

Attachment J - LAWRENCE LIVERMORE NATIONAL LABORATORY

SECURITY AND SITE ACCESS PROVISIONS

The following provisions are applicable to any work and other activities performed by the Provider or its lower-tier subcontractors under this License at the Lawrence Livermore National Laboratory (LLNL). LLNL is managed and operated by Lawrence Livermore National Security, LLC (hereinafter “LLNS”), including the Lawrence Livermore National Laboratory (hereinafter “LLNL”). LLNL is located at 7000 East Avenue, Livermore, CA. As used herein, the term “Subcontractor” also means “Provider” and includes all lower-tier subcontractors; and the term “Subcontractor personnel” means the “Subcontractor” and all “Subcontractor and any lower-tier subcontractor, employees, or agents.”

1.0 Security Areas

“**GENERAL ACCESS**” **AREAS** are certain areas outside the “Property Protection” Area of LLNL that are open to the public, Monday through Friday, during varying business hours depending on the location. Some “General Access” Areas are accessible to the public at all times, except during emergencies.

2.0 Security Access Requirements

“**GENERAL ACCESS**” **AREAS**. All Subcontractor personnel working in “General Access” Areas of LLNL must be badged. Subcontractor personnel who are only making deliveries of equipment or material within the “General Access” Areas are not required to be badged.

3.0 Security Processing and Badging

3.1 In order to obtain a badge, the Provider shall provide the following information to the designated contact, 48 hours prior to initial entry to LLNL. Note, for Construction Subcontracts, the Subcontractor shall submit a completed “Lower Tier Subcontractor Information” form to the designated contact for further processing.

- Full names (last, first, and middle) and social security numbers for each individual requiring site access,
- Subcontractor’s company name,
- Subcontractor’s Subcontract number, and
- Country of citizenship.

3.2 At the time of initial entrance to LLNL, all Subcontractor personnel shall report to the LLNL Westgate Badge Office in Building 071, located on Westgate Drive, for security processing.

3.2.1 All personnel appearing at the Badge Office for entry processing shall present the following information:

- Subcontractor’s company name,
- Location of work site,
- Subcontractor's Subcontract number,
- Subcontractor’s contact name, and
- Current original photo identification (identity source document), e.g., current state issued driver’s license or current federal, state, or government issued identification

card. (Note: A valid driver's license is required at time of badging to be granted on-site driving privileges.)

- 3.2.2 LLNS will provide Subcontractor personnel immediate access to the "General Access" Area with the understanding the continued presence of Subcontractor personnel at LLNL is subject to review by LLNS based upon the fully executed SASQ and a check of appropriate records of law enforcement agencies.
- 3.2.3 Subcontractor personnel shall wear badges above the waist and in plain sight at all times while working within the limits of LLNL unless the badge will cause a hazardous condition. In that case, Subcontractor personnel shall keep the badge on their person and available for display when requested. Subcontractor personnel shall not leave badges in vehicles while on-site and shall protect badges from theft while off-site.
- 3.3 LLNS will supply badges to the Subcontractor at no cost. The badges remain the property of the government. Upon completion of this Subcontract or termination of assignment at LLNL, Subcontractor personnel shall return the badges to either the LLNL Westgate Badge Office or at the final security checkpoint. Subcontractor personnel may be denied future access to LLNL if badges are not returned as required.
- 3.4 LLNS will provide security processing for Subcontractor personnel without charge to the Subcontractor. LLNS will not reimburse the Subcontractor for the Subcontractor personnel's "lost time" incurred during the security processing.
- 3.5 Site Access Orientation
 - 3.5.1 Site Access Brochure: Subcontractor personnel receiving a badge to access the site will receive a brochure providing basic safety, security and emergency preparedness information and a map of the LLNL site. Subcontractor personnel shall familiarize themselves with the content of this brochure prior to accessing the LLNL site.
 - 3.5.2 Subcontractor Site Access Safety and Security Orientation: Subcontractor personnel who access the LLNL site for more than 14 calendar days in a 12 month period shall complete an approximate 45 minute, web-based site access orientation course "HS0016-W, Site Access Safety and Security Orientation." The web-based course is available on the external network and is, therefore, accessible via a standard internet connection at the Subcontractor's or other off-site facility. The course can be found by clicking on the following link:

[Site Access Training HS0016 - External](#)

The Site Access Safety and Security Orientation is a one-time course. Subcontractor personnel who have previously completed the course are not required to complete the course as part of this Subcontract.

4.0 Work Conditions and Restrictions

- 4.1 All Subcontractor personnel assigned for work at LLNL shall be professional, competent to perform the work assigned, unimpaired, and fit for duty.
- 4.2 Subcontractor personnel shall access only those LLNL work site area(s) specified in this License, or as otherwise approved by the designated contact.

- 4.3 All personal belongings of Subcontractor personnel, including briefcases, lunch boxes, handbags, and vehicles driven by Subcontractor personnel, are subject to random search for prohibited and controlled items, upon entering and leaving LLNL, at the discretion of the LLNL Security Organization.
- 4.4 Except as otherwise specified in this Subcontract, work operations shall be limited to the hours between 7:30 a.m. and 5:00 p.m., Monday through Friday, at LLNL.
- 4.5 Unless otherwise approved by the designated contact, the Subcontractor shall ensure materials, parked vehicles or equipment, trailers, or temporary storage buildings are not located within 20 feet of any existing fence, or within 25 feet of power poles or manholes.
- 4.6 The Provider shall conduct the work in a manner that minimizes interference with the activities at LLNL.
- 4.7 Subcontractor personnel may use privately owned cellular phones, with or without internal cameras or other imaging capability, in "General Access" Areas; however, the camera function shall not be used within the limits of LLNL without proper written authorization. Subcontractor personnel shall review a copy of the LLNL cellular phone rules when they receive their badges.

