SPECIAL CONTRACT REQUIREMENTS
FOR SAVANNAH RIVER SITE
Attachment 3 – 12444726Q0018

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SPECIAL CONTRACT REQUIREMENTS
FOR SAVANNAH RIVER SITE
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SITE ACCESS AUTHORIZATION FOR CONTRACTOR AND EMPLOYEES

The Savannah River Site (SRS) is a restricted access government facility. **Badge requests must be submitted 1-2 weeks before the anticipated entry to the Site. Security badge requests for non-U.S. citizens can take 30 days or more to be processed. Please plan accordingly.**

The Contractor, subcontractor, delivery drivers, and dump truck drivers are required to attend Category 1 General Employee Training (GET 1) if they have not taken this training in the past 12 months. GET 1 training is an orientation for personnel who will work at the Savannah River Site for more than ten consecutive days in the given year.

After the contract is awarded, the Contracting Officer's Representative (COR) will coordinate the scheduling for the GET 1 training. The COR will provide the OSR 10-302 forms to the Contractor and will answer questions concerning completing the forms and the GET training. **The Contractor/ Subcontractor must complete Section 2 of the OSR form 10-302 for each employee and submit forms to the COR no later than Monday of the week before the anticipated GET 1 training.**

GET 1 training is given every Tuesday morning at 8:00 AM in Building 703-41A (See Attachment A). After passing the GET 1 exam, personnel can obtain their SRS access badge at the SRS Badge Office, Building 703-46A. **Personnel shall bring two forms of identification (see Attachment B) and proof that the person successfully passed the GET 1 training exam.**

Individuals will be background-checked, and the following will be denied access to SRS:

1. Currently on probation or parole for a felony (determined by the state where the conviction occurred).
2. Any applicant for employment at SRS who received a positive drug screen.
3. Any employee who was assigned by his employer to work at the SRS and was fired for possession, trafficking or use of illegal drugs or for being under the influence of drugs while at SRS.
4. Any employee who has been fired or quit to avoid being fired from any employment for violation of a contractor or subcontractor policy on the use or abuse of illegal drugs.
5. Any employee who has been denied a DOE access authorization (security clearance) pursuant to the procedures of 10 CFR 710 administrative review.
6. Individuals who have been involuntarily terminated or have voluntarily terminated to avoid involuntary termination from any employment for theft of Government property at the SRS or for a willful violation of contractor policies or security regulations which may jeopardize the security of site operations or the health and safety of other employees or the public.
7. Any employee who has been fired or quit to avoid being fired from any employment at the SRS for theft of property.

Contractor or their representative will be notified of employees that are denied access to SRS; immediately upon notification, the Contractor shall remove the employee(s) from SRS and return the site access badge(s) to the COR. Contractor shall be responsible for replacing those employee(s) denied access to SRS and denial of access for Contractor's employee(s) shall not be construed as a suitable excuse for nonperformance of the contract. If the contractor is denied access to SRS, the contract may be terminated for default. Failure of the Contractor to promptly remove employee(s) who were denied access and surrender their site access badges to the COR may result in termination for default.

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FOR SAVANNAH RIVER SITE
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SECURITY AND ACCESS INFORMATION FOR DELIVERIES MADE TO THE SITE

All deliveries must enter through SC State Highway 19 Aiken/New Ellenton Savannah River Site security entrance barricade. Delivery personnel must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle. Contractors must have a security badge to enter the Site. To obtain a badge, the contractor will receive a general visitor/contractor safety/security briefing at the 703-46A SRS badge office. Badge processing shall take a minimum of 1-2 hours. The SRS badge office hours are 06:30 AM – 04:00 PM for Monday, Tuesday, and Thursday; and 06:30 AM – 03:00 PM for Wednesday and Friday. Briefing delivered via touch screen computer stations in the badge office. Contractors can also receive a safety/security briefing via a hard copy checklist and manual log at the Aiken/New Ellenton barricade. If applicable, hazard-specific checklists for high and medium hazard work will be utilized and will be subject to focused observations, as appropriate.

The following are prohibited items on the SRS:
Weapons; firearms and simulated firearms; ammunition or incendiary devices except for emergency road flares; explosive materials and devices such as firecrackers; narcotics, illegal drugs, and drug paraphernalia; alcoholic beverages to include non-alcoholic beer; chemical irritants except for small containers of mace carried for personal protection; and stun guns.

