Introduction

This subject area describes the procedures for issuing and displaying Laboratory identification (ID) badges, passes, and vehicle authorization stickers and placards.

The Laboratory site is the property of the United States Government and is under Federal jurisdiction. Those requiring access to the Laboratory (i.e., employees, guests, subcontractors, retirees, visitors) are provided with some form of badge/pass and vehicle authorization. Laboratory identification is required for entrance to or while on the Laboratory site and is acceptable as verification of eligibility for participation in the Laboratory’s recreation program.

Five types of ID badges are used at the Laboratory:

- HSPD-12 badge;
- PIV-I badge;
- DOE Office of Science badge;
- BNL site-specific badges;
- Temporary visitor identification pass.

See the exhibit Badges: Descriptions and Proper Use.

Some issued badges will require encoding to allow access to restricted areas. The type of badge issued will depend on varying access requirements throughout the Laboratory site (see the BNL Badge Type Requirement Decision Flowchart). The Laboratory Director establishes the policy on which badges will be issued. The Badging and Personnel Security Office, Building 400A, controls the issuance of identification badges.
The HSPD-12 badges are issued to those individuals holding a DOE security clearance, or who regularly travel to other DOE facilities, and are accepted at all DOE locations. The site you are visiting may enter your badge information in their system to enable automated entry.

The PIV-I badges are implemented by DOE for the multifactor log on to computers. They are issued to both standard and privileged users (employees only). These badges are not accepted at other DOE locations.

The Office of Science badges are issued to all employees who do not hold a DOE security clearance. The Office of Science Employee badges will have a new look that complies with Department of Energy (DOE) guidelines. The new badges will have an orange banner highlighting the words "Brookhaven National Laboratory". This will help distinguish them from other types of DOE badges. Since both U.S. and foreign national employees are issued this badge, it may not be used for travel to other DOE sites. This is to ensure compliance with the DOE unclassified foreign visits and assignments program. BNL will only honor those Office of Science badges that are issued by BNL.

BNL site-specific white badges with a purple banner highlighting the words "Brookhaven National Laboratory" are issued to subcontractors in the construction trade who do not hold a DOE security clearance. BNL site-specific green badges are issued to all guests who do not hold a DOE security clearance, and also to retirees and family members who require access to the BNL site. The words "Subcontractor", "Guest", "Retiree", or "Family" are located in the center of the badge. BNL site-specific yellow badges are issued to all carpool members who are dropping off and/or picking up personnel at the BNL site. The BNL site-specific white badge with the purple banner highlighting the words "Brookhaven National Laboratory", green, and yellow badges may not be used at any other DOE location.

Temporary photo or temporary non-photo passes are issued to short-term visitors, service personnel, and other guests who require access to BNL.

Two types of vehicle authorization are used at the Laboratory. Permanent vehicle identification stickers are issued to employees, retirees, and guests who hold BNL ID badges and who require requiring long-term access to the Laboratory. Temporary vehicle identification placards are issued to construction subcontractors, short-term visitors, and guests.

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1. Employee Badges

- Issue Identification Application Form.
- Complete training.
- Submit approved application.
- Issue badge.
- Surrender badge when terminating from the Laboratory or before receiving a new badge.

2. Badges for Construction Subcontractors, Guests, and Retirees

- Issue Identification Application Form.
- Complete training.
- Submit approved application.
- Issue badge.
• Surrender badge when terminating from the Laboratory or before receiving a new badge.
• Retirees go to Badging Office for a Retiree Badge.

3. Badges for Family Members

• Complete application.
• Issue badge.
• Surrender badge when expired.

4. Carpool Badges

• Complete application.
• Issue badge.
• Surrender badge when expired.

5. Passes for Construction Subcontractors, Short-term Guests, Service Personnel, and Other Visitors

• Check in at main entrance.
• Issue temporary pass and vehicle authorization card.


• Arrange appointment for briefing.
• Enroll in USAccess system.
• Return to Badging Office for activation and issuance of HSPD-12 badge.
• Surrender badge upon termination change of access authorization.

7. PIV-I Badges

• Sponsor in USAccess.
• Enroll in USAccess system.
• Return to Badging Office for activation and issuance of PIV-I badge.
• Surrender badge upon termination of employment.

8. Encoding Badges for Card Reader Access

• Request encoding of badge.
• Complete training.
• Update badge system for coded access.
9. Lost Badges

- Notify Badging Office.
- Complete lost badge report and submit to Badging Office.
- Obtain replacement badge.
- If lost badge is found, return recovered badge to Badging Office.

10. Vehicle Identification

- Request vehicle registration sticker.
- Verify information.
- Issue sticker.

Definitions

Exhibits

- Badges: Descriptions and Proper Use
- BNL Badge Type Requirement Decision Flowchart
- Frequently Asked Questions About: BNL Vehicle Stickers

Forms

- Sample of Carpool Badge Application
- Sample of Family Member Badge Application
- Samples of Identification Badge Applications
- Samples of Temporary Identification Passes

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

External/Internal Requirements

<table>
<thead>
<tr>
<th>Requirement Number</th>
<th>Requirement Title</th>
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<tbody>
<tr>
<td>BSA Contract No. DE-SC0012704 - Clause H.31</td>
<td>Intellectual And Scientific Freedom</td>
</tr>
<tr>
<td>BSA Contract No. DE-SC0012704 - Clause H.45</td>
<td>Multifactor Authentication for Contractor Information Systems (Jun 2016)</td>
</tr>
<tr>
<td>BSA Contract No. DE-SC0012704 - Clause I.102 (DEAR 952.204-70)</td>
<td>Classification / Declassification (sept 1997)</td>
</tr>
</tbody>
</table>
## Standards of Performance

All staff and guests shall assure that only appropriately authorized individuals have access to facilities, information, resources, and assets.

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.
PROCEDURE: EMPLOYEE BADGES

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

1. Employee Badges

Effective Date: Mar 28, 2017
Subject Matter Expert: Leonard Butera
Management System Executive: Leonard Butera

Applicability

This information applies to all employees not holding a DOE Access Authorization ("L" or "Q" clearance), their sponsoring Department/Division, Human Resources, and the Laboratory Protection Division.