5.0 Prohibited or Controlled Items

5.1 Prohibited Items

Except as otherwise provided herein, Subcontractor personnel shall not bring the following items within the limits of LLNL unless necessary to perform the work and the Subcontractor obtains prior written approval from the designated contact.

- Dangerous weapons,
- Explosives,
- Instruments or material likely to produce substantial injury to persons or damage to persons or property,
- Controlled substances, e.g., illegal drugs and associated paraphernalia, except prescription medicines in their original containers,
- Alcoholic beverages,
- Poisonous or corrosive solids, liquids, or gasses,
- Any other items prohibited by law (see 10 CFR 860 and 41 CFR 101-20.3).

LLNS may confiscate prohibited if the Subcontractor is using such items in violation of the terms of the License (including these Security and Site Access Provisions) or for purposes other than those required to perform the work.

- 5.2 If the Subcontractor desires to bring prohibited items into LLNL, the Subcontractor shall submit a written request to the designated person for each prohibited brought into LLNL at least two days prior to the date the Subcontractor desires to bring the prohibited or controlled items into LLNL.

- 5.2.1 The Subcontractor's request shall include a statement of need, the period of time the item will be on the LLNL site, and the person responsible for its use.

- 5.2.2 The designated person will coordinate with the LLNL Security Organization and advise the Subcontractor whether the request has been approved and of any required restrictions.
- 5.2.3 The Subcontractor shall comply with the approved request and remove the prohibited from LLNL immediately upon termination of its need or termination of the period stated in the Subcontractor's approved request.

6.0 Revoking LLNL Site Access

- 6.1 LLNS may revoke any Subcontractor personnel access to LLNL if Subcontractor personnel violate these Security and Site Access Provisions.
- 6.2 The Subcontractor will not be compensated or receive any time extension if Subcontractor personnel are denied access to LLNL in accordance with paragraph 6.1 above.

7.0 Fence Penetrations

- 7.1 Subcontractor personnel shall not penetrate over, under, or through existing security fences located within or on the perimeter of LLNL without the permission of LLNS.
- 7.2 If any security penetrations are required, Subcontractor personnel shall:
 - 7.2.1 Conduct such penetrations under LLNL Security Organization security escort.
 - 7.2.2 Install temporary barricades for all penetrations when work is not in progress. The Subcontractor shall locate its temporary barricades at the existing fence line, use panel inserts supplied by LLNS or other LLNS-approved materials, and ensure the barricades provide the same degree of protection as afforded by the existing fence.
 - 7.2.3 The Subcontractor shall obtain prior written approval from the designated person who will coordinate with the LLNL Security Organization prior to installing the temporary barricades.

8.0 Use of Existing Roads

- 8.1 Subcontractor personnel shall comply with posted speed limits and all other signs and posted notices.
- 8.2 The designate contact will designate points of access to the work for vehicles and personnel.
- 8.3 Only vehicles with pneumatic tires are allowed on existing roads.
- 8.4 The Subcontractor shall equip all motorized equipment with mufflers. The Subcontractor shall equip all motorized equipment to be used on unpaved surfaces with spark arresters. The Subcontractor shall obtain approval from the designated person for use of motorized vehicles equipped with catalytic converters on unpaved areas.
- 8.5 The Subcontractor shall limit its use of LLNL roads for heavy traffic.
- 8.6 LLNS will designate the existing roads within the LLNL for the Subcontractor's use. The Subcontractor shall not use other roads without first obtaining permission from the designated person.

- 8.7 The Subcontractor shall keep all LLNL roads open at all times. When obstructions on existing LLNL roads are required because of the work, the Subcontractor shall obtain approval from the designated person and establish complete detours or other temporary measures prior to the start of other work.
- 8.8 Subcontractor personnel shall provide and maintain the following:
 - 8.8.1 Suitable temporary barricades, fences, or other structures as required for the protection of the public, traffic, and personnel about the work site. All barricades shall have battery-operated warning lights during hours of darkness.
 - 8.8.2 Walks around any obstruction made in public places.
 - 8.8.3 Sufficient light on or near the work-area, as necessary, to protect workers, travelers, and other personnel from injury during all hours of darkness. Subcontractor personnel shall not use lighting with open flames.
- 8.9 The Subcontractor is responsible for all damage to utilities, streets, curbs, and gutters resulting from its work, and shall, at no cost to LLNS, repair all such damage at the completion of this work, or sooner if directed by LLNS.

9.0 Parking

9.1 Subcontractor Vehicles

- 9.1.1 Unless otherwise approved in writing by LLNS, subcontractor personnel shall park vehicles and equipment only in areas completely off the existing LLNL roads, or in areas designated for parking within the work-area limits.
- 9.1.2 Subcontractor personnel shall keep cranes, booms, drilling rigs, and similar tall equipment clear of overhead electrical conductors. The Subcontractor is responsible and shall hold LLNS harmless for any damage or injury caused by unsafe acts of its operators.

9.2 Personal Vehicles

Parking space for the private vehicles of Subcontractor personnel will be available within the established parking lots of LLNL, or entirely off the LLNL site. No private vehicles are allowed into any other areas of LLNL, except as specifically specified in the License or with the permission of the designated person. The Subcontractor shall transport its personnel to the job site/work-area in Subcontractor vehicles.