, or damaged, the visitor must immediately report that circumstance to their host, the RIC reception desk, or EMCBC security personnel.
- 7.4 Visitors are expected to leave the EMCBC Chiquita Center by 5:30 p.m. on standard work days or they must be escorted by an EMCBC employee until such time as the visitor leaves the EMCBC Chiquita Center. If a visit ends after the RIC reception desk has closed for the day, the host is responsible for collecting the visitor's badge and proximity card, if one was issued, prior to the visitor's departure.

The badge and proximity card must be secured in a locked desk drawer or file cabinet until they can be returned to the appropriate EMCBC personnel the following business day. They must not be left out on the desk or left in an unlocked desk drawer, etc.

- 7.5 Properly credentialed repair persons and vendor personnel performing a work activity of short duration need not be badged, but they must be escorted. For the purpose of this procedure, short duration is defined as 15 minutes or less. Properly credentialed means the visitor has a Chiquita Center issued Pass or Badge or has credentials provided by an employer currently authorized to perform work in EMCBC space. Delivery personnel from the U.S. Postal Service, overnight carriers, and freight companies do not have to be badged or sign in at the RIC reception desk, and may be allowed entry to the 5<sup>th</sup> floor mail room from the freight elevator. Any employee may grant access to delivery personnel from the freight elevator, but the employee must ensure the prompt departure of the delivery person upon completion of the delivery.

## 8.0 PROCEDURE

### 8.1 Prior to Date of Visit

8.1.1 EMCBC employees who are expecting a visitor during normal business hours (7:30 am. - 4:30 p.m.), are requested to notify the person serving as the RIC receptionist of that fact prior to the visit. If possible, this notification should be made at least one day in advance. Prior to the visit, EMCBC employees planning to host a visit must confirm that all prospective visitors are U.S. citizens. Non-U.S. citizens will **not** be permitted access to the EMCBC until the visit has been approved by the EMCBC Director in accordance with DOE O 142.3, (Reference 4.1.2).

8.1.2 For Training Classes Only, the individual coordinating the class will ensure a class roster of expected students is provided to the RIC receptionist prior to the start date of the class.

### 8.2 On the First Day of the Visit

8.2.1 All visitors are to go to the RIC receptionist desk on the 5th floor. Visitors without an accepted DOE security badge are required to display photo identification and sign the Visitor Log. The visitor's name, employer, and citizenship will be annotated in the Visitor Log along with the time of arrival. Visitors not in possession of an accepted DOE security badge will be issued a visitor badge and the number on that badge will be annotated in the Visitor Log. Visitors possessing an accepted DOE security badge will **not** be issued a visitor badge, but their name and related information will be recorded in the Visitor Log. This entry will provide a mechanism for accountability of visitors in an emergency. The log in/log out process is required so that an accurate personnel accountability record is maintained. The safety of visitors during emergency events is the responsibility of their EMCBC host. Accordingly, the Visitor Log must identify an EMCBC host for each visitor.

- 8.2.2 The RIC receptionist must establish the visitor's citizenship as part of the visitor registration process. All visitors, including those with a DOE security badge, must be U.S. citizens or have approved Foreign National Visit or Assignment requests pertaining to their visit. Approvals for visits by non U.S. citizens must be made in accordance with DOE O 142.3, Unclassified Foreign Visits and Assignments Program, and are granted by the EMCBC Director. The visitor's citizenship must be recorded in the Visitor Log, and all other Log entries must be complete before the registration process is concluded.
  - 8.2.3 Unusual Events - In special cases, such as training classes attended by 15 or more visitors or events such as "Bring Your Children to Work Day", visitors may be instructed by security personnel to bypass the RIC receptionist and to report to another designated location. In such cases a visitor roster may be developed and used in lieu of the Visitor Log. Alternative badging arrangements may also be adopted with approval of EMCBC security personnel.
  - 8.2.4 The RIC receptionist will attempt to notify the host of their visitor's arrival. If the host cannot be reached, the receptionist will attempt to contact someone else in the host's organization. The host is encouraged to meet the visitor at the receptionist desk. However escorting is not mandatory, during the hours between 7:30 am and 5:30 pm Monday through Friday, provided the EMCBC is not closed for business. Escorting is required at all other times. The host is responsible for ensuring that the visitor's activities and whereabouts conform with the purpose of the visit. The host is responsible for ensuring the visitor properly displays his/her badge, ensuring the visitor signs out at the receptionist desk, and that any badge or proximity card issued to the visitor is returned at the conclusion of the visit.
  - 8.2.5 The host should ensure that their visitor is informed of the Chiquita Center Building Evacuation instructions and pertinent requirements of this procedure.
  - 8.2.6 The host will determine when a visitor requires a proximity card, and will communicate that need to the OLM.
  - 8.2.7 The OLM will prepare and distribute requested proximity card(s) to the host.
- 8.3 At the Conclusion of Each Workday, the RIC receptionist shall ensure that all returned visitor badges are reconciled with the Visitor Log.
- 8.3.1 For multi-day visits, visitor badges and proximity cards will be collected at the conclusion of the final day of the visit. Visitors returning on consecutive days do not have to be signed into the Visitor Log after the first day of their visit, but must be signed out at the conclusion of the visit. It is imperative that the host be aware of the presence of their visitor in the event of an emergency, and ensure the visitor is escorted to the emergency rally point should the visitor require such assistance during a building evacuation.

