

Brookhaven National Laboratory/National Synchrotron Light Source			
Subject:	Access to Property Protection Areas		
Number:	LS-ADM-0002	Revision:	C
		Effective:	3/27/07
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*Approval signatures on file with master copy.

1. **PURPOSE:**

To outline access procedures for the portions of Building 725 (Rms. 1-167A, 2-101, 2-152A & 2-191A) designated as Property Protection Areas.

2. **REFERENCES:**

2.1 BNL SBMS Security subject area

3. **GENERAL:**

- a. Certain areas within Building 725 Housing Tel-com/Computer Servers have been designated as Property Protection Areas (PPA's).
- b. Property Protection Areas require access controls to prevent loss or destruction of valuable or sensitive property and/or disruption of essential services.
- c. These areas are locked at all times and accessible by passage key to authorized personnel only-obtain key from Building Manager or his designee.
- d. All non-authorized personnel requesting/gaining access to these areas must enter pertinent information in the visitor logbook (Attachment 1).
- e. Signs prohibiting trespassing are posted at the entrances.
- f. PPA's require individuals to display a DOE standard badge, the DOE Office of Science common badge, the BNL site-specific badge, or a visitor badge while under escort. Escort responsibilities for the PPA are outlined in Section 3.
- g. Building Manager shall maintain the visitor logbooks. The logbook sign-in sheets (Attachment 1) will reflect the visitor's name, signature, organization, clearance, citizenship, and BNL Life/Guest number (if assigned) of each non-authorized visitor entering the area.
- h. Hand-carried items entering or leaving the designated PPA area are subject to search in accordance with DOE directives. (Examples of items subject to searching include, but are not limited to: briefcases, tool bags, delivered packages.) A notation will be made on the log sheet that items have been searched prior to entry into PPA.

4. **RESPONSIBILITIES:**

- a. **All staff:**
Individuals involved in requesting, hosting, providing escort or otherwise participating in a PPA visit shall be familiar with these procedures.
- b. **Building Manager and his Designee:**
 - Have possession of passage keys for entering PPA's. Building Manager or designee reviews the visitor log sheets for proper completion of entries.

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- Insure that any discrepancies found in the log sheets are investigated and corrected by Building Manager/designee and initialed by the Chairman/his assistant.
- Retain log sheets in accordance with the BNL Site Specific Records Retention Schedules.

c. **Authorized Personnel:**

- Are those individuals having business on equipment in or around the PPA's and have obtained passage key from Building Manager/Designee.
- Such individuals are, but may not be limited to:
Security and Emergency Services Personnel; ITD Technicians; NSLS Scientists, Engineers or Technicians; PE Craft workers; Inspectors; any individual not needing to be escorted.
- Authorized individuals, for tracking purposes, should sign log and record time of entry and exit from PPA

d. **Escorts:**

- Must have authorized access to Building 725 PPA's.
- Verify the identity of the visitors.
- Verify visitors are displaying proper ID badge at all times.
- Brief the visitors on applicable rules of conduct- such as prohibited articles.
- Ensure that the visitors sign in and out on the Visitor Log sheet.
- Ensure that the non-authorized visitors are escorted at all times (if deemed necessary).
- Ensure PPA is secured and locked upon exiting the room.

5. **ACCESS TO BUILDING 725 PROPERTY PROTECTION AREA (PPA):**

- a. All non-authorized personnel must complete the visitor log sheet prior to entering PPA's.
- b. Building Manager or his designee will ensure the visitor log sheet is complete before allowing access to the PPA's.
- c. Individuals in possession of a valid DOE standard badge, the BNL issued DOE Office of Science common badge, or an BNL site-specific badge do not require an escort in Bldg.725 PPA's, unless the individual is a citizen of or works in a sensitive country (see "f." below).
- d. All other non-authorized individuals (i.e., vendors, service personnel, guests, etc.) must be escorted. Non-authorized individuals must enter all pertinent information, along with the time in and time out on the visitor log sheet.
- e. Hand carried items may be subject to inspection prior to entering and leaving Bldg. 725 PPA's.
- f. Foreign nationals from a sensitive country (see SPI 5-09) must have access defined in a specific security plan reviewed by DOE-CH/SSS and approved by the Laboratory

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Director or designee. The specific security plan will define appropriate access controls and escort requirements.

Visitor log sheet on file.

NSLS REVISION & PERIODIC REVIEW LOG

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> See NSLS Quality Control Coordinator for original revision and review signatures <

REVISION TABLE

Rev	Description	Date
A	Initial Document	7/11/02
B	Minor Grammatical Changes, Sect. 3-C and 4-D revised	5/26/05
C	Added room 2-101, added Reference section.	3/27/07

PERIODIC REVIEW TABLE

Complete this table to record the completion of periodic reviews for an existing controlled document. A successful periodic review will reveal the existing document is current, correct, and does not require any revision/change.

**Document Review
Frequency**

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Rev	Date	Reviewed By (Print):	Signature: