

Subject: Visit Notifications and Access Requirements	Effective Date: July 1, 2016	Initiated by: Head, Best Practices and Outreach
	Supersedes: Revision 6 Dated 1/11/2013	Approved: Director

GEN-008,R7-TCR-001

Management System (Primary): Management System Owner: Management Process: Process Owner: Sub-Process: Sub-Process Owner: Subject Matter Experts (SMEs):	10.00 Safeguards and Security Head, Best Practices and Outreach 10.03 Security Head, Site Protection 10.03.07 Coordination of Visits and Assignments Head, Site Protection Head, Site Protection, Site Protection Division Program Manager
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APPLICABILITY

This procedure applies to all visitors to the Laboratory and their hosts. This includes but is not limited to collaborations, temporary employees, subcontractors, and visiting students, both domestic and foreign, that require physical and/or cyber access to PPPL.

Based on security conditions and alerts these requirements may be temporarily modified by the Laboratory Director or designee.

INTRODUCTION

This procedure provides a process that allows a visitor access to the Laboratory while meeting our responsibilities to protect national security interests.

Staff, students, vendors, visitors, and collaborators must comply with DOE regulations and PPPL policies and procedures to ensure physical and cyber security, export control, and to ensure that all work performed or services provided, are properly planned, authorized, and safely performed.

Given the nature of the work at PPPL, hosts and the facility may represent active targets for foreign intelligence services. As such, hosts of foreign nationals must attend an annual briefing/certification. All hosts must be vigilant about protecting the visitor and about protecting PPPL and its human and intellectual capital.

It is important to begin the Visitor Notification and Approval process as early as possible. The documentation and approvals required for a visit to PPPL can vary widely depending on a number of factors. Additional time and higher levels of approval will likely be required when visa applications are needed, when project collaboration agreements must be established, and when visitors are from sensitive countries or request access to sensitive subjects. Additionally, the DOE requires that certain types of visits and assignments be submitted to the DOE Foreign Access Central Tracking System (FACTS).

Visitors whose visit will be for longer than 2 weeks or includes funding support will require additional steps and approvals, check with P&C Officer.

Attachment 1, “Host’s Flowchart for Visits, Assignments and Collaborations,” summarizes the required information and approvals for access to PPPL.

COMMON REQUIREMENTS FOR ALL VISITORS

All visitors to PPPL must be approved for site entry. The requirements for entry approval are different for different types of visits and are defined in the procedures below. These requirements must be followed to avoid denial of entrance at the main gate for visitors.

All visitors to PPPL for more than 40 hours must have GET training. The Host must be present at all times with visitors that do not receive GET training.

The following practices apply to all visitors and it is the Host's duty to inform them of these:

- a. All hosts must provide a Site Access Notification Form to Site Protection prior to the visit. <http://www-local.pppl.gov/SiteAccess.html>
- b. Adults must show a government-issued photo ID upon arrival (e.g., passport or driver's license). Children 17 years of age or younger must be accompanied by an adult and students should show student ID.
- c. Non-U.S. citizens must show a government-issued photo ID and/or valid passport, and provide the following information: citizenship, date of birth, and country of birth.
- c. Vehicles and personal packages (e.g., briefcases, book bags, purses, etc.) are subject to inspection.
- d. Short Term Foreign visitors with a green tag must turn in the tag when leaving PPPL.

PROCEDURES

Short term visit procedures are defined in procedures A through J.

The Procedures are divided into the following Sections:

- A. Delivery Notification
- B. Tour Notifications and Access Requirements
- C. Public Event Notifications and Access Requirements
- D. Visits by Russian Nationals Notifications and Access Requirements
- E. Informal Visit Notifications and Access Requirements
- F. Long Term Visit Notifications and Access Requirements
- G. Security Actions upon Arrival at PPPL
- H. Visitor Departure
- I. Cyber Notifications and Access Requirements
- J. Training

A. Deliveries Notifications and Access Requirements

Responsibility

Action

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| Host | 1. Completes and submits a Site Access Notification Form [the web-based form at http://www-local.pppl.gov/SiteAccess.html] at least two days before the delivery arrives at PPPL. The generic name of the company can be substituted for the name of the individual on the form. |
| | 2. Requests generic entry approval, in event host is not available, for those standard deliveries/pickups that occur every day (e.g., Library, FedEx, UPS). |
| Head Site Protection | 3. Reviews and determines whether generic entry is appropriate. If so, notified Booth Six as well as requesting host of the approval. |