Step 1

New or rehired employees: Human Resources issues the employee a completed Identification Card/Security Badge Application (BNL Form F 2868C). See the exhibit Samples of Identification Badge Applications.

Employees whose badges have expired: Report to the Badging Office in Building 400A to be issued a new badge. Badging Office personnel will contact Human Resources for approval, and the Identification Card/Security Badge Application (BNL Form F 2868B) will be sent electronically from Human Resources to the Badging Office.

Note: For foreign national employees, Human Resources will ensure that all passport, visa, and/or other immigration documents are in order, and that the BNL Form 473 is current.

Note: Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be presented to obtain a photo identification badge.

Note: In place of the Identification Card/Security Badge Application (F2868C), Human Resources may use the electronic version.

Current employees who are updating or replacing badges due to drastic changes in appearance, damaged, or lost badges report to the Badging Office in Building 400A for a replacement badge. See the section Lost Badges.

Step 2

The Employee completes General Employee Training, or equivalent environmental, safety and health training before applying for a badge. See the BNL Training and Qualifications website.

Step 3

The Sponsoring Department/Division sends an email to SecurityBadges@bnl.gov requesting that the new badge be encoded for card-reader access, if applicable.
| Note: The Sponsoring Department/Division ensures appropriate training is completed before granting card-reader access. Note: The NSLS User Administration Office and the GUV Center encode badges for access to the NSLS, Building 725. |

| Step 4 | The Employee surrenders the badge to the Badging Office or the Human Resources Division, when terminating from the Laboratory or before receiving a new badge. |

| Step 5 | The Human Resources Division forwards the badges that they collect to the Badging Office, Building 400A. |

**References**

[BNL Training and Qualifications](https://sbms.bnl.gov/SBMSearch/subjarea/98/98_pro1.cfm) website

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https://sbms.bnl.gov/SBMSearch/subjarea/98/98_pro1.cfm
2. Badges for Construction Subcontractors, Guests, and Retirees

Effective Date: Mar 28, 2017  
Subject Matter Expert: Leonard Butera  
Management System Executive: Leonard Butera

Applicability

This information applies to all subcontractors, guests, BNL retirees, and other individuals requiring recurring access to the Laboratory, their sponsoring Department/Division, and the Laboratory Protection Division.

Required Procedure

Individuals entering the Laboratory site are required to show their ID badge for entrance to the Laboratory. Site-specific green, and purple and white striped badges are electronically scanned when entering the site.

When on-site, the badge must be displayed, photo side out, on the upper part of the outermost garment.

BNL site-specific white badges with the purple banner highlighting the words “Brookhaven National Laboratory” are issued to subcontractors in the construction trade. BNL site-specific green badges are issued to all guests who do not hold a DOE security clearance, and also to retirees and family members who require access to the BNL site. The words “Subcontractor”, “Guest”, “Retiree”, or “Family” are located in the center of the badge. The BNL site-specific white with the purple banner highlighting the words “Brookhaven National Laboratory”, and green badges may not be used at any other DOE location.

Note: Green site-specific badges are issued to guests, retirees, and family members. Construction subcontractors have white with the purple banner highlighting the words “Brookhaven National Laboratory”.

The BNL green site-specific and white with the purple banner highlighting the words “Brookhaven National Laboratory” badges may not be used at any other DOE location as the sole means for access.
Guests check in at the Guest, User, Visitor (GUV) Center, Building 400A. The electronic version of the Employee/Guest Identification Card/Security Badge Application, Form 2868B is used to transmit the information from the GUV Center to the Badging Office.

**Foreign national subcontractors, guests, and retirees** must have the Employee/Guest Identification Badge Application approved at one of three check-in offices. The three check-in offices are located in Human Resources, the Office of Educational Programs, and at the GUV Center. These offices ensure that all passport, visa, and/or other immigration documents are in order, all required information has been entered into PeopleSoft, and that the BNL Form 473 or 473C is current.

- All new and returning guests must check in at the GUV Center, Building 400A, except for individuals sponsored by the Office of Educational Programs, who must check in at the Science Education Center, Building 438.
- The former Plant Engineering Department is now Facility Operations (FM), Energy & Utilities (EU), Modernization Project Office (MP), Maintenance & Fabrication (MF), and Site Services (SI). Construction subcontractors from these groups must check in with the GIS Administrators, in the Administration Office, Building 134.
- Environmental Management subcontractors must check in at Hazardous Waste Facility Administration Office, Building 51.
- All others must check in at Human Resources, Building 400A.

**Step 2**
The Individual completes General Employee Training, Contractor/Vendor Orientation, web-based Guest Site Orientation, or equivalent environmental, safety and health training before applying for a badge. See the [BNL Training and Qualifications](https://sbms.bnl.gov/sbmsearch/SubjArea/PrintAll.cfm?SAId=98&DisplayButton=No&Ex...) website.

**Step 3**
The Sponsoring Department/Division sends an email to SecurityBadges@bnl.gov requesting that the new badge is encoded for card reader access if applicable. **Note:** The Sponsoring Department/Division ensures appropriate training is completed before requesting card reader access.

**Step 4**
Construction subcontractors present the completed/approved application to the Badging Office in Building 400A to be issued a badge. **Note:** Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature must be presented to obtain a badge.

**Step 5**
The Individual surrenders the ID badge to the Badging Office or one of the three check-in offices, or to the Officer at the Main Gate when terminating from the Laboratory or before receiving a new badge.

