

## **On-Site Requirements as Prescribed in Acceptance of Terms and Conditions**

Requirements of this document applies if Subcontractor employees require physical access to DOE-owned or leased facilities. Subcontractor shall include this document in any Lower-Tier Subcontract, awarded in the performance of this Subcontract, with Lower-Tier Subcontractor employee(s) requiring physical access to DOE-owned or leased facilities.

### ACCESS TO DOE-OWNED OR LEASED FACILITIES

- A. The performance of this Subcontract requires Subcontractor employees have physical access to DOE-owned or leased facilities. Subcontractor understands and agrees Government has a prescribed process Subcontractor and its employees must comply to receive a security badge allowing such physical access. Subcontractor shall propose employees having backgrounds offering the best prospect of obtaining a security badge approval for access. This Article does not control requirements for an employee obtaining a security clearance.
- B. Subcontractor shall assure:
- (1) Compliance with procedures established by Government and Company in providing Subcontractor employees with any forms directed by Government or Company,
  - (2) Its employees properly complete any forms,
  - (3) Its employees submit forms to the person designated by Company Procurement Representative,
  - (4) Its employees cooperate with Government and Company officials responsible for granting access to DOE-owned or leased facilities, and
  - (5) Its employees provide additional information requested by those Government or Company officials.
- C. Subcontractor understands and agrees Government may unilaterally deny a security badge to Subcontractor employee(s) and denials remain effective for such employees unless Government subsequently determines access may be granted. Upon notice from Government or Company a Subcontractor's employee application for a security badge is or will be denied, Subcontractor shall promptly identify and submit appropriate forms for a substitute employee. The denial of a security badge to individual Subcontractor employees by Government shall not be cause for extension of the period of performance of this Subcontract or any Subcontractor claim against Government or Company.
- D. Subcontractor shall return to Company Badge Office (Building 703-46A) security badge(s) or other credential(s) provided by Government pursuant to this Article, granting physical access to DOE-owned or leased facilities by Subcontractor's employee(s) upon:
- (1) Termination of this Subcontract,
  - (2) Expiration of this Subcontract,
  - (3) Termination of Subcontractor employee performing Work on this Subcontract, or
  - (4) Demand by Government or Company for return of the badge.

### COMPLIANCE WITH LAWS FOR ON-SITE WORK

- A. Subcontractor personnel shall take all reasonable precautions in the performance of Work under this Subcontract to protect the environment, safety, and health of themselves, site personnel, and members of the public. Company's procedures provide authority to call a time-out/stop work when unsafe conditions are observed, are likely to cause injury to an individual or other personnel, and/or cause damage to Company property or the environment. Subcontractor shall ensure its personnel are aware of this authority and understand Subcontractor personnel have the same authority as Company's employees to call a timeout/stop work performing Work at Company. Company procurement representative shall notify Subcontractor, electronically, of any noncompliance with provisions of this article and corrective action to be taken.
- B. Company will be responsible for exit medical evaluations, when required, for Subcontractor personnel with known occupational illnesses, injuries, and/or documented or presumed exposure and when required by OSHA regulations. All diagnostic /monitoring exams and return to work (after an absence of 24 work hours) exams are to be provided through Subcontractor.

- C. Medical results will be provided to Subcontractor personnel.
- D. Company will provide on-site Medical Surveillance program or 3rd party designee, based on Work scope hazards. Subcontractor's corporate occupational medicine program must be compliant with all other 10 CFR 851 requirements.