- 8.3.2 EMCBC employees who host visitors outside of normal business hours are responsible for reporting the following information for each visitor to one of the EMCBC security specialists on the next business day following the visit:

Visitor's Full Name  
Country of Citizenship  
Employer/Organization  
Purpose of Visit  
Time of Arrival  
Time of Departure

Visits which occur outside of normal business hours require the host to escort the visitor at all times. Proximity badges will not be available to visitors involved in after hour visits.

#### 8.4 At the end of the Visit

- 8.4.1 It is the responsibility of the host to ensure badge and/or proximity card collection, safeguarding of the badge and/or proximity card and return of visitor badges to the RIC reception desk and proximity cards to the security specialists or alternate personnel in the OLM.
- 8.4.2 RIC receptionist reconciles the Visitor Log with returned visitor badges.
- 8.4.3 OLM deactivates proximity card(s) issued to visitor(s)

#### 8.5 During Any Visit

- 8.5.1 A host or any other EMCBC employee who believes a visitor is engaging or has engaged in any unauthorized or otherwise inappropriate activity involving EMCBC/DOE interests must report this belief to one of the EMCBC security specialists as soon as possible. If the security specialists are unavailable, the employee should notify the Assistant Director for his/her office. Examples of unauthorized/inappropriate activity include: refusal to wear the assigned visitor badge; attempting to replicate the visitor badge; provision of the visitor badge to someone else; solicitation of sensitive information unrelated to the purpose of the visit; presence in areas of the EMCBC that are unrelated to the purpose of the visit; evidence that the visitor has provided fraudulent identification or information during the visitor sign-in process; and theft, vandalism, and espionage.

### 9.0 RECORDS MAINTENANCE

- 9.1 Records generated as a result of this document are identified as follows:

- 9.1.1 IP-470-01-F1, "EMCBC Visitor Log"