**Step 6**
The three check-in offices forward the ID badges that they collect to the Badging Office, Building 400A.

**Step 7**
Retirees go to the Badging Office for a Retiree Badge.

**References**

[BNL Training and Qualifications](https://sbms.bnl.gov/sbmsearch/SubjArea/PrintAll.cfm?SAId=98&DisplayButton=No&Ex...)

https://sbms.bnl.gov/sbmsearch/SubjArea/PrintAll.cfm?SAId=98&DisplayButton=No&Ex...
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https://sbms.bnl.gov/ SBMSearch/subjarea/98/98_pro2.cfm
# PROCEDURE: BADGES FOR FAMILY MEMBERS

<table>
<thead>
<tr>
<th>Management System:</th>
<th>Security</th>
</tr>
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<td>Subject Area:</td>
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## 3. Badges for Family Members

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>Jul 28, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert:</td>
<td>Leonard Butera</td>
</tr>
<tr>
<td>Management System Executive:</td>
<td>Leonard Butera</td>
</tr>
</tbody>
</table>

### Applicability

This information applies to all relatives of BNL guests and employees requiring frequent, recurring access, the Laboratory Protection Division, and the employee or guest sponsoring the relative.

**Family Member Badges Can Only Be Requested for the Following:**

- Spouses
- *Significant Other
- **Children/Stepchildren (ages 16-25)

*Significant Other: "BSA defines Significant Other as an individual that is engaged in a committed and exclusive relationship with a BSA employee that includes cohabitation where shared financial interdependency exists." (Must show license or other documentation as proof of cohabitation in order to receive a FMB. Magazines, catalogs, newspapers, or anything of that nature do not qualify as other documentation.)

**Ages 26 and over are excluded.

### Required Procedure

When entering the Laboratory site, family members who hold a Family Member Badge (FMB) are required to show their badge (or temporary pass, with Government-issued photo identification) for entrance to the Laboratory. FMBs will be scanned by the Officer at the Main Gate.

When on-site, the FMB or temporary pass must be displayed on the upper part of the outermost garment.

The BNL site-specific FMB has a green background around the photograph. FMBs are controlled by number and display the sponsor's life number. FMBs will not exceed two years and will only be updated with their sponsor present.

If at any time an individual who holds a FMB becomes an employee, guest, or contractor, they must surrender their FMB to the Badging Office at the same time they are being re-badged for their new
position. When their employment, guest, or contractor status is terminated they may retrieve their FMB, if still applicable.

All relatives of guests or employees living on the BNL site must obtain a badge to facilitate site access.

Upon employee/guest termination with notification from HR, the Badging Office will disable all FMBs.

If an employee's badge is placed on "barred" status, associated FMBs are disabled.

**Family Members of Deceased Retirees**

Spouses and significant others can continue to keep their badge as long as they renew it every two years. Badges of children/stepchildren will not be renewed once they expire.

| Step 1 | The BNL employee or guest (who is the Sponsor/Host) accompanies the family member to the Badging Office in Building 400A and must be present when first initiating and when renewing the FMB.
Exception: If the FMB is for a spouse or significant other where the BNL employee or guest is retired and deceased, then the family member can come to the Badging Office themselves to renew the badge. |
|---|---|
| Step 2 | The Sponsor completes the Family Member Badge Application (see the exhibit Sample of Family Member Badge Application). If a foreign national, the Sponsor must complete the Guest Information System (see the Guests and Visitors Subject Area).

**Note:** Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be presented to obtain a FMB. Foreign nationals must present a valid passport, visa, and all supporting USCIS documentation deemed necessary. Please find more information regarding identification requirements on the Identification Requirements for Guests and Visitors webpage. Please note, the information found here is not limited to just those listed.

**Note:** Foreign national family members must be on an existing, approved Form 473 (Guest Registration Form) as an accompanying family member, or have their own approved Form 473. |
| Step 3 | The FMB will expire at the earliest of the following:

- Badge end date of employee or guest, or two years (whichever comes first)
- Visa and/or passport end date
- Proof of address will be required (such as driver's license)

For any family member living in on-site housing with the employee/guest, FMB will expire after:

- One year, or
- Visa and/or passport end date (whichever comes first)

Relatives designated to pick up or drop off child(ren) at the on-site Child Development Center (CDC) or for Brookhaven Employees’ Recreation Association (BERA) Camps can apply for a Carpool Badge.

BERA adult children activities: will receive a Temporary Pass according to the BERA activity.

Family members of retirees will no longer be provided FMBs. |
**Step 4**
The Badging Office issues a BNL site-specific green badge. Green badges are only valid at BNL and not at any other DOE site or facility.

**Step 5**
The family member (or sponsor) surrenders the badge to the Badging Office when it is expired.

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**References**

[Guests and Visitors Subject Area](https://sbms.bnl.gov/SBMSearch/subjarea/98/98_pro3.cfm)

[Identification Requirements for Guests and Visitors webpage](https://sbms.bnl.gov/sbmsearch/SubjArea/PrintAll.cfm?SAId=98&DisplayButton=No&Ex...)

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PROCEDURE: CARPOOL BADGES

Management System: **Security**

Subject Area: **Badges, Passes, and Vehicle Identification**

### 4. Carpool Badges

| Effective Date: Mar 28, 2017 | Subject Matter Expert: Leonard Butera | Management System Executive: Leonard Butera |

**Applicability**

This information applies to BNL guests and employees and their relatives (not already defined in the section on Family Member Badges (FMBs) who require being dropped off and/or picked-up to/from the BNL site. The BNL site-specific Carpool Badge has a yellow background around the photograph. Badges are controlled by number and display the sponsor’s life number. Carpool Badges can be issued for up to 6 months, and can be renewed if deemed necessary.

The Carpool Badge is to be used for dropping off and picking up only. Anyone found walking or driving around the site with one of these badges will be asked to leave and possibly, escorted off-site. Carpool privileges may be revoked if the badge is used for other than its intended purpose.

**Required Procedure**

When entering the Laboratory site, Carpool Badges will be scanned by the Officer at the Main Gate.

**Step 1**

The BNL employee or guest (who is the Sponsor/Host) accompanies the carpool member to the Badging Office in Building 400A. If a foreign national, the family member must complete the **Guest Information System (GIS)**.

The Sponsor completes the Carpool Badge application (see the exhibit **Sample of Carpool Badge Application**).