B. Tour Notifications, Conferences and Workshops Access Requirements

Responsibility

Action

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| Host | 1. Contacts the Communications Department and follows Procedure PER-006 for arranging and conducting tours. PER-006, PPPL Guided Tour Program and Escort Responsibilities, provides the designated tour route that is considered a General Access Area. |
| Host and/or Communications Department | 2. Completes and submits a Site Access Notification Form [the web-based form at http://www-local.pppl.gov/SiteAccess.html] at least two days before the tour arrives or event starts at PPPL. The name of the tour or event can be substituted for the name on the form. |
| | 3. Provides list of names to Site Protection of individuals expected to the tour or event separately. Provides actual names of individuals who attended at conclusion of tour or event. |

C. Public Event Visitor Notifications and Access Requirements

Responsibility

Action

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| Host | 1. Notifies supervisor of intent to host a Public Event (open house; Science on Saturday; New Jersey Technology Event, etc.) at PPPL. |
| Supervisor | 2. Reviews and if appropriate, approves public event |
| Host | 3. Submits written request, including agenda and technical areas to be discussed, to Site Protection Division requesting “Public Meeting” status designation for events that are open to the public. Note: “Public Meetings” must be held in General Access Areas (GAAs): Lobby, Auditorium, and Cafeteria. Other areas, including but not limited to Commons, B318, Library, and Theory Conference Room may also be designated as GAAs for the duration of an event after consultation and agreement between the Host and Head, Site Protection Division. |
| Head Site Protection | 4. Reviews and Approves/Denies “Public Meeting” status designation and notifies Host of determination. |

- Host 5. Completes and submits a Site Access Notification Form [the web-based form at <http://www-local.pppl.gov/SiteAccess.html>] at least one week before the event. The name of the event can be substituted for the name on the form. For public events the requirement to provide a list of attendees is waived but the host must supply a count of individuals who did attend to Site Protection.

D. Visits by Russian National Notifications and Access Requirements

<u>Responsibility</u>	<u>Action</u>
Host	<ol style="list-style-type: none"> 1. Determines whether visitor is a Russian National for all visits except deliveries, tours or public events. 2. Completes and submits a Foreign Visitors Authorization Form [the web-based form at http://www-local.pppl.gov/SiteAccess.html] at least one week before visitor is expected at PPPL. 3. Completes DOE Approval Worksheet and submit to Site Protection.
Site Protection	<ol style="list-style-type: none"> 4. Reviews information and forwards to the DOE Office of Science for review and approval.
DOE SC	<ol style="list-style-type: none"> 5. Reviews request, makes determination and notifies Site Protection.
Site Protection	<ol style="list-style-type: none"> 6. Informs Host whether individual is allowed on site. If yes, notifies Booth 6. If no, instructs Host to inform visitor they will not be allowed on site.

E. Informal* Visit Notifications and Access Requirements

<u>Responsibility</u>	<u>Action</u>
Host	<ol style="list-style-type: none"> 1. Determines whether visitor is a Russian National. If so, completes actions in Section D. 2. Contacts Site Protection to determine if Visitor is from a country determined to be a State Sponsor of Terrorism. 3. Completes and submits a Site Access Authorization Form [the web-based form at http://www-local.pppl.gov/SiteAccess.html] at least two days before visitor is expected at PPPL. 4. Host must remain with visitor at all times.

* Informal visits are interviews, lunches with family members, windshield repair people, etc. No research related work can be conducted under informal visits.

F. Long Term Visit Notifications and Access Requirements

This procedure applies to research related visits and long term subcontractors.

Responsibility **Action**

- Host** 1. Completes annual DOE security briefing/training certification (you cannot host Foreign Nationals without this training).

- Host
2. Notifies Supervisor of the intent to host a visitor (physical or cyber access) and obtains concurrence that visit supports programmatic objectives.
 3. Determines whether visitor is a Russian National. If so, completes actions in Section D.
 4. Determines whether visit will be longer than 10 consecutive working days or PPPL will provide funding.
 - a. If yes, proceed to step 5.
 - b. If no, proceed to step 8.
 5. Contacts the Planning & Control (P&C) Officer and/or other designated Project/Department representative at least two (2) months prior to arranging collaborative and paid visits and assignments.
- P&C Officer and/or other designated Project/Department Representative *with support from the Host*
6. Completes one of the following agreements, as appropriate for the type of visit or collaboration:
 - a. When **funding support** will be provided and the visit is < 2 weeks:
 - i. U.S. citizen: completes “Authorization Form For Domestic Visitors” found on PPPL Forms website.
 - ii. Foreign National: completes the funding section of the “Foreign Visitors – Authorization Form” (<https://ext-sweb.pppl.gov/fnvisit/fnregister.aspx>).
 - OR-
 - b. For visits, assignments and collaborations ≥2 weeks (regardless of funding support) – follows the Model Agreements requirements. Contact P&C Officer for assistance. The Model Agreements may be found at <http://www-local.pppl.gov/forms.html>.
- Host
7. Completes and submits a site Access Authorization Form [the web-based form at <http://www-local.pppl.gov/SiteAccess.html>] for US Citizens at least two days before visitor is expected at PPPL.
 8. Notifies the Foreign National visitor to complete the Foreign Visitors – Authorization Form at least 2 weeks prior to the start of the physical/cyber visit. The form may be found at <https://ext-sweb.pppl.gov/fnvisit/fnregister.aspx>.
 9. Assures that Foreign Nationals have completed a “Foreign Visitors – Authorization Form” and submits to Site Protection.
- Site Protection
10. Reviews the submitted Foreign Visitors – Authorization Form for completeness.
 11. Checks the Site Protection Screening data for issues with the proposed visitor.
 12. If the Screening indicates a possible issue, sends the request to Export Control for review.