E. Site Reporting Requirements

Subcontractor personnel shall immediately notify Procurement Representative of any event or condition with potential required reporting to Government. Subcontractor shall cooperate with any Company or Government critique, analysis, or investigation and complete necessary reports for such events and/or conditions. Events and/or conditions requiring reporting to Government are defined in DOE Manual 231.1-2 and can include, but not limited to:

- (1) Operational emergencies,
  - (2) Occupational injury or illness (including exposures to hazardous substances in excess of allowable limits) and near misses,
  - (3) Any on-the-job injury where Subcontractor personnel are taken offsite for something other than observation. This requirement applies to any Subcontractor personnel going offsite for prompt medical treatment of any type. The mode of transportation (ambulance, personal vehicle, etc.) is not pertinent; any offsite transfers must be reported immediately,
  - (4) Any violation of lockout/tagout controls leaving no credible barriers left between the worker and the energy source regardless of an injury occurrence,
  - (5) Fires/explosions,
  - (6) Hazardous energy control failures,
  - (7) Operation shutdowns directed by management for safety reasons,
  - (8) Environmental release of radioactive materials, hazardous substances, regulated pollutants, oil spills, etc.,
  - (9) Violation of Federal Motor Carrier Safety Regulations or Hazardous Material Regulations,
  - (10) Loss, damage, theft, or destruction to Government property (including damage to ecological resources like wetlands, critical habitats, historical/archeological sites, etc.),
  - (11) Spread of radioactive contamination or loss of control of radioactive materials,
  - (12) Personnel radioactive contaminations or exposures, and
  - (13) Violations of procedures.
- F. Immediate notification is required of such events to ensure Company meets its commitment for thirty (30) minute notification to appropriate Government authorities. Subcontractor personnel shall preserve conditions surrounding or associated with events or conditions for continued investigation unless such actions interfere with establishing a safe condition. Subcontractor personnel shall not conceal nor destroy any information concerning noncompliance or potential noncompliance with the environment, safety, and health requirements of this Subcontract.
- G. Subcontractor shall perform any part of Work on the premises of Company or other premises owned and/or operated by Government during the performance of this Subcontract, Subcontractor shall demonstrate a culture of respect, including having a written policy on respect in the workplace; and shall be made available upon request.

WORKPLACE SUBSTANCE ABUSE PROGRAMS

A. Fitness for Duty

- (1) Subcontractor is required to comply with Workplace Substance Abuse Program article, addressing Subcontractor's portion of Company's "Workplace Substance Abuse Program Plan." Subcontractor shall advise its employees it is the policy of Company to prohibit the use, possession, sale, and distribution of alcohol, drugs, or other controlled substances within the limits of the Savannah River Site (SRS), and/or any SRS off-site facilities, and to prohibit the presence of individuals having such substances in the body for non-medical reasons. To ensure Company work sites are free of illegal drugs and alcohol, all personnel and Subcontractor employees shall be tested in accordance with requirements of DEAR 970.5223-4 and 10 CFR

707, "Workplace Substance Abuse Program at DOE Sites." Testing includes initial "Pre-Access" testing and "Random" testing for the presence of illegal drugs and alcohol. Any Subcontractor employee found in violation of the policy may be removed or barred from the Site.

- (2) Subcontractor agrees to advise its employees of the above policy prior to assignment to the Site and to maintain documentation such advice has been given.

## B. Substance Testing

- (1) Subcontractor agrees to advise its employees of the following Company policy:
  - a. The manufacture, dispensation or sale, offer for sale, purchase, use, transfer, or possession of alcohol, and illegal drugs on Site or US Department of Energy (Owner) premises is prohibited.
  - b. Individuals, while on Site, are prohibited from being under the influence of alcohol ("Under the Influence" means an individual is affected by alcohol in any detectable manner.) or impaired by drugs.
  - c. Entry to Site constitutes consent to an inspection of an individual and individual's vehicle as well as their personal effects while entering, on, or leaving premises.
  - d. Any individual found in violation of this policy or refusing to permit an inspection may be removed or barred from Site at the discretion of Company. As used herein, "Site" means the property, leased or otherwise, including owned project site locations where Company business is being conducted and owned or rented vehicles and/or equipment is being operated.
- (2) Subcontractor agrees to comply with and secure the compliance of its employees of random, occurrence and/or for cause, substance abuse testing. In the event of "positive" findings, Subcontractor will be notified and shall arrange for an "Exit Conference." Subcontractor then agrees to promptly remove such individual from the Site and return the badge to Company's Badge Office. Any positive finding will result in denial of site access for twelve (12) months for Subcontractor's employee. In the event of a refusal, Subcontractor's employee may be terminated for cause and the individual will be refused access to the site. Subcontractor agrees to secure the written consent of its employees to release results of substance abuse tests (breath alcohol and urine) to designated Company representative.
  - a. Company will collect oral swab specimens or urine specimens when Subcontractor employees are processed for badging. The specimen collection will be performed at SRS or one of the third-party collection facilities contracted by Company to perform collections. Company will send specimens to a certified laboratory for testing and verification. The testing process may take up to five (5) days to obtain results.
  - b. Breath alcohol tests will be given during the initial badging process, and results will be available immediately. Breath alcohol tests will be performed at SRS or one of the third-party testing facilities contracted by Company to perform breath alcohol tests.
  - c. Occurrence testing additionally requires the following:

