

Brookhaven National Laboratory National Synchrotron Light Source		Number: LS-ADM-0002	Revision: A
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Subject: Access to Property Protection Areas			
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*Document must contain approved signatures for validity.

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

2. **GENERAL:**
 - a. Certain areas within Building 725 Housing Tel-com/Computer Servers have been designated as Property Protection Areas (PPA).
 - 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 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.

3. **RESPONSIBILITIES:**
 - a. **All staff:**
Individuals involved in requesting, hosting, providing escort or otherwise participating in a 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.
 - 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.

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c. **Authorized Personnel:**

- Are those individuals having business on equipment in or around the PPA 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.

d. **Escorts:**

- Must have authorized access to the Building 725 PPA.
- Verify the identity of the visitors. If the visitors do not have a valid BNL photo-identification badge, ask for another form of photo-identification (e.g., driver's license).
- Secure a visitor's badge from Building Manager for persons being escorted prior to entering PPA's.
- Brief the visitors on applicable rules of conduct; such as prohibited articles.
- Ensure that the non-authorized visitors are escorted at all times (if deemed necessary).
- Remain with and observe non-authorized visitors while in PPA's, (if deemed necessary).
- Ensure that the visitors sign in and out on the Visitor Log sheet.
- Verify visitors are displaying proper ID badge at all times.
- Ensure PPA is secured and locked upon exiting the room.
- Ensure that the visitors' badges are returned when leaving Bldg. 725.

4. **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 of Building 725.
- 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, unless the individual is a citizen of or works in a sensitive country
- d. All other individuals (i.e., vendors, service personnel, guests, etc.) must be escorted and issued a visitor badge. The number on the visitor badge is entered on the log sheet along with the name of the escort. Visitors must enter the time in and time out on the visitor log sheet when leaving Bldg. 725 PPA.
- e. Hand carried items may be subject to inspection prior to entering and leaving Bldg. 725 PPA.
- 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 Director or designee. The specific security plan will define appropriate access controls and escort requirements.