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| Export Control | 13. Reviews information on access request for Export Control issues. |
| | 14. Advises Site Protection of Export Control search results. |
| Host | 15. Assists visitor in visa application and assures visa is obtained with help from: <ul style="list-style-type: none"> • New Hires – Contact Human Resources. • Grad Students - Contact the Graduate Center at Princeton University for assistance. • Collaborators – Contact the Director’s Office for assistance. • Short Term Visits – The visitor is responsible for their own Visa. |
| | 16. Notifies the Site Protection Division when visa is obtained. |
| Site Protection Division Program Manager | 17. Processes the visit request in FACTS and attains appropriate DOE-PSO approvals per Section H. |
| | 18. Makes notifications as required: <ul style="list-style-type: none"> a. Host/Alternate Host that the visit has been approved or denied. b. Human Resources of physical access visits >40 hours in duration. c. Information Technology of physical access visits > 40 hours in duration and all cyber access visits. d. Procurement if the Visitor is a subcontractor. The Foreign Visitors – Authorization Form must be approved before Procurement will finalize the contractual agreement. e. Notifies Booth 6 of approved of physical access visit. |
| Host | 19. Notifies the visitor of approval when informed by the Site Protection that the visit/assignment has been approved. |
| | 20. Provides Travel Office with travel approval form and information if travel arrangements are required, including notification of receipt of visa, if one is required. |
| Visitor | 21. Meets with Princeton University Human Resources Benefits to complete Health enrollment forms, if required. |

G. Security Actions Upon Arrival at Site

Responsibility

Action

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| Visitor | 1. Provides government-issued photo ID upon arrival at Booth 6. |
| Booth 6 Security Officer | 2. Enters visitor name and information on the Domestic or Foreign National Visitor Log (Attachment 6A or 6B). |
| | 3. Contacts the Host. <u>The Host (or alternate contact) must be available for hosting on-site when the visitor arrives at PPPL, otherwise the visitor will be denied access.</u> |

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| Host or Alternate Contact | <p>4. If Host and Alternate Host are unavailable, send Visitor to Mod VI Site Protection.</p> <p>5. Provides visitor with temporary badge (domestic/foreign national) and visitor orientation sheet (Sample in Attachment 5) and directs the visitor to the location designated by the Host.</p> <p>6. Receives the visitor and provides the appropriate level of direction and oversight for the duration of the visit. Host closely supervises the visitor. The host explicitly designates an alternate contact to closely supervise a visitor whenever the primary host is absent from the Laboratory</p> <p>7. Assures Individuals on site at PPPL for > 40 hours must successfully complete General Employee Training (GET) and the written examination.</p> |
| Human Resources | <p>8. Directs the visitor to Site Protection, providing direction to the Site Protection Badge Office. Provides PPPL Identification Badge and Vehicle Data Form to visitor. Provides Site Protection with evidence that the individual successfully completed GET.</p> <p>Link to Badge and Parking form:
http://www-local.pppl.gov/Badge_and_Vehicle.pdf</p> |
| Site Protection | <p>9. Collects ID Badge Form from visitor and validates passport, visa and/or USCIS information for all Foreign Nationals receiving a PPPL photo ID Badge</p> <p>10. Issues a PPPL photo ID Badge that contains the codes to allow site access as designated by the Host, and as permitted by the level of training. Enters card reader access information into the badging system computer and issues a parking decal.</p> <p>Link to Card reader access form:
http://www-local.pppl.gov/AccessControlRequestFormPdf.pdf</p> <p>11. Instructs individual on the use and return of the ID Badge. Provides PPPL map, evacuation map, and emergency information to visitor</p> |
| Site Protection Division Program Manager | <p>12. Closes out FACTS record of visitor.</p> |

H. Foreign Access Central Tracking System (FACTS)

This Section applies to Visitors with the following parameters:

- Visit duration is greater than 30 days and citizenship a Sensitive Country
- Visitor is a Citizen of Russia regardless of visit duration.
- Visitor is a Citizen of a State Sponsor of Terrorism Country (T4) regardless of visit duration.

FACTS entry applies for Physical and Cyber Visits. FACTS requests/approvals are only applicable for a maximum of two (2) years. All visits/assignments must be regenerated in the FACTS system after two (2) years using a newly submitted Foreign Visitors - Authorization Form.