In part of the SRS point of entry procedures, the contractor will be required to give a 3-day notice of delivery and provide to designated Forest Service personnel, the cargo delivery driver's name and company's name, social security number and a fax copy of his/her driver's license. Two forms of identification (one must be a picture ID) will be required by the driver. Drivers must be United States Citizens and cannot be parolees or convicted felons. Former SRS employees removed for cause are denied entry to SRS. Delays and/or costs associated with the use of drivers failing to meet these qualifications or for failure to follow the procedures indicated will be borne by the contractor.

HOURS OF OPERATION

Operating Hours are 07:00 AM to 05:00 PM, Monday to Friday. The contractor shall perform services required under this contract during normal operating hours excluding the following Federal Holidays:

New Year's Day, January 1
Martin Luther King's Birthday, 3rd Monday in January
President's Day, 3rd Monday in February
Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, 1st Monday in September
Columbus Day, 2nd Monday in October
Veteran's Day, November 11
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25

RECEIVING INFORMATION:

Normal receiving hours for the USDA Forest Service-Savannah River, located 1 mile inside the Aiken/New Ellenton barricade are 09:00 AM to 03:00 PM, Monday to Friday, except for Federally recognized holidays. Trucks arriving after these indicated hours will be turned away unless prior arrangements have been made with the point of contact. The Contractor shall pack and mark the shipment in conformance with the carrier requirements, deliver the shipment in good order and condition to the point of delivery specified in the purchase order, and is responsible for the loss and/or damage to the goods occurring before receipt and acceptance of the shipment by the consignee and all charges to the specified point of delivery. Failure to pass receipt inspection may result in material being returned to the Contractor. The Contractor must be capable of off-loading material. No loading dock is available.

COMPLIANCE WITH AREA REGULATIONS

The Contractor shall comply with all security and safety regulations and requirements of the Government. The Contractor is responsible for maintaining satisfactory standards of employee competency, conduct, and integrity and is responsible for taking disciplinary action with respect to employees as necessary. The Government reserves the right to require the Contractor to remove any employee whose continued employment is deemed by the Government to be contrary to the public interest. The Contractor shall designate a representative authorized to receive any notices and instructions given by the Contracting Officer on behalf of the Contractor regarding performance under this contract and to take such action thereon as is required by the terms of this contract.

The Contractor further agrees that only persons possessing a valid state driver's license will be permitted to operate motor vehicles engaged in the performance of this contract upon the roads of the SRS. Failure to furnish evidence of such license for an employee driver will result in the employee being denied access to the SRS. In addition, Contractor and all employee drivers shall comply with all applicable state traffic laws on SRS.

SAFETY AND HEALTH

Contractor shall take all reasonable precautions in performing work under this contract to protect the safety and health of employees, subcontractors, and members of the public and shall comply with all applicable safety and health regulations and requirements of the Department of Energy, OSHA (including reporting), and the USDA Forest Service.

Contractor agrees to cooperate with the Contracting Officer, Forest Service, and DOE personnel to inspect activities safely and economically under this contract and to conduct their official duties on the contract site and such other places on the SRS where the Contractor, employees, and subcontractors conduct operations under this contract. The Contracting Officer shall notify the Contractor, in writing, of any noncompliance with the provisions of this clause and the corrective action to be taken. After receipt of such notice, the Contractor shall immediately take such corrective action. If the Contractor fails to comply with said regulations or requirements, the Contracting Officer may, without prejudice to any other legal or contractual rights, issue an order to stop all or any part of the work; thereafter a start order for resumption of the work may be issued at the discretion of the Contracting Officer. The Contractor shall make no claim for an extension of time or for compensation of damage by reason of or in connection with

such work stoppage. In the absence of the Contracting Officer, the COR, or any DOE or Government employee has the authority to stop all or any part of the work being conducted by the Contractor if it is determined that any unsafe condition is occurring that threatens life or limb. If such action is taken, the Government employee must notify the Contracting Officer or COR immediately. If the COR is at the work site, the Government employee must promptly notify the COR of the action taken and the unsafe condition observed. The resulting formal contract action will be directed by the Contracting Officer.

Operating supplies and maintenance responsibilities:

Contractor shall furnish all fuel, oil, grease, and repairs. Contractor shall pay all incidental expenses to operate their equipment. The Contractor is responsible to clean up own spillage of fuel, oil, grease and remove from Site. Changing oil (vehicles/equipment) on site is not permitted.