**Note:** Non-expired government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be presented to obtain a Carpool Badge. Foreign nationals must present a valid passport, visa, and all supporting USCIS documentation deemed necessary. Please find more information regarding identification requirements on the **Identification Requirements for Guests and Visitors** webpage. Please note, the information found here is not limited to just those listed.

**Note:** Foreign national carpool members must have their own approved Form 473.

**Step 2**

The Badging Office issues a BNL site-specific yellow badge.

Yellow badges are only valid at BNL and not at any other DOE site or facility.
Step 3

The family member (or sponsor) surrenders the badge to the Badging Office when it is expired.

References

Guest Information System (GIS)

Identification Requirements for Guests and Visitors webpage

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PROCEDURE: PASSES FOR CONSTRUCTION SUBCONTRACTORS, SHORT-TERM GUESTS, SERVICE PERSONNEL, AND OTHER VISITORS

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

5. Passes for Construction Subcontractors, Short-term Guests, Service Personnel, and Other Visitors

Effective Date: Mar 28, 2017

Subject Matter Expert: Leonard Butera

Management System Executive: Leonard Butera

Applicability

This information applies to all short-term guests, service personnel, and other visitors requiring short-term access to the Laboratory site.

Required Procedure

Individuals requiring access to the Laboratory site must be sponsored by a BNL employee or guest with a valid BNL Life or Guest Number.

Temporary photo or temporary non-photo passes are issued to short-term visitors, service personnel, and other guests who require access to BNL. When on-site, the temporary pass must be displayed on the upper part of the outermost garment.

Step 1
The BNL employee or guest, who must be pre-approved, and have a domain account, enters the visitor's information through the Visitor, Vendor Access, Main Gate Access website.

Note: Foreign national visitors must be on an existing, approved 473 as an accompanying family member, or they must have their own approved 473. (The 473 must be submitted at least 30 days in advance). They must present their passport, visa, and/or other immigration documents. Foreign national visitors must also have an active, approved guest number in order to be entered in the Visitor, Vendor Access, Main Gate Access website.

Step 2
The Visitor checks in at the Main Gate upon arrival.

Note: Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be presented to obtain a temporary pass and vehicle authorization placard.
Note: Foreign nationals must present proof of eligibility to be in the United States (current passport, visa, and/or other immigration documents. A photo or non-photo temporary pass will be issued depending upon the type and length of visit.

Step 3  Security Personnel at the Main Gate verify the individual's need for access to the Laboratory site and issue a temporary pass and vehicle authorization placard. For a sample of such a pass, see the exhibit Sample of Temporary Identification Passes.

Note: The temporary photo passes may also be issued at the Guest, User, Visitor (GUV) Center, and/or the Badging Office, Building 400A.

Step 4  The temporary photo passes may also be issued at the GUV Center.

References

Visitor, Vendor Access, Main Gate Access website

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PROCEDURE: BADGES FOR ACCESS AUTHORIZATION HOLDERS

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification


Effective Date: Mar 28, 2017

Subject Matter Expert: Leonard Butera

Management System Executive: Leonard Butera

Applicability

This information applies to all employees, consultants, subcontractors, and guests holding a DOE access authorization ("L" or "Q" clearance), their sponsoring Department/Division, and the Laboratory Protection Division.

Required Procedure

Individuals requiring access to classified information or materials must hold an access authorization at a level that is appropriate for the information to be accessed.

Individuals holding a DOE access authorization are issued the HSPD-12 Badge, indicating "L" or "Q" clearance.

The HSPD-12 Badge is also issued to individuals who regularly travel to other DOE facilities.

Individuals entering the Laboratory site are required to show their badge for entrance to the Laboratory.

When on-site, the badge must be displayed, photo side out, on the upper part of the outermost garment.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>The Personnel Security Office notifies the individual when the access authorization has been granted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>The Personnel Security Office arranges an appointment with the individual for a security briefing and issuance of the HSPD-12 Badge for the level of access authorization granted.</td>
</tr>
</tbody>
</table>
| Step 3 | The Sponsoring Department/Division sends an email to SecurityBadges@bnl.gov requesting that the new badge be encoded for card reader access if applicable.  
**Note:** The Sponsoring Department/Division ensures appropriate training is completed before granting card-reader access. See the BNL Training and Qualifications website. |
Step 4
The Personnel Security Office conducts a comprehensive security briefing and enrolls the individual for the HSPD-12 Badge. When the HSPD-12 Badge is received at the Personnel Security Office, the individual is contacted to return to have the badge activated. The HSPD-12 Badge is then issued to the individual, and the old badge is collected. If applicable, the badge is encoded for authorized card-reader access.

Step 5
The Sponsoring Department/Division notifies the Personnel Security Office if access authorization is no longer required, or upon the individual's termination from the Laboratory.

Step 6
The Individual surrenders the HSPD-12 Badge upon termination or change of access authorization and receives a security debriefing.

References

[BNL Training and Qualifications](https://sbms.bnl.gov/SBMSearch/subjarea/98/98_pro5.cfm) website

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| Questions/Comments | Disclaimer |

https://sbms.bnl.gov/SBMSearch/subjarea/98/98_pro5.cfm
PROCEDURE: PIV-I BADGES

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

7. PIV-I Badges

Effective Date: Mar 28, 2017
Subject Matter Expert: Leonard Butera
Management System Executive: Leonard Butera

Applicability

This information applies to all employees holding a DOE PIV-I Badge, their sponsoring Department/Division, and the Laboratory Protection Division.

Required Procedure

Individuals requiring the PIV-I Badge must use this badge to log onto their computers and to gain physical access.

Individuals entering the Laboratory site are required to show their badge for entrance to the Laboratory.