10.0 FORMS USED

10.1 Forms used shall be the latest revision unless otherwise specified.

10.1.1 IP-470-01-F1, “EMCBC Visitor Log”

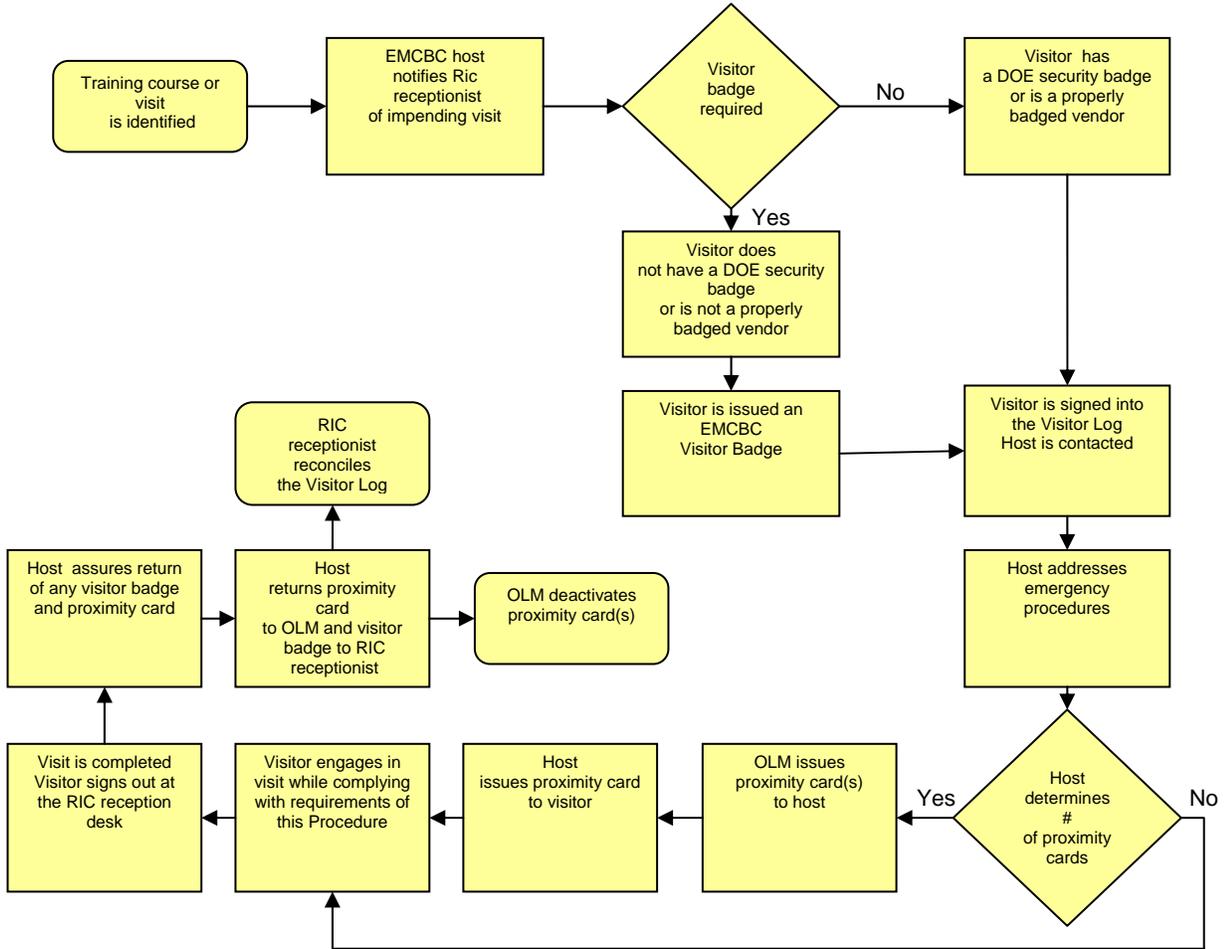
11.0 ATTACHMENTS

11.1 Attachment A- IP-470-01-F1, EMCBC Visitor Log Form

12.0 FLOWCHART

12.0 - Visitor Access Process Flow Chart

**VISITOR ACCESS PROCEDURE FLOWCHART**



EMCBC VISITOR LOG

Date: \_\_\_\_\_

BADGE NUMBER	PRINT & SIGN NAME	COMPANY ORGANIZATION	CITIZEN OF WHAT COUNTRY	TIME IN	PURPOSE & NAME OF PERSON VISITED	TIME OUT
	First MI Last					

**EMCBC RECORD OF REVISION****IP-470-01, Rev. 3 EMCBC Visitor Access Procedure**

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.

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Original Document	All	5/26/06
2	Added definition of Prohibited Articles	Page 2	5/12/08
	Modify HR Assistant and EMCBC staff hosting visitors responsibilities	Page 2	5/12/08
	Modify to include additional floor space	Pages 2 & 3	5/12/08
	Modify to include PIV II Credential	Page 2	5/12/08
	Modify to include escort to training location	Page 3	5/12/08
	Modify to limit work until 5:30 unless escorted	Section 7.4, Page 3	5/12/08
	Modify to address credentialed vendors, repairmen and delivery personnel	Section 7.5, Page 3	5/12/08
	Modify sentence structure	Page 4	5/12/08
	Address turn in of proximity cards & badges at the conclusion of training on last day of training.	Page 5	5/12/08
	Added Proximity Card issuance to process flow	Section 8.2.6 to 8.2.8, Page 5	5/12/08
	Modify reconciliation of badges to log	Section 8.3, Page 5	5/12/08
	Modify turn in of badges & proximity cards	Section 8.3.1, Page 5	5/12/08
	Clarified weekend guests	Section 8.3.2, Page 5	5/12/08
	Added closure steps to procedure, i.e. close out Badge and proximity card issuance	Section 8.4.2 & 8.4.3, Page 6	5/12/08
	Added EMCBC Visitor Log Form	Attachment B	5/12/08
3	Definition of visitor revised	Section 5.3, Page 2	2/10/11
	Eliminated references to training guests	Various	2/10/11
	Introduced term Resource Information Center	Section 5.2, Page 2	2/10/11
	Revised Visitor Access Procedure Flow Chart	Attachment A	2/10/11
	Identified standard hours of operation as 7:30 AM to 4:30 PM for the Resource Information Center	Section 6.3, Page 2	2/10/11
	Introduced the concept of Unusual Events	Section 8.2.3, Page 5	2/10/11