Protection of streams, lakes, and reservoirs:

Contractor shall take sufficient precautions to prevent pollutions of streams, lakes and reservoirs by fuels, oils and other chemicals, silt, or other harmful materials. Contractor shall schedule and conduct contract in such a manner to avoid silting of streams, lakes and reservoirs, and loss of embankment materials during high flow periods. All streams shall be kept free of contractor- generated debris.

Erosion:

Contractor shall take every precaution necessary to prevent soil erosion in contract areas and access facilities, including but not limited to installing and/or maintaining drainage dips and water bars on roads and trails, out sloping and re-vegetation of areas disturbed by Contractor's operations.

Final cleanup:

Before final acceptance all trash, rubbish, spills, and debris generated by Contractor's operation shall be removed from DOE land.

Area cleanup:

Contractor shall be responsible for the housekeeping of Contractor's employees and any approved subcontractors working under this contract. **Roads, rights-of-way, timber stands, and general areas shall be kept free of disabled or abandoned vehicles and equipment, part of vehicles or equipment, fuel, oil, beverage and lunch containers, and other debris resulting from Contractor's operations. Contractor shall be responsible for the cleanup of all spills of any amount of petroleum products (*i.e.*, diesel, oil, and coolant). This includes excavation and proper disposal of contaminated soils in a certified landfill or contaminated soil disposal facility. Contractor shall provide documented proof of such disposal.**

Contractor Equipment, Vehicles, and Supply Storage on the Unit:

Contractor equipment, vehicles, and supply storage in operable condition may be left on site for the duration of an active contract and for gaps of 30 days or less for consecutive contract work – all equipment, vehicles, and supply storage shall be removed upon the conclusion of the last sequential

award. Contractor equipment, vehicles, and supply storage with no active contract are not permitted to be left on site for more than 30 days.

Refueling tanks should follow the Site Manual 3Q 2.4 and documentation shall explicitly state; 1) whether secondary containment is required; 2) whether the refueling tank must be on a trailer or on wheels; 3) for refueling tanks on a trailer/wheel, whether the refueling tank need a Spill Prevention Control and Countermeasure (SPCC) plan.

Contractors must keep the storage area clean, and void of any safety issues. Government Furnished Property (GFP) must be accounted for and cared for in a manner that does not cause damage. All unused materials and supplies of the contractor shall be removed by the contractor upon completion of work unless agreed otherwise with the Government.

Liabilities:

Contractor is responsible and liable for all damage to persons or property incurred in or resulting from Contractor's negligence and/or willful acts in conducting the operations required under this contract. Contractor shall hold the Government harmless for any damages to property and/or injury to persons which may arise or result from the operations required hereof.

Fire protection:

Gasoline or diesel-powered equipment shall be equipped with satisfactory mufflers or spark arrestors. Contractor will not be allowed to start any warming fires on the SRS and agrees to reimburse the Government for the cost of fire suppression incurred as the result of Contractor's negligence and/or willful acts. All operations on the SRS may be suspended by the Contracting Officer during periods of extreme fire danger as determined by the Forest Service-Savannah River's Fire Department or when ongoing fires warrant such suspension. Such suspension shall be taken in affect by written notice to the Contractor except in cases of sudden emergency when such notice may be given verbally. In the event of such suspension, the Contractor agrees to remove all personnel and equipment immediately as requested by the Contracting Officer. The Government will not be liable for any damages or claims of any nature resulting from suspension.

QUARANTINE RESTRICTIONS

The Department of Energy's Savannah River Site is infected with imported fire ants and is under quarantine; therefore, the Contractor shall comply with U.S. Department of Agriculture (USDA) and South Carolina Plant Pest Regulatory Service restrictions to prevent the spread of the fire ants until they can be eliminated.

Quarantine restrictions apply to movement of articles that may carry fire ants, such as, used soil moving equipment, soil plants with roots, grass sod, and hay and straw except hay and straw used for bedding and packing. The restrictions are imposed on the movement of the regulated articles from an infested area to non-infested areas. Movement of the regulated articles within the infested areas is not restricted. Geographical areas under quarantine for imported fire ants are shown on an Attachment in Section J.

Cleaning and processing procedures are required before moving restricted material to a non-infested area. Earth moving equipment shall be cleaned of all loose non-compacted soil before moving. Facilities are available for this cleaning at the Savannah River Site.