<u>Responsibility</u>	<u>Action</u>
Site Protection Division Program Manager	<ol style="list-style-type: none"> 1. Reviews the submitted Foreign Visitors – Authorization Form to assess FACTS entry requirement based on Citizenship and duration of visit. 2. If applicable, enters all required visitor data into the FACTS system. 3. If visit is for Cyber-Access only, clarify this in the “Comments” section. 4. Complete all required fields until the FACTS system generates a Visit number or an Assignment number based on the duration of the visit. 5. Send email notification to the following approval committee for FACTS entry request: <ul style="list-style-type: none"> • Local Security Approval (Head, Site Protection Division) • Cyber Security Approval (Chief Information Security Officer) • DOE-Appointed PPPL Approval Authority (Head, Best Practices and Outreach)
Local Security Approval	<ol style="list-style-type: none"> 6. Reviews FACTS entry request in the FACTS system for security purposes. 7. Approves or Denies visit/assignment request in the FACTS system and notifies SPD Program Manager, Cyber Security and DOE PPPL representative.
Cyber Security Approval	<ol style="list-style-type: none"> 8. Reviews FACTS entry request in the FACTS system for cyber security purposes. 9. Approves or Denies visit/assignment request in the FACTS system and notifies SPD Program Manager, Local Security and DOE PPPL representative.
DOE-Appointed PPPL Approval Authority	<ol style="list-style-type: none"> 10. Reviews FACTS entry request in the FACTS system for DOE/PPPL approval purposes. This is the final review. 11. Approves or Denies visit/assignment request in the FACTS system and notifies SPD Program Manager, Local Security and Cyber Security of outcome. Denied requests require follow up with host of intended visitor to remedy Local, Cyber and/or DOE/PPPL security concerns.
Site Protection Division Program Manager	<ol style="list-style-type: none"> 12. Generates Closeout Report on last workday of the month to confirm visit/ assignment completion. This report generates all FACTS visitor entries for PPPL visitors entered into FACTS not previously closed out with a visit “End Date” within the month selected for the report. 13. Contacts Hosts of FACTS Visitors/Assignees listed on the Closeout Report to confirm the assignment has ended.
Host	<ol style="list-style-type: none"> 14. Host provides status of visit/assignment of visitor.
Site Protection Division Program Manager	<ol style="list-style-type: none"> 15. If the Host has confirmed the end of the Assignment, Assignee Record is Closed Out in the FACTS system. 16. If Assignment is continuing past recorded end date, a new Assignment request is required thus the FV&A process is initiated again using the FV&A Request System, Visual Compliance, and FACTS.

I. Visitor Departure

This Section applies to all Badged Visitor and Subcontractors.

Responsibility

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| Host | 1. Requests the Visitor to return Photo ID Badge. |
| Departing Visitor | 2. Returns PPPL Photo ID Badge to the Host. |
| Host | 3. Ensures PPPL Photo ID Badge is returned and forwards badge to Site Protection. Host may retain Badge for reactivation if Visitor/Subcontractor will be returning for a subsequent visit or job. |
| | 4. Notifies Site Protection to disable card reader access codes for Visitor upon completion of visit to PPPL. |
| | 5. Notifies IT Department to cancel Cyber Access if needed. |
| | 6. Notifies Materials Services if Visitor had any PPPL Equipment issued to them, notifies Payroll if the Visitor was being funded. |
| | 7. Notifies Communications Department to remove Visitor’s access to the PPPL Cloud. |
| Site Protection | 8. Closes out FACTS record of Visitor, if required. |
| | 9. Disables ID Badge and card reader access codes for assignee. |
| IT Department | 10. Disables IT account for Departed Visitor when requested. |

J. Cyber Access Requirements

Responsibility

Action

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| Host | 1. Requests an IT account for visitor using the IT Account Registration System. |
| | 2. IT Account Registration System notifies Site Protection Division Program Manager of request for an IT Account. |
| Site Protection Division Program Manager | 3. If the account request is for a physical visitor, checks the outcome of the previous Site Protection Screening. If the account request is for a new visitor or for Cyber Access only, reviews the Accessor’s information and checks the Screening. |

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| | 4. If the Screening indicates a possible issue, sends the request to Export Control for review. |
| Export Control | 5. Reviews information on Cyber access request for Export Control issues. |
| | 6. Advises Site Protection of Export Control search results. |
| Site Protection Division Program Manager | 7. Advises IT Department on results of background search and if approval for access is granted. |
| IT | 8. Establishes an IT account if all screenings are negative. |