When on-site, the badge must be displayed, photo side out, on the upper part of the outermost garment.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>The Department/Division sponsors the individual for the PIV-I Badge in USAccess.</td>
</tr>
<tr>
<td>Step 2</td>
<td>The individual receives a notice that they were sponsored for the PIV-I Badge and need to be enrolled in USAccess.</td>
</tr>
<tr>
<td>Step 3</td>
<td>The individual calls the Badging Office to set up an appointment to be enrolled in USAccess. At that time a new photo will be taken and the individual will be fingerprinted. The PIV-I Badge is then sent to the BNL Badging Office from off-site.</td>
</tr>
<tr>
<td>Step 4</td>
<td>When the badge is received, the Badging Office notifies the individual to set up an appointment to have their badge activated.</td>
</tr>
<tr>
<td>Step 5</td>
<td>The individual goes to the Badging Office where they will sign the PIV-I Card Holder Agreement form, have their badge activated and encoded for logging on to the computer, and</td>
</tr>
</tbody>
</table>
entered into C-Cure. At that time, the Badging Office collects the DOE Office of Science badge from the individual and destroys it.

| Step 6 | The individual surrenders the PIV-I Badge upon termination of employment. |

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PROCEDURE:ENCODING BADGES FOR CARD READER ACCESS

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

8. Encoding Badges for Card Reader Access

Effective Date: Mar 28, 2017
Subject Matter Expert: Leonard Butera
Management System Executive: Leonard Butera

Applicability

This information applies to all employees, consultants, subcontractors and guests, their sponsoring Department/Division, facility owners, and the Laboratory Protection Division.

Required Procedure

Designated limited areas, controlled access facilities, and Property Protection Areas require access controls. See the exhibit Property Protection Areas in the Foreign National Visits and Assignments (Unclassified) Subject Area.

Access controls may be in the form of card readers that allow unescorted access with an encoded badge.

Encoded badges may require a personal identification number (PIN) for use in a card reader.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>The Facility Owners of controlled areas designate those individuals who have a need for unescorted access through a facility card reader.</th>
</tr>
</thead>
</table>
| Step 2 | The Designated Authority for the Department/Division sends an email to SecurityBadges@bnl.gov, requesting coded access for the individual.  
**Note:** The memo should specify the days and times that access is required. The Designated Authority should ensure that any required training is completed before issuing the memo. See the BNL Training and Qualifications website. |
| Step 3 | The Badging Office updates the badge database system with the encoding information.  
**Note:** Some card readers require a four-digit personal identification number (PIN). |
| Step 4 | Facility Owner/designee notifies the Badging Office when access is no longer required. |
Step 5
The Badging Office updates the badge database system when access is no longer required.

References

BNL Training and Qualifications website

Foreign National Visits and Assignments (Unclassified) Subject Area

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

PROCEDURE: LOST BADGES

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

9. Lost Badges

Effective Date: Mar 28, 2017
Subject Matter Expert: Leonard Butera
Management System Executive: Leonard Butera

Applicability

This information applies to all employees, subcontractors, consultants, guests, retirees, family members and carpool members, their sponsoring Department/Division, and the Laboratory Protection Division.

Required Procedure

All badges issued by BNL must be accounted for and properly destroyed and documented when appropriate. The DOE periodically audits the BNL Badging Office to determine if badges issued by BNL are being properly controlled.

Individuals must report lost badges to the Badging Office so that site and facility access can be controlled.

Step 1
Immediately notify the Badging Office of the lost or misplaced badge.

Note: Upon notification of a lost or misplaced badge, the Badging Office blocks the magnetic strip-encoded data from the badge database system so that the badge will no longer work in the card readers and records the lost badge details in the badge database system.

Step 2
If the lost badge is not recovered within 5 to 10 working days, or a replacement badge is needed before that time, the individual completes a Lost Identification Card/Security Badge Record form (BNL F 3119), which can be obtained at the Guest, User, Visitor (GUV) Center, or at the Badging Office, Building 400A.

Step 3
The completed lost badge form is submitted to the Badging Office, Building 400A, for a replacement badge.

Step 4
If the lost badge is recovered after the replacement has been issued, return the recovered badge to the Badging Office immediately.
The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

https://sbms.bnl.gov/SBMSearch/subjarea/98/98_pro7.cfm
PROCEDURE: VEHICLE IDENTIFICATION

**Management System:** Security

**Subject Area:** Badges, Passes, and Vehicle Identification

## 10. Vehicle Identification

**Effective Date:** Mar 28, 2017

**Subject Matter Expert:** Leonard Butera

**Management System Executive:** Leonard Butera

### Applicability

This information applies to employees, subcontractors, retirees, guests, and visitors who regularly drive privately owned vehicles on the Laboratory site.

### Required Procedure

Vehicle Identification contains two subsections:

10.1 Permanent Registration Stickers

10.2 Temporary Vehicle Authorization Placards

Individuals who regularly drive privately-owned vehicles on the Laboratory site must register such vehicles and obtain a vehicle registration sticker or a temporary vehicle authorization placard. Temporary yellow vehicle authorization placards are issued to construction subcontractors, guests with rental cars, and other short-term visitors. Registration stickers are color-coded and individually numbered and include the license plate number, make and year of expiration, and are periodically reissued with a different color. The vehicle registration sticker **MUST** be displayed on the vehicle (while on-site) at all times. A vehicle registration holder will be provided.

Privately-owned vehicles may not be brought onto the Laboratory site unless the vehicle has proper state inspection and registration, valid insurance, and the operator has a valid operator's or chauffeur's license.

For more information on BNL vehicle stickers, refer to the exhibit Frequently Asked Questions About: BNL Vehicle Stickers.

### 10.1 Permanent Registration Stickers

**Step 1** The individual requests a permanent registration sticker at the Badging Office in Building 400A and must present a Laboratory identification badge, current driver's license, and current registration for the vehicle.
Note: Vehicle registration stickers may be obtained at the same time the identification badge is issued at Building 400A.

**Step 2**
The Badging Office staff issues a registration sticker and enters the information in the vehicle registration database.

*Note:* Individuals may request multiple vehicle registration stickers if they own more than one vehicle that will be driven onto the BNL site. Current vehicle registration must be shown for each vehicle.

**Step 3**
The individual places the registration sticker from their rearview mirror so that it is visible from the front of the vehicle. Vehicle registration holders will be provided by the Badging Office.