Restricted material shall contain a certification from the USDA Animal and Plant Inspection Service (APHIS) that the material is pest free before moving from an infested to a non-infested area.
Additional information may be obtained from the Forest Service-Savannah River (803)725-2441, or the USDA, APHIS, PPQ, P.O. Box 21792, Columbia, SC 29221, (803)765-5901.

REQUIRED INSURANCE

In accordance with FAR 52.228-5 Insurance - Work on a Government Installation, the following information on required insurance levels is provided.

Workmen's Compensation and Employer's Liability Insurance that provides coverage for employees:

Working in the State of South Carolina (if required by law) General Liability Insurance;

Bodily Injury Liability	$100,000.00
Minimum per occurrence	$500,000.00

Automobile Liability Insurance;

Minimum per person	$300,000.00
Minimum per occurrence for bodily injury	$300,000.00
Minimum per occurrence for property damage	$300,000.00

LOSS OF SECURITY BADGES

Security badges are issued to the Contractor and each of the contractor's employees to allow them access to SRS. When a security badge is lost or misplaced the Contractor, or the Contractor Representative shall report the loss to the COR or Contracting Officer immediately and obtain a replacement badge for the lost or misplaced badge.

Regardless of the expiration date printed on the badge has passed or not, security badge holders must complete the annual safety and safeguards training every year in December and the CAT training every year in January for the security badge to be in compliance. For contractor and subcontractor employees who no longer work with the Contractor/Subcontractor, their security badges shall be collected and returned to SRS badge office; Contractor is responsible to collect proof of returned badges from the badge office and provide such proof to the COR.

Upon completion of the contract, all security badges must be returned to the Government. A deduction of $10 will be made on the final payment for each security badge that is not returned. Final payments will not be processed until all security badges are either returned to the Government or reported lost to the SRS badge Office. When security badge(s) are determined to be lost prior to final payment appropriate deductions will be made from the final payment for this contract.

MOTORCYCLE HELMETS

Any person operating a motorcycle within the boundaries of Savannah River Site is required to wear a DOT approved helmet. This includes any 2, 3, or 4 wheeled type motorcycles. Motorcyclists can still operate their motorcycles without a helmet on the three public ally accessible highways, like 125. Motorcyclists will be turned away at the barricades.

CRIMINAL LIABILITY

It is understood that disclosure of any classified information relating to the work or services ordered hereunder to any person not entitled to receive it or failure to safeguard any classified information that may come to the USFS or any person under the USFS control in connection with work under this Agreement, may subject USFS, its agents, employees, or subcontractors to criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and Executive Order 12356)

SUSPENSION OF WORK

The Department of Energy operates the Savannah River Site. Sometimes due to safety, security and other reasons, the Contracting Officer may order the Contractor to suspend or delay work. FAR Clause 52.242-14 terms and conditions will apply if a work suspension/delay is ordered by the Contracting Officer.

SAFETY REQUIREMENTS

The Contractor shall furnish all necessary personnel, material, equipment, services, supervision, transportation, and supplies (unless specified otherwise) to perform the statement of work/specifications. The Contractor shall supply the following safety items, but limited to, and ensure the use of them as required for the duration of this contract. The Contractor shall be responsible for complying with OSHA 29 CFR 1910 General Industry and 29 CFR 1926 Construction, as applicable for work being performed.

A. Rolling stock equipment - All equipment in use with this contract must meet OSHA standards. Rollover protection shall be labeled as follows:
   1. Manufacturer's or fabricator's name and address
   2. ROPS model number, if any
   3. Dozer make, model, or series number that the structure is designed to fit
   4. ROPS model was tested in accordance with the requirements of OSHA subpart 1928.52.

B. Personal Protective Equipment (PPE) - Contractor shall provide the following PPE, as needed, to include documented training on the use and care of:
   1. Hardhats
   2. Eye protection
   3. Hearing protection
   4. 8" safety boots
   5. Respirators (as needed)
   6. Chainsaw chaps (when using chainsaws)

C. Other safety equipment/supplies
   1. Fire extinguisher (5 lb. ABC type) on each piece of equipment.
   2. Seatbelts on equipment
   3. Communication site (2-way radio, CB or cellular phone with site alphanumeric pager) at each worksite at all times
   4. First aid kit (clean and serviceable) at each worksite at all times
   5. Back-up alarms (on heavy equipment with rear vision obstructed)

D. Portable Fuel Tank
   1. Proper venting
   2. Self-closing dispenser
   3. "NO SMOKING" and "DIESEL" or "GASOLINE" signs affixed and clearly visible
   4. Safety fuel cans labeled and serviceable

E. Contractor shall have a written comprehensive Safety Plan as well as a Job Hazard Analysis (JHA) that will address the specific hazards and controls for each phase of the work. A copy of both the Safety Plan and JHA's shall be provided to the COR prior to starting work, and be available at each work site.