K. Training

Responsibility

Action

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| Site Protection | 1. Maintains the DOE security briefing/training module. |
| Human Resources | 2. Maintains the online PPPL Human Resources training module “ Host Training: Foreign Visits & Assignments. ” |
| | 3. Provides current training qualification roster to Site Protection on a weekly basis. |
| Site Protection | 4. Reviews current training qualification roster as needed to determine that training is valid for all Hosts. |
| Host or Alternate Host | 5. Completes on-line PPPL Human Resources training module “ Host Training: Foreign Visits & Assignments. ” Individuals who do not complete this annual training may not host Foreign Nationals. |

REFERENCE DOCUMENTS

- DOE Order 142.3A, *Unclassified Foreign Visits and Assignments*
- PPPL Procedure TR-001, *Laboratory Training Program*
- PPPL Procedure PER-006, *PPPL Guided Tour Program and Escort Responsibilities*
- PPPL Personnel Practices Manual
- PPPL Policy P-008, *Staff Training and Development*
- PPPL Site Security Plan
- PPPL Travel Guidelines
- PPPL Procurement Division Policies and Procedures Manual
- PPPL General Support System Security Program Plan
- PPPL Procedure MC-013, *Export Control*
- PPPL Procedure P-041, *Suspect Parts*

PROCEDURE TRAINING (SECTION REQUIRED FOR ALL PROCEDURES)

Site Protection

A. Target Audience: All Employees

Instructor: Site Protection

Training Method:

Read only

Email distribution only

Online

Frequency:

Once only

Other: When changes to Procedure are made

RECORDS REQUIREMENTS SPECIFIC TO THIS PROCEDURE

Records Custodians must assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
Foreign Visitors – Authorization Form	Site Protection	Site Protection Files	Cut off at the end of the FY. Destroy 2 yrs after cutoff. <i>Reference Admin. 18 Security, Emergency Planning & Safety Records (8)</i>
Domestic Visitors Authorization Form	Site Protection	Site Protection Files	Cut off at the end of the FY. Destroy 2 yrs after cutoff. <i>Reference Admin. 18 Security, Emergency Planning & Safety Records (8)</i>
Card Reader Access Form	Site Protection	Site Protection Files	Cut off at the end of the FY. Destroy 2 yrs after cutoff. <i>Reference Admin. 18 Security, Emergency Planning & Safety Records (8)</i>

ATTACHMENTS:

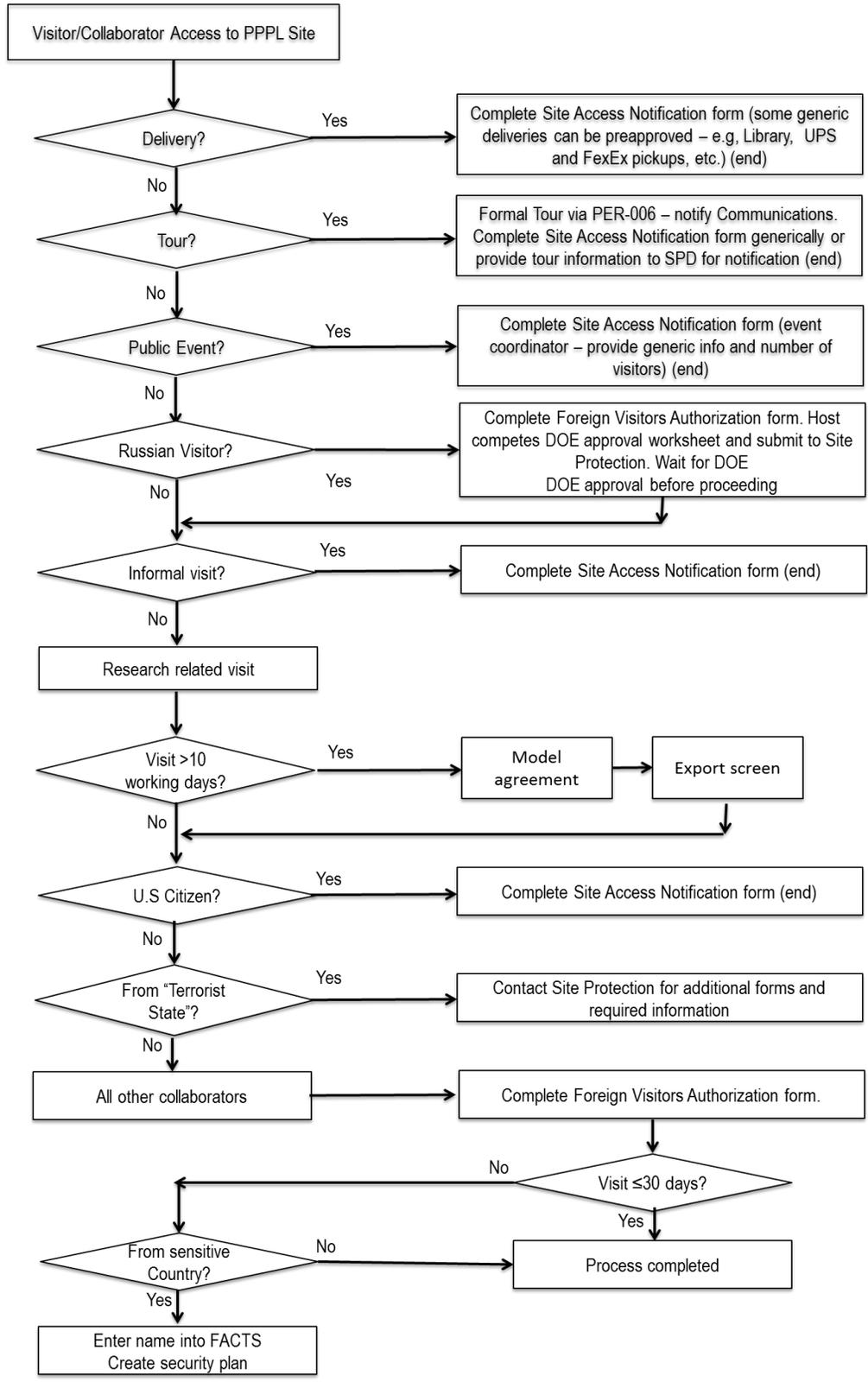
Attachment 1 Visitor / Collaborator Access to PPPL Site - Process