**Step 4**
The individual advises the Badging Office of any changes, and destroys the registration sticker when access to the Laboratory site is no longer required.

### 10.2 Temporary Vehicle Authorization Placards

**Step 1**
Staff at the Main Gate issue a temporary vehicle authorization placard when the individual checks in at the Main Gate.

*Note:* Temporary vehicle authorization placards are also issued at the Badging Office, Building 400A, and at the Guest User Visitor (GUV) Center.

*Note:* Construction subcontractors are issued temporary vehicle authorization placards at the Badging Office, Building 400A, that correspond with the expiration date on their photo identification badges.

**Step 2**
The individual places the temporary vehicle authorization placard on the dashboard of the vehicle so that it is visible from the front of the vehicle.

*Note:* When not on the BNL site, the temporary vehicle authorization placard should be removed from the dashboard and placed out of sight within the vehicle.

The only official copy of this file is the one on-line in SBMS.
Before using a printed copy, verify that it is the most current version by checking the effective date.
Badges, Passes, and Vehicle Identification

EXHIBIT: BADGES: DESCRIPTIONS AND PROPER USE

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

Badges: Descriptions and Proper Use

Effective Date: March 28, 2017

**Badge Descriptions**

1. The **HSPD-12 (Homeland Security Presidential Directive-12) Badge** is issued to individuals who hold access authorization (L or Q clearance), and also to some uncleared individuals who require frequent access to other US Department of Energy (DOE) sites. The HSPD-12 Badge is white in color with a green stripe across the middle, and clearance level (L or Q) is identified on the badge. (For individuals who have the HSPD-12 Badge, but who do not have a security clearance, the area on the HSPD-12 Badge reserved for clearance level is blank).

   The HSPD-12 Badge (without a clearance) may be issued to both a U.S. citizen or a foreign national. It is white in color with a green bar across the middle for U.S. citizens and blue bar for foreign nationals.

   The HSPD-12 Badge may be encoded for access to special areas at BNL.

   The HSPD-12 Badges may be used at any DOE facilities.

   Security Clearances are not issued to foreign nationals.

2. The **PIV-I Badge** is implemented by DOE for the multifactor log on to computers. It is issued to both standard and privileged users (employees only). It is white in color, and has a green bar going across the bottom for US citizens and a blue bar for foreign nationals. The PIV-I Badge also displays horizontally.

   The PIV-I Badge may be encoded for access to special areas at BNL.

   The PIV-I Badge may **not** be used at any other DOE site.

3. The **DOE Office of Science Badge** is issued to all employees without access authorization. An expiration date and BNL Life Number are located in the lower portion.

   Employees with this badge must comply with normal visitor control procedures when visiting other DOE sites.

   BNL will only honor those DOE Office of Science Badges that are issued by BNL. This is to comply with the requirement for approval of visits and assignments of foreign nationals.

   The DOE Office of Science Badge may be encoded for access to special areas at BNL.

   Other special accesses may be reflected in the lower section of the badge, such as
ERO = BNL Emergency Response Organization

4. The **BNL site-specific green badge** is issued to guests, retirees, and family members requiring recurring access to the Laboratory site. **BNL site-specific yellow badges** are issued to guests who are dropping-off and/or picking-up personnel at BNL. **BNL site-specific white badges** with the purple banner highlighting the words "Brookhaven National Laboratory" are issued to subcontractors in the construction trade. All have one of the following indications in the center of the badge:

- Subcontractors = Subcontractors
- Guests = Guest
- Retirees = Retiree
- Family members = Family
- Carpool member = Carpool

BNL site-specific badges are not honored at any other DOE site.

The BNL site-specific badges may be encoded for access to special areas at BNL, with the exception of family member and retiree badges. Family member, retiree, and carpool badges are not to be encoded to any area.

5. **BNL temporary identification passes** are issued to short-term guests, service personnel, and other visitors with a short-term need to access the BNL site.

**Proper Use of Badges**

All employees, subcontractors, retirees, family members, and guests must wear their badges while on-site on the outermost garment above the waist. Badges must be surrendered upon termination of affiliation with the Laboratory.

The requirements of the Foreign National Visits and Assignments (Unclassified) Subject Area must be followed for access to the BNL site.

Badges are not to be used for purposes other than official business of BNL and DOE.

Individuals terminating their employment or contractual obligation must surrender their badge to the Personnel Security Office, Building 400A, or the Human Resources Division, Building 400A, at the time of their termination.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

https://sbms.bnl.gov/SBMSearch/subjarea/98/98_Exh1.cfm
EXHIBIT: BNL BADGE TYPE REQUIREMENT DECISION FLOWCHART

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

BNL Badge Type Requirement Decision Flowchart
Effective Date: Mar 28, 2017

BNL Badge Type Requirement Decision Flowchart is provided as a PDF.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

Questions/Comments  Disclaimer

BNL Badge Type
Requirement Decision Flowchart

BNL Badge Request

→ Frequent Travel to DOE HQ or Access to Classified Information?
  Yes → HSPD-12 Badge
  No → Privileged or Standard Users per Cyber Security, Unclassified SA
  Yes → PIV-I Badge
  No → General Site Access

→ Short Term (e.g., less than 10 days)?
  Yes → Temporary Pass
  No → Employee Badge

→ Construction, Subcontractors, Guests, and Retirees
  Employee Badge

→ Family Members

→ Carpool
EXHIBIT: FREQUENTLY ASKED QUESTIONS ABOUT: BNL VEHICLE STICKERS

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

Frequently Asked Questions About: BNL Vehicle Stickers

Effective Date: Mar 28, 2017

Frequently Asked Questions About: BNL Vehicle Stickers is provided as a PDF.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

Questions/Comments  Disclaimer

FREQUENTLY ASKED QUESTIONS ABOUT: BNL VEHICLE STICKERS*

DO I NEED A STICKER AND WHY?