F. Contractor shall have a written Hazard Communications, and Bloodborne Pathogen Plans available at each worksite. Plans should include documented training for each crew member. The Hazard Communication Plan shall include current material safety data sheets (MSDS) for each chemical in use. In addition, as required by OSHA regulations, at least one supervising crew member shall have up to date certified First Aid and CPR training. It is strongly recommended to have an individual trained in First Aid and CPR even if not required by OSHA, for work conducted in remote locations. Be prepared to provide the Safety Plan, JHA, Hazard Communications, and Bloodborne Pathogen Plan to post award conference.

PERSONAL PROTECTIVE EQUIPMENT (FOREST SERVICE)

A. Contractor shall train all workers using equipment the safe operation and use of equipment.

B. Personal protective equipment, including personal protective equipment for eyes, face, head, and extremities shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards or processes encountered in a manner capable of causing injury or impairment in the function of any part of the body.

C. Defective or damaged personal protective equipment shall not be used.

D. The contractor shall provide, at no cost to the employee, to each employee who operates a chain saw, chain saw chaps and assure the chaps are worn during saw operations. These chaps must be approved

by Underwriters Laboratory or meet Forest Service specification 6170-47. The chaps shall cover the full length of the thigh to the top of the boot on each leg.

E. The contractor shall assure that each employee wears foot protection that provides adequate traction and ankle support. Employees operating chain saws shall wear foot protection that is constructed with cut-resistant material which will protect the employee against contact with a running chain saw.

F. The contractor shall provide, at no cost to the employee, and assure that each employee who works in an area where there is potential for head injury from falling objects or flying objects wears a hard hat that meets the minimum requirements of American National Standards Institute (ANSI) standard 289.1-1997.

G. The contractor shall provide, at no cost to the employee, eye protection where there is potential for eye injury due to flying objects. This eye protection must meet the minimum requirements of ANSI standard 287.1-2003.

H. The contractor shall provide, at no cost to the employee, hearing protection where there is a potential for hearing loss due to high intensity noise e.g., chain saw operation.

I. For discrepancies between SRS and Forest Service Safety standards, the stricter standards shall apply.

ATTACHMENT A – Badge Request Process

Note 1: **ALL badge requests should be SUBMITTED AND APPROVED by the previous Tuesday at 2 PM**. If not scheduled and on the roster, individual will be turned away.

Note 2: **[post-COVID]** Online GET: STR/Manager shall ensure those confirmed for GET, receives their User ID information. Make sure new hire/renewals complete GET successfully online before they arrive on-site.

- Upon completion of the course, print the completion certificate or take a screen shot of the completion with User ID, name, and completion score (a screen shot with a phone is acceptable).
- If you fail the examination, you should immediately contact your site point of contact. You will be required to wait 24 hours prior to attempting the examination again.

Waitwhile Queuing System To stay in compliance with social distancing guidelines, SRS is expanding the use of our Waitwhile queuing system. This system will allow us to better aid in maintaining your health, safety, and security through social distancing efforts. Upon parking at the Badge Office, please sign in on the Waitlist, linked below, and wait in your car until you are notified to report into the office. You will be required to enter a cell phone number to receive notifications when it is your turn to come into the Badge Office to be badged. https://app.waitwhile.com/checkin/srskiosk

Note 4: **[pre-COVID]** On-Site GET venue is 703-41A. Student entry will be through the Centerra control station in 703-46A (same building as the Badge Office). The same badging ID requirement is now necessary for admittance to GET. The two forms of ID have to have the exact names.
GET dates are scheduled for Mondays and Tuesdays. If a holiday falls on a Monday, GET for Monday will be Tuesday and GET for Tuesday will be Wednesday. Please send cancelations as soon as possible.
Please arrive no later than: 06:15 AM for GETA (Mondays); 08:15 AM for GET1 & GET2 (Tuesdays); 7:00 AM for Test Out (Tuesdays). Doors open at 6:00AM. Any student arriving late will not be allowed entry. Entrance/security checks will be similar to security checks at airports. All students will pass through a metal detector and personal belongings will be searched by Centerra at 703-46A. Student should ONLY BRING ITEMS THAT ARE ESSENTIAL TO THIS TRAINING, NO BIG BACKPACKS.