Attachment 2 Definitions

Attachment 3 Host Qualifications and Responsibilities

Attachment 4 Event Classifications

NOTE: Forms are available on the PPPL internal web files server (www-local.pppl.gov/forms.html) or by contacting the Site Protection Division.



Definitions

Attachment 2

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Access Training	Instruction that must be completed prior to allowing an individual unescorted access to certain specified areas within the Laboratory.
Adult	Anyone 18 years of age or older.
Approval Authority	The individual who has been assigned the responsibility and accountability to approve requests by Foreign Nationals to the site, programs, information and technologies. The PPPL Approval Authority is the Laboratory Director. That authority has been delegated to the Deputy Director for Operations, Head of Best Practices and Outreach and the Site Protection Division Head.
Assignment	Physical or Cyber presence of a Foreign National at PPPL for greater than 30 consecutive days but less than 4 years.
Cyber Security	Measures taken to protect a computer or computer system against unauthorized access or attack. Access by Foreign Nationals to PPPL cyber systems is granted in accordance with the PPPL General Support System Security Plan This plan is approved by the DOE Site Office Manager/Designated Approval Authority (DAA). Foreign Nationals requesting remote access to PPPL cyber systems must submit the on-line Unclassified Foreign National Visit/Assignment Registration Form.
Escort	Individual with authorized access to certain areas within the Laboratory and who can accompany individuals without such authorization into these areas.
Export Controlled Information (ECI)	Unclassified information which requires a specific export license or authorization for export under United States laws or regulations and for which unrestricted dissemination could reasonably be expected to adversely affect United States national security and nonproliferation objectives.
FACTS	Foreign Access Central Tracking System: the DOE database system on Unclassified Foreign National Visits and Assignments (UFNV&As).
Foreign National	Any person who is not a U.S. citizen. Permanent Resident Aliens or green card holders are Foreign Nationals.
Fundamental Research	Basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community without restriction, thus making it publicly available. It is distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary and/or specific national security reasons. A large segment of academic research is considered "fundamental research" because any information, technological or otherwise, that is publicly available is not a controlled (i.e., sensitive) technology.
General Access Area (GAA)	Area accessible by the general public and for which there are no requirements for security clearances, security escorts, or security logs, per the Site Security Plan. Designated General Access Areas at PPPL are the: Lobby, Auditorium, Cafeteria, and guided tour routes. Other areas, including but not limited to the: Commons, B-318, Library, and Theory Conference, may also be designated as GAAs for the duration of an event after consultation and agreement between the Host and Head, Site Protection Division.