- If you wish to bring a privately owned vehicle on site, you must register it with BNL security. You will receive a sticker or a placard. Doing so allows security to identify who is responsible for the vehicle.

WHERE DO I GO TO REGISTER MY VEHICLE?

- Go to Building 400A, first floor, the badging office. At the front gate, you can obtain a temporary placard to allow you to drive to the badging office. We are open from 8:30-4:00 M-TH and 8:30-1:00 on Friday.

WHAT SHOULD I BRING WITH ME TO THE BADGING OFFICE?

- You will need to bring your BNL ID badge, your valid driver’s license and the state registration for the vehicle.

WHERE DO I PUT MY NEW STICKER?

- Peel the back off of the entire sticker and place it behind the rear view mirror of your vehicle so it is visible to Lab Security.

I JUST PURCHASED A NEW CAR AND MY STATE REGISTRATION HAS NOT COME IN THE MAIL YET, WHAT SHOULD I DO UNTIL THEN?

- Please bring the ‘Certificate of Sale’ to the badging office, or supply the temporary registration that the Dept of Motor Vehicles Office issued you. This can be found taped to the inside of your windshield and we will be happy to supply you with additional tape to reapply it.
CAN I REGISTER A CAR AT BNL IF THE STATE REGISTRATION IS NOT IN MY NAME?

- Yes.

MY CAR IS REGISTERED IN ANOTHER STATE CAN I STILL GET A BNL STICKER?

- Yes.

CAN I REGISTER MORE THAN ONE CAR AT BNL?

- Yes.

CAN I MOVE THE STICKER FROM ONE CAR TO ANOTHER?

- No. The stickers are vehicle /license plate specific. Any changes need to be conveyed to the badging office so our records are accurate.

THERE ARE SENSORS ON THE BACK OF MY REAR VIEW MIRROR AND CANNOT PLACE ANYTHING OVER IT, WHAT SHOULD I DO?

- Visit the BERA gift store located in Berkner Hall, to the right of the cafeteria. There are a variety of low cost items for sale, to allow for proper display of the sticker without compromising your mirrors sensors.

WHAT IF I SELL OR DISPOSE OF MY CAR?

- Remove the sticker! If the sticker has expired you may destroy and dispose of it. If the sticker is still current, you must return it to the badging office for disposal. Either way you should notify the badging office so that we can update our records accordingly.

WHAT IF I HAVE A RENTAL CAR OR I AM USING A CAR TEMPORARILY?

- If it’s a rental, bring the keys, or the rental agreement to the badging office. For any other temporary vehicle you wish to bring on site, you must supply the registration. You will be issued a placard for the period of time needed.

DO I NEED TO REGISTER MY MOTORCYCLE?

- Yes, Place the sticker in the front part of the motorcycle, where it can be easily viewed.

I AM A SUBCONTRACTOR, WHAT ABOUT ME?

- You should bring the registration to the badging office. You will be issued a placard for the duration of your badge.
AS A SUBCONTRACTOR, MY TRUCK IS PERMANENTLY MARKED WITH LOGO OR NAME OF THE COMPANY THAT I WORK FOR. DO I STILL NEED TO REGISTER IT?

- No.

MY BNL ID BADGE EXPIRES IN 2012. CAN I GET A STICKER FOR 2013 YET?

- No. The stickers are issued to coincide with the year of your expiration date on your badge.

WHAT DO THE NUMBERS ON THE VEHICLE STICKERS MEAN?

- For example: 13-00000, the 13 indicates that sticker is valid until midnight on Dec 31st 2013. The numbers following the year are tracking numbers for use by security, as mentioned previously.
FORM: SAMPLE OF CARPOOL BADGE APPLICATION

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

Sample of Carpool Badge Application
Effective Date: Mar 28, 2017

Sample of Carpool Badge Application is provided as a PDF for viewing only. Department/Division Administrative Offices complete application forms.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

Questions/Comments  Disclaimer

FORM: SAMPLE OF FAMILY MEMBER BADGE APPLICATION

*Management System:* Security

*Subject Area:* Badges, Passes, and Vehicle Identification

**Sample of Family Member Badge Application**

**Effective Date:** Mar 28, 2017

The Sample of Family Member Badge Application is provided as a PDF for viewing only. Application forms are available at the Personnel Security Office, Building 400, and are completed by the sponsor of the household relative.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the *effective date*.

Questions/Comments  Disclaimer

Sample of Family Member Badge Application

Print Family Member’s Name ____________________________

Relationship to Sponsor: _____________________________

Print Sponsor’s Name: ____________________  Life #: ____________

Sponsor is responsible for the proper use of the badge issued, including its return to BNL Security when expired or no longer needed. Sponsor will ensure that BNL Security is notified if badge is lost or stolen. Both sponsor and badgeholder have received BNL site safety information, and sponsor is responsible for informing badgeholder of pertinent site safety policies.

Sponsor’s Signature ______________________________

comments: ___________________
FORM: SAMPLES OF IDENTIFICATION BADGE APPLICATIONS

Management System: Security

Subject Area: Badges, Passes, and Vehicle Identification

Samples of Identification Badge Applications

Effective Date: Mar 28, 2017

Samples of Identification Badge Applications are provided as a PDF for viewing only. Department/Division Administrative Offices complete application forms.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the effective date.

Questions/Comments Disclaimer

https://sbms.bnl.gov/SBMSearch/subjarea/98/98_Exh2.cfm
“Identification Card/Security Badge Application” forms (BNL Form F 2868C) are available through BNL stock. The sponsoring Department/Division issues the BNL employee/guest an application form with the appropriate fields completed. The form is presented to the Personnel Security Section in Building 400A for issuance of a photo ID Badge.