If an injury /illness is the result of an occupational incident requiring recordable medical treatment, as defined by OSHA, then drug and alcohol testing is required. In addition, if an occupational incident involves damage to government vehicle or property or Subcontractor equipment then drug and alcohol testing is required. Company will require Subcontractor to have its employees tested for drug and alcohol on the day of the injury, illness, or incident.
- (3) Subcontractor's employees required to obtain a security clearance may be required to successfully pass an additional alcohol and drug screening as required in the Security Requirements article of this Subcontract.

## SUITABILITY FOR EMPLOYMENT

- A. Subcontractor employees to be badged for SRS access must successfully complete the Suitability for Employment process. As part of this process, Subcontractor agrees to advise its employees of each individual's requirement to complete forms authorizing background investigations and submitted during the badging process.
- B. Subcontractor employees will be issued a photo badge and allowed site access on the first reporting day. In the event a Subcontractor employee subsequently fails to complete successfully the background investigation, Subcontractor agrees to remove promptly such individual from the site and to return the badge to Company's Badging Office.

- C. Subcontractor agrees to advise its employees of the above requirement prior to assignment to the SRS and to maintain documentation such advice has been given.

## BADGING REQUIREMENTS

- A. Subcontractor's payment may be withheld until all requirements of this Article have been met. Failure by Subcontractor employees to promptly return badges may result in a charge to Subcontractor per badge, to be withheld from payment or billed to Subcontractor. In addition, failure to return a badge may result in the denial of future access to the Savannah River Site for the individual. Charges will not be assessed against lost or stolen badges during performance if replacement badges are issued to allow Subcontractor employees to return to work.
- B. Prior to the start of Work to be performed or on the need for onsite access, Subcontractor shall transmit the following information for individuals. Information shall be sent to the subcontract technical representative (STR) or the end user for this Subcontract or at the request of Company's Procurement Representative.
- Subcontract Number,
  - Individual's name,
  - Individual's address,
  - Individual's Social Security Number,
  - Individual's date of birth,
  - Individual's phone number, and
  - Individual's email address.
- C. Subcontractor personnel must successfully pass General Employee Training (GET) to demonstrate adequate knowledge to independently access the Site safely. See Article titled "General Employee Training and Annual Refresher Training for Subcontract Employees."
- D. Identity Verification
- (1) To receive a badge for entry to the Savannah River Site (SRS), Subcontractor personnel, except vendor-delivery personnel (see J(1)(d) below), will be required to present two specific forms of identification from the Department of Homeland Security Form I-9, "List of Acceptable Documents". A copy is available on Company's internet website. At least one of the documents selected from the list shall be a valid Government issued, state or federal, picture identification.
  - (2) To receive a photo badge, Subcontractor personnel shall complete Subcontractor Personnel Data Sheet and Fingerprint Cards for photo badges.
  - (3) Subcontractor personnel shall report to SRS Badge Office, building 703-46A at SRS Road 1, approximately two miles east of SC Highway 125 in Jackson, South Carolina.
- E. Orientation and badging process will take approximately four (4) hours.
- F. If Work under this Subcontract is to be performed in security areas, Subcontractor personnel will be required to sign in and out at security gates and are subject to search of their person and belongings at entrances to or exits from the area.
- G. All Subcontractor personnel performing Work must be at least eighteen (18) years of age.
- H. If Subcontractor independently suspends or removes its employee from Work for Company for unsafe acts or behavior, Subcontractor shall immediately notify the STR or end user and Procurement Representative, return the badge to the SRS Badge Office (703-46A), and provide the STR or END USER with written electronic notification of the individual's name and reason(s) for such suspension or removal.
- I. Subcontractor shall ensure badges are returned to the SRS Badge Office (703-46A) within ten (10) calendar days