Definitions

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Host and Alternate Host	<p>The Host/Alternate Host is a DOE or PPPL employee who is sponsoring a visitor or assignee as described in this document. The Host/Alternate Host is directly responsible for ensuring adherence to the requirements of this document. (<i>Attachment III, defines Host/Alternate Host Qualifications and Responsibilities.</i>)</p> <p>Note: For the duration of the IOI project, PPPL’s Field Construction Manager, and Whiting Turner’s Project Manager, Deputy Project Manager and Superintendent (all non-PPPL employees) are granted the privilege and responsibility to host visitors (US citizens, ONLY) and in accordance with this procedure. Such visitors will be allowed access to GAAs and only allowed access to other areas after consultation and agreement between the Host and Head, Site Protection Division.</p>
	<p>GEN-008,R7-TCR-001</p>
Indices Check	<p>A procedure whereby cognizant U.S. government agencies determine if information exists on a particular Foreign National. Indices Checks are conducted by a federal government agency and not by the submitting contractor. Note: PPPL employees who are Foreign Nationals and are planning to travel to other secure government locations need to contact the UFNVA representative <u>at that site</u> to arrange any required paperwork, including Indices Checks.</p>
Open Public Meeting	<p>Workshop, meeting, conference or event designated by the Head, Site Protection Division, as a public meeting. Public Meetings must be held in designated General Access Areas (GAAs). Examples of Open to the Public events include PPPL Colloquia, Science on Saturday, public lectures, community meetings, public tours, cultural or entertainment events, or open house events.</p>
Option to Offer (OTO) Alternate Hosting Accommodations Agreement	<p>A key provision of GEN-008 requires visitors at PPPL be hosted during their visit. Hosting requirements ensure that the visitor is provided proper oversight for safety and security during the visit. PPPL and the Site Protection Division may exercise the Option to Offer (OTO) alternative hosting accommodations in certain circumstances if appropriate to the visit.</p>
Security Plan	<p>PPPL’s Physical Security Plan is developed and implemented to protect DOE and DOE contractor assets.</p> <p>A separate "Specific Security Plan" is required for access by Foreign Nationals requesting access to sensitive subjects, and/or for Foreign Nationals affiliated with a country identified as a State Sponsor of Terrorism. These individual plans are developed by the Head, Site Protection Division and Subject Matter Experts and approved by the Laboratory Director or his designee(s).</p>
Sensitive Country	<p>Countries defined and listed by DOE. A sensitive country is one to which particular attention is given during the review and approval process for Foreign Visits & Assignments. Countries may appear on the list for reasons of national security, nuclear nonproliferation, regional instability, or terrorism support. The DOE list does not necessarily reflect the policies or views of any other agency of the United States, and is subject to periodic updates. Site Protection maintains the current list. An individual is considered to be a sensitive country national if he/she is a citizen of, was born in, is employed by, or is representing an organization of a sensitive country. The definition does not apply to U.S. citizens.</p>

Definitions**Attachment 2****GEN-008,R7-TCR-001**

Sensitive Subject	Sensitive Subjects are unclassified subjects/topics identified in existing Federal regulations governing export control, as well as those topics identified by DOE as unique to its work, and involving information, activities, or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies which may adversely affect U.S. national and economic security. Therefore, they require special management oversight, especially prior to release to Foreign Nationals. The Site Protection Division maintains the list of sensitive subjects.
State Sponsors of Terrorism (SST)	<p>Countries designated by the U.S. Department of State that sponsor groups and/or activities supporting terrorism. Site Protection maintains the current list. State Sponsors of Terrorism (SST) guests are not allowed on site without specific approval of the Laboratory Director and completion of a Specific Security Plan, unless attending a “Public Meeting” Event.</p> <p>An individual is considered to be a State Sponsor of Terrorism national if he/she is a citizen of, was born in, is employed by, or is representing an organization of a State Sponsor of Terrorism country. The definition does not apply to U.S. citizens.</p>
Subject Matter Expert (SME)	Employee who is knowledgeable about the professional standards, requirements, and practices used within the discipline he/she represents (e.g., security, export control, technology transfer, counterintelligence, etc.).
U.S. Citizen	A citizen of the United States, including naturalized citizens.
Visit	Physical or cyber presence of an individual at PPPL

Host and Alternate Mandatory Qualifications

1. Must be a DOE or PPPL employee assigned to the Laboratory. Princeton University employees are not eligible to host Foreign Nationals. (Note: For the duration of the IOI project, PPPL's Field Construction Manager, and Whiting Turner's Project Manager, Deputy Project Manager and Superintendent (all non-PPPL employees) are granted the privilege and responsibility to host visitors (US citizens, ONLY) in accordance with this procedure. Such visitors will be allowed access to GAAs and only allowed access to other areas after consultation and agreement between the Host and Head, Site Protection Division.

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2. Must complete an annual DOE security briefing/training certification if hosting Foreign Nationals.

Host and Alternate Host Oversight Responsibilities

1. **Oversight**: Responsible for effectively managing the visit by providing the visitor with appropriate information and support, ensuring the visitor receives assigned necessary training, and overseeing the visitor's activities for the duration of the visit. Identifies themselves to the visitor as his/her Point of Contact (POC). (Note – the level of oversight shall be appropriate to the visit being managed. For example, the level of oversight necessary for landscaping work in public areas will differ significantly from that of experimental activities.)
2. **Safety**: Shall be cognizant of the safety requirements impacted by the visit. The principles and core functions of Integrated Safety Management (ISM) processes [system and work planning/control processes, including NEPA review, work planning, job hazard analysis (JHA) and safety and engineering controls] must be followed by the visitor. For example, the ISM core function – “Define the Scope of Work” – must be emphasized and activities of the visitor must be confined to those activities for which the visitor is familiar, qualified, and capable of performing.