Note 5: **Student should be aware of site speeding limits, parking lots and road safety requirements, they must follow all signs. Centerra-SRS has responsibility to ensure safety is enforced.**

ATTACHMENT B – Listed Forms of Identification for Badging - Need two forms of identification.

Badging Requirements

To be badged for entry to Savannah River Site, individuals must present the following identification:

- One selection from List A below; **OR**
- A combination of one selection from List B and one selection from List C below.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	*	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		**For persons under age 18 who are unable to present a document listed above:**		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

(Excerpt from Form I-9)

- At least one document, issued by a state or Federal agency, must include the individual's name and a photograph to establish facial recognition.
- All documents must bear the same name.
- All documents must be originals or certified copies; photocopies will not be accepted.
- All documents must be **unexpired**.

* **Driver's licenses and ID cards from REAL ID <u>non-compliant</u> states/territories MAY NOT be used to establish identity.** However, if other documents presented do not include photograph (for example, combination of voter's registration card and Social Security card), driver's license or ID card from non-compliant state/territory may be presented to establish facial recognition.

ATTACHMENT C – OSR Form 10-302

Subcontractor Request for New Security Badge or Site Access Authorizations

Created by: Jasmine Coleman Status: Draft
OSR 10-302 # (Rev 3-1-2005)

Interactive Help is also available by placing your cursor over any Red-Underline Text and clicking your mouse button.

Section 1 Dates and Validation

GET (date) ☐ Scheduled	Badge Office Only
CAT (date)	Expiration Date
SubContract End Date	
FOCI/VOF End Date(Personnel Security only)	Substance Abuse Notified:

Section 2 - General Information

Todays Date	Subcontract No	Subcontractor Name	Badge Auth	Company
	AGRISU	use the select button		
Lower Tier Subcontract No.	Lower Tier SubContract End Date	Lower Tier Subcontractor Name		

Reason For Badge Request

- ☐ Area Access Change
- ☐ Appearance Change
- ☐ Damaged Badge
- ☐ HRP
- ☐ Change Subcontract No.
- ☐ Name Change (Complete DOE F 5631.34)
- ☐ Lost Badge
- ☐ Change Company
- ☑ New Employee
- ☐ New/Changed Clearance
- ☐ Annual "Q" - (OSR -10-232)
- ☐ Renewal
- ☐ Downgrade

Get Reason String

Section 3 - Subcontract Employee Information

Last Name	First (Legal)	Middle	Initials	Nickname	Jr., Sr., etc.

Social Security No.	U.S. Citizen	User ID	Date of Birth	Gender
	☐ Yes ☐ No			☐ Female ☐ Male

◯ Manual Employee ◯ not applicable	Work Location	Work Phone No.	Permanent Home Phone No.

Permanent Home Mailing Address (Street Address)	City and State	Zip Code
	,	

Is this request for a Recovery Act employee ? ◯ Yes ◯ No

Section 4 - Approvals

Subcontract Technical Representative	STR User ID (Required)	STR Work Location	STR Phone No.

Note - Additional approvals are required for many areas on the site. See Section 5A through 5C for more information

Section 5 - Area Access Authorizations Requested

This section is used to request Area Access Authorizations. Do not request authorizations for facilities to which the employee is not routinely assigned. Questions concerning facilities to be accessed should be directed to the SRS Badge Office at 725-3347, 725-3348, 725-5049, 725-3929. Approval signatures required.

Section 5A

Proximity Card Required? ◯ Yes ◯ No

Emergency Access Required? ◯ Yes ◯ No
("E" on the Photobadge) ☐ E

Type Badge Requested
◯ L ◯ Q ◯ Uncleared

Section - 5B (PA) Approved Signatures Required

Select		Area / Approver
		100-K Operations/Facility Manager Approval
		100 L Operations/Facility Manager Approval

Section - 5C (MAA) Approved Signatures Required

Select		Area / Approver
		Reactor Operations/Facility Manager Approval
		221-HB Line Facility Manager Approval