after badge expiration date (or /Subcontractor personnel termination date, whichever occurs first). Failure to do so may result in Company withholding of invoice payments until such time the badge(s) is returned.

## J. Badges

- (1) Temporary Badge (typically for visitors and short-term personnel):
  - (a) Temporary badges are valid for a maximum of ten (10) calendar days per individual in one (1) calendar year.
  - (b) Badge Office shall provide initial security briefing, issue registration card, obtain acknowledgement signature, issue Visitors Badge for the duration, not exceeding ten (10) calendar days, requested by STR or end user.
  - (c) Assigned Competent Person (ACP): Subcontractor shall designate, in writing, ACP, and alternates, to be responsible for SRS perimeter barricade escort and safety orientation for non-badged material/equipment delivery personnel and other non-badged Subcontractor personnel seeking temporary badges in support of Work.
    - (i) ACP shall perform task analysis of Work to be performed and identify any applicable contractual task specific checklist(s) from Subcontractor's accepted Worker Protection Plan (WPP) or Company's Focused Observation Database if a WPP is not required by the terms of this Subcontract.
    - (ii) ACP shall provide advance copy of any task specific safety checklist(s) to Subcontractor personnel seeking temporary badges.
    - (iii) ACP reviews any applicable checklist(s) and performs focused observations as directed by the STR or end user.
  - (d) Unbadged delivery personnel seeking a temporary badge for material/equipment deliveries will be required to present one form of picture identification verifying their identity, such as a valid state driver's license. Delivery personnel shall enter SRS at the Aiken Barricade located approximately one (1) mile south of SC Highway 278 and will be escorted, at all times, to the delivery location and back to the Aiken Barricade by Centerra Group, LLC assigned escorts or by Assigned Competent Persons (Company or Subcontractor).
- (2) Local Site-Specific Only (LSSO)
  - (a) LSSO badges shall be issued to Subcontractor personnel for Work requiring access for more than ten (10) days calendar days and less than six (6) months.
  - (b) LSSO badges may be issued to Subcontractor personnel as applicable to Subcontractor Personal Identity Verification Credential Process.
- (3) HSPD-12 Badge:
  - (a) Subcontractor personnel shall be issued a Homeland Security Presidential Directive 12 (HSPD-12) badge for Work requiring on-site access for longer than six (6) months. HSPD-12 badges shall not be issued to exceed five (5) years or the period of performance end date of Subcontract, whichever comes first.
  - (b) To obtain HSPD-12 badges, Subcontractor personnel must be processed through Company's Personal Identity Verification (PIV) credential process and are subject to investigation by Government authorities. Reference Subcontractor HSPD-12 Badging on Company website.

## SECURITY EDUCATION REQUIREMENTS FOR SUBCONTRACTOR

The following is applicable if performance of this Subcontract requires Subcontractor employee(s) to receive a security badge.

### A. Subcontractor Security Education Coordinator

- (1) If this Subcontract requires a more than thirty (30) Subcontract employees receive badges, Subcontractor shall provide the name of its representative appointed to administer its Security Education Program to Company Security Education Office. This representative shall be referred to as the subcontractor security education coordinator (SSEC).
- (2) If this Subcontract requires less than thirty (30) Subcontract employees to receive badges, then STR or end user will perform the activities discussed in this article.