Therefore, JHAs, engineering and safety controls in the areas, operations, and experiments being specifically accessed during the visit must be reviewed by the Hosts and the visitor shall be made fully aware of all requirements for safety. *PPPL Human Resources and ES&H Departments can provide support with this activity.*

3. **Security**: Performs an oversight role in ensuring that the visitor complies with relevant physical and cyber security during the visit. Host reminds visitor to notify Host of any change in name or immigration status, and of any civil or criminal issues that could affect status with DOE. *Site Protection Division and Information Technology Department can provide support with this activity.*
4. **Export Control**: Ensures appropriate Export Control and Technology Transfer reviews and determinations of export license requirements are conducted (per PPPL Procedure MC-013, Export Control). *The Export Control Office can provide support with this activity.*
5. **Project Management**: Some Collaborations may require a Responsible Line Manager (RLM) to develop and approve a Work Planning Form and implement Procedure ENG. 032 (and associated procedures), as per the Project Management System. *The Office of Project Management can provide support with this activity.*

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6. **Property:** Ensures adherence to measures taken to protect High-Risk Property at PPPL. *Materiel Services can provide support with this activity.*
7. **Suspect Parts / Counterfeit Items:** Responsible for assuring that collaborators do not bring suspect or counterfeit items onto the PPPL site, either directly or as part of assemblies. *Quality Assurance can provide support with this activity.*
8. **Counterintelligence:** Hosts must be sensitive to the potential that the activities conducted at PPPL may be or could become a target by foreign governments and agencies trying to obtain access to sensitive information. Hosts need to provide proper oversight to the visitor and report any unusual activities to the DOE Counterintelligence Officer or PPPL managers.

Note: The Planning and Control (P&C) Officer, the Department Administrator or other designated representative of the Project/Department, will provide assistance to the PPPL Hosts in implementing this procedure and coordinate funded visitations and collaborations and any required Letter of Agreement.

Event Classifications**Classification** **Definition**

One-Day Informal Event One-Day Informal Events include Vendors, Delivery, and Service Personnel; Job interviews of a short duration (generally <3 hours); Visits by family members/friends for tours/lunch; Princeton University Tiger Transit/ Shuttle passengers who do not disembark.

Guided Tour Event Guided Tours that follow the designated tour route and are fully escorted. Must be scheduled through the Communications/Media Relations Department (PPPL Procedure PER-006).

Open to the Public Event Events “Open to the Public” are scheduled for educational, collaborative, and community outreach purposes and may be conducted in General Access Areas (GAA). Examples of Open to the Public events include PPPL Colloquia, Science on Saturday, public lectures, community meetings, public tours, cultural or entertainment events, or open house events.

All Other Visitors An individual who is expected to have physical or cyber access to PPPL for a period of time which is less than or equal to thirty (30) consecutive days.

Welcome to PRINCETON PLASMA PHYSICS LABORATORY

We ask your cooperation while you are at PPPL.
Together we can keep a safe, healthy environment for our visitors, neighbors and employees.

Emergency Notification: DIAL 3333



- To summon emergency aid.
- To report emergency conditions, such as accidents, injuries, or chemical releases.
- For **non-emergency** assistance, call Security at **extension 2536**.

I. TRAFFIC REGULATIONS



- All New Jersey traffic laws are enforced on site, including parking regulations and speed limits. In addition to posted regulations:
- No parking on grass; No parking in Fire Zones



II. BADGING HOURS

- Hours are Monday through Friday 9:00 AM - 12:00 Noon and 1:00 PM – 3:00 PM in the Site Protection Badge Office, Module VI.

III. EMERGENCY SIGNALS



- If a drill or actual emergency should occur, horns, bells, and sirens are used to signal emergency conditions. Specific instructions are posted by the entrance of each room, and will be broadcast over the Emergency Evacuation System. See map on reverse for evacuation locations.

IV. WASTE DISPOSAL



- Authorization is required before disposing of hazardous or radioactive material. If you need to dispose of hazardous materials or are not sure if an item qualifies, call ext. 3380.
- Please dispose of trash/recyclables/compost items in the appropriate receptacles.

V. IMPORTANT PHONE NUMBERS

EMERGENCY Dial 3333	Non-Emergency Security Assist 2536	
Accounting	3621	Communications 2755
Badge Office	2898	Library 3565
Booth 6	2534	Occupational Medical Office 3200
Cafeteria Office	3351	Procurement 2428
Computer Help Desk	2275	Quality Assurance 2415
Director's Office	3554	Science Education 2785
DOE Site Office	3706	Site Protection 2536
ES&H	3439	Telecommunications 3435
Facilities	3182	Training 2228
Health Physics	2513	Travel 2658

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EVACUATION ASSEMBLY AREAS