### FRONT OF APPLICATION FORM

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Card/Badge Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life/Guest No.</td>
<td>Clearance</td>
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<td>□ Guest</td>
</tr>
<tr>
<td>□ Contractor</td>
<td>□ Retiree</td>
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<td>Date Issued</td>
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<tr>
<td>Expiration Date</td>
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<tr>
<td>Organization</td>
<td></td>
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<tr>
<td>Date Lost</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>I will endeavor to locate my lost card and, upon recovery, I will return it to the Laboratory Protection Division (Building 400A) with an explanation of how and where I located it.</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Card coded for Security areas:</td>
<td>Yes</td>
</tr>
<tr>
<td>Date Recovered</td>
<td></td>
</tr>
<tr>
<td>Date Returned</td>
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<tr>
<td>Date Destroyed</td>
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<tr>
<td>Date Recovered</td>
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<tr>
<td>Date Returned</td>
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<tr>
<td>Date Destroyed</td>
<td></td>
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</tbody>
</table>
“Contractor Identification Badge Application” forms (BNL Form F 3014E) are available through BNL stock. These applications are used for those contractors requiring Contractor/Vendor Orientation training. The sponsoring Department/Division issues the contractor an application form with the appropriate fields completed. The form is presented to the Personnel Security Section in Building 400A for issuance of a photo ID Badge.

Name ________________________________________________ Male ___ Female ___
(please print)      Last     First  Middle Initial  Gender

Badge Number

Acknowledgement: Your photograph may be used for other official purposes within the Laboratory.

Citizenship Country ____________________________  SSN _______________

Home Address________________________________________________________________________________
City ___________________  State ________  Zip Code ___________   Country ___________________________

Home Phone # (____) __________ - _________________    Emergency Contact's Name ____________________
E-mail Address __________________________________   Relationship to Employee _______________________

Company Name _________________________________
❏ Check box if same as employee
Company Phone # (____) __________ - _________________
Company Fax #    (____) __________ - _______________

BNL Contact: _________________________
Sponsoring Dept./Div.___________________

BNL Dept./Div.Authorizing Signature
Print Authorizing Signature

Authorizer’s Life # __________________
Telephone Ext. ____________________

AUTHORIZER’S ARE RESPONSIBLE TO MAKE SURE THIS CARD IS COMPLETE AND PROPERLY FILLED OUT!

Training
❏ Contractor/Vendor Orientation       Date Attended _____________       Instructor’s Initials _______________
❏ General Employee Training

BNL F 3014E                     FRONT OF APPLICATION FORM

Name __________________________________________________________
(please print)      Last      First  Middle Initial

Lost Badge Number

Date Lost
Location

I will endeavor to locate my lost badge and, upon recovery, I will return it to the Laboratory Protection Division (Building 400A) with an explanation of how and where I located it.

_______________________________________________________
Signature

Card coded for Security areas:  ❑ Yes    ❑ No

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<table>
<thead>
<tr>
<th>Date Recovered:</th>
<th>Date Returned:</th>
<th>Date Destroyed:</th>
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</table>

LOST CONTRACTOR BADGE RECORD

BACK OF APPLICATION FORM
Management System: 

Management System: **Security**

Subject Area: **Badges, Passes, and Vehicle Identification**

**Samples of Temporary Identification Passes**

Effective Date: **Mar 28, 2017**

**Samples of Temporary Identification Passes** is provided as a PDF for viewing only. These passes are issued at the Laboratory's Main Entrance after the individual's information has been entered into the gate-access notification procedure posted on the Visitor, Vendor Access, Main Gate Access Web site.

The only official copy of this file is the one on-line in SBMS.

Before using a printed copy, verify that it is the most current version by checking the **effective date**.

Questions/Comments  
Disclaimer

Sample of Temporary Identification Pass

**ADHESIVE STICKER:** Generally issued to visitors requiring one day or less site access, i.e., museum visitors Berkner Hall visitors, etc.

**BROOKHAVEN NATIONAL LABORATORY**

**VISITOR**

**DATE:** _____________

Monday
# DEFINITIONS

**Definition: Badges, Passes, and Vehicle Identification**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>access authorization</td>
<td>An administrative determination that an individual is eligible for access to classified matter or is eligible for access to, or control over special nuclear material.</td>
</tr>
<tr>
<td>access control</td>
<td>Process of permitting authorized access or denying unauthorized access to information, facilities, or designated areas through physical barriers, security program, procedures, and other means.</td>
</tr>
<tr>
<td>card reader</td>
<td>Equipment located at designated area entrances capable of reading data encoded on the identification badge.</td>
</tr>
<tr>
<td>contractor</td>
<td>An organization or individual (contractor, sub-contractor, consultant on a Personal Services Agreement, or vendor) that works or provides a service, under contract to the Laboratory other than for on-site services, such as the cafeteria, service station, child development center, and the credit union.</td>
</tr>
<tr>
<td>controlled access facility</td>
<td>Any area where the perimeter of the building, structure, or room is protected by security in depth.</td>
</tr>
<tr>
<td>encoding</td>
<td>Incorporation of specific data regarding access onto the magnetic stripe of the identification badge.</td>
</tr>
<tr>
<td>guest</td>
<td>Any non-employee who visits the Laboratory for whom the Laboratory establishes and maintains a permanent record. A permanent record may be required if the visitor meets one or more of the following conditions: 1) Visits a facility for which training is required; 2) Visits a facility requiring the use of a radiation monitoring device; 3) Visitor or accompanying family member is a foreign national; 4) Visitor is expected to spend more than three days at the Laboratory. A guest is assigned a BNL guest number.</td>
</tr>
<tr>
<td>Limited Area</td>
<td>A type of security area having boundaries defined by physical barriers, used for the protection of classified matter and special nuclear material.</td>
</tr>
<tr>
<td>PIN</td>
<td>A four-digit personal identification number sometimes required for card reader access.</td>
</tr>
<tr>
<td>Property Protection Area</td>
<td></td>
</tr>
<tr>
<td><strong>subcontractor</strong></td>
<td>An individual employed by a contractor organization, who works or provides a service at the Laboratory, including contract-labor job shoppers, telephone contractors, food service, gas station, and banking personnel. This does not include people who make routine deliveries, for example, Federal Express, UPS, RPS.</td>
</tr>
</tbody>
</table>

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Before using a printed copy, verify that it is the most current version by checking the *effective date.*