B. Company Roster

SSEC will be responsible for providing STR or end user with a roster of all Subcontract personnel receiving a badge. At a minimum, the data shall include name, social security number, and work telephone number, clearance level and place where Work is generally performed. This list shall be kept current and updated every sixty- (60) days.

C. Initial Briefing

SSEC will ensure all Subcontract personnel, regardless of clearance level, receive an Initial Security Briefing. This briefing consists of videotape shown during initial General Employee Training (GET), or at the time of badging for those individuals not required to attend GET.

D. Comprehensive Briefing

If Subcontract personnel have a clearance at the inception of this Subcontract or receive a clearance at any time during the performance of this Subcontract, SSEC will ensure those Subcontract employees receive a comprehensive briefing from Company.

E. Annual Refresher Briefing

SSEC shall ensure all Subcontract employees receive an Annual Security Refresher briefing from Company at least once within a twelve (12) month period. This briefing is provided during GET Refresher Training.

F. Foreign Travel Briefing

If a Subcontract employee plans a trip to a sensitive country, whether on official business or for pleasure, the SSEC is responsible for ensuring the individual receives a Foreign Travel Briefing from Company before departing and a Debriefing upon return. The OPSEC Officer is responsible for Foreign Travel Briefings.

G. Badge Retrieval at Termination

Subcontractor is responsible for ensuring badges are returned or accounted for when a Subcontract employee terminates employment or when a Subcontract is completed. Subcontractor employees must report to Employment Processing Center for proper completion of out-processing and badge return. This effort should be coordinated with Company STR or end user.

H. Termination Briefing

When Subcontractor employee terminates employment or is reassigned, SSEC will ensure a Termination Briefing by Company is given, and the appropriate forms are executed. Briefing materials and appropriate forms are provided by Company.

GENERAL EMPLOYEE TRAINING AND ANNUAL REFRESHER TRAINING FOR SUBCONTRACT EMPLOYEES

- A. General Employee Training (GET) is required if performance of this Subcontract will require Subcontractor's employee(s) to perform work on DOE premises for more than ten (10) working days.

Fees for Site required training classes will be absorbed by Company and Subcontractor's attendance time will be compensated for the initial attendance. If a Subcontractor employee does not successfully pass the course, Subcontractor's attendance time for a second pass and beyond will not be reimbursed; however, the class fees will continue to be absorbed by Company. The same scenario applies for substance abuse testing.

- B. Subcontractor shall inform its employees and agents it is the policy of Savannah River Nuclear Solutions to adhere to requirements contained in the DOE Order entitled "Personnel Selection, Qualification, and Training Requirements," requiring any individual, employed either full or part-time at any DOE reactor or non-reactor facility to receive selected general training.

- C. Successful completion is required of said Subcontractor employees, referred to in the remainder of this document as

"individual", must successfully complete the training known as "General Employee Training" (GET) as offered by SRS. GET is required for individuals requiring badged access to the general site.

- (1) Successful completion occurs when the individual is given access to the on-line GET, completes the GET, and obtains a test score of 80% or greater on the examination (100% is the highest obtainable score).
- (2) Unsuccessful completion occurs if the individual fails to complete GET successfully and the individual is given a failure notice. The individual will be allowed several chances to successfully complete the GET. Multiple attempts are not allowed on the same day. Continued failure to successfully complete GET will result in resolution by the STR or end user.
- (3) STR or end user shall direct the individual when to complete GET.

- D. Consolidated Annual Training (CAT) is required after an individual's initial successful completion of GET, regardless of the individual's present employer. CAT is required to be completed in January each year if the individual has an SRS security badge. STR or end user may be contacted for assistance.
- E. Annual Safeguards and Security Refresher Training (S&S) is required to be completed in November-December each year and is required for each individual regardless of the month GET is completed.
- F. GET, CAT, and S&S Training can be completed offsite on a computer, cell phone, or tablet at [www.srs.gov](http://www.srs.gov). The link to the training is available in the lower left corner of the home page. The training can also be completed on SRS network computers. S&S Training is a prerequisite and must be completed before completing CAT. Individuals are encouraged to use Internet Explorer to complete the training.