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**United Cleanup Oak Ridge LLC**

OWNER: Training	PROC-TC-0722	REVISION: 6
SUBJECT MATTER AREA: Site Access	PREPARER: Jack Millspaugh	Page 1 of 9
PROCEDURE TYPE: Administrative <input checked="" type="checkbox"/> Emergency <input type="checkbox"/> Alarm Response <input type="checkbox"/>	CONCURRENCE/DATE: A. J. Reed 5/10/23 [Approval Signature on File]	
TITLE: SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS	APPROVED BY/DATE: Chris Jones 5/8/23 [Approval Signature on File]	
USQD <input checked="" type="checkbox"/> UCD <input type="checkbox"/> CAT X <input type="checkbox"/> EXEMPT <input type="checkbox"/>	EFFECTIVE DATE: 5/18/23	
USQD/UCD/CAT X No: PSW-MS-PROCTC0722-2239	REQUIRED REVIEW DATE: 5/18/26	
Exhibit L Mandatory Contractor Procedure: No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	If an Interim Procedure, Expiration Date:	

PURPOSE .....3

SCOPE.....3

OTHER DOCUMENTS NEEDED .....3

WHAT TO DO .....3

    A. Site Access Requirements .....3

    B. Site Access Cards .....3

RECORDS.....4

SOURCE DOCUMENTS .....4

Attachment A Definitions/Acronyms .....5

Attachment B Safety Access Requirements Matrix.....6

Attachment C Example Site Access Card.....8

Attachment D Orientation of Site Access Card (Example).....9

This document is approved for public release per review by:

David Hamrin 5/3/23  
 UCOR Classification and Date  
 Information Control Office

<b>OWNER: Training</b>	<b>PROC-TC-0722</b>
<b>SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS</b>	<b>REVISION: 6</b>
	<b>Page 2 of 9</b>

REVISION LOG			
Revision	Effective Date	Description of Changes	Pages Affected
6	5/18/23	Intent change. Incorporated TWPC, replaces site access from CM-P-IS-003. Clarified what UCOR-4087 and 4088. Added RW I to Access Card. Replaced reference to BCT with CAT. Update Access Card graphic.	3 3 4, 5, 8 4, 5, 8 8, 9
5	5/23/22	Non-intent change. Changed effective date.	1
4	4/25/22	Intent change. Remove references to placing vaccination status on Access Cards. Update references to reflect United Cleanup Oak Ridge LLC.	1, 2, 4
3	5/24/21	Intent change. Added instructions regarding COVID-19 vaccines.	2, 3, 7, 8
2	3/5/18	Intent change. Clarified when Park Worker is required to be completed. Updated source documents.	2, 3, 4
1	1/15/15	Intent change. Procedure moved to UCOR Training organization. Attachments reordered. Clarified Scope. Reordered steps in WHAT TO DO. Clarified training requirements and use of Access Card. Clarified Site Access Training Requirements Matrix.	All
0	10/23/14	Initial release of this document number. Replaces PROC-RP-4040 Rev. 1, <i>Site Access Requirements and Site Access Cards</i> . Non-intent update to change Consolidated Annual Training to Biennial Consolidated Training.	All

OWNER: Training	PROC-TC-0722
SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS	REVISION: 6
	Page 3 of 9

**PURPOSE** This procedure governs the use of United Cleanup Oak Ridge LLC (UCOR) Site Access Cards as proof of completion of selected training required to access UCOR sites and facilities.

**SCOPE** This procedure applies to:

- UCOR employees
- UCOR subcontractor and lower tier subcontractor employees
- Visitors accessing UCOR-managed facilities.

This procedure does **NOT** apply to other prime contractors when performing work in UCOR-managed facilities under a UCOR interface agreement.

**OTHER DOCUMENTS NEEDED**

- UCOR-4087, *Safety and Health Handbook, Oak Ridge, Tennessee*
- UCOR-4088, *Environmental Compliance and Protection Awareness Handbook Oak Ridge, Tennessee*
- PROC-RP-4035, *Radiation Safety Training*

**WHAT TO DO** A. **Site Access Requirements**

UCOR and Subcontractor Employees

1. Use the UCOR Safety Access Requirements Matrix (Attachment B) as guidance for identifying Site Safety Access Requirements for the East Tennessee Technology Park (ETTP).
2. **IF** a person is onsite 40 hours or greater in a calendar year, **THEN** Park Worker Training (PWT) (General Employee Training [GET]) is required.
3. Verify training requirements with the UCOR Training organization or the applicable Training Point of Contact (TPOC).
4. Comply with UCOR-4087, *Safety and Health Handbook, Oak Ridge, Tennessee*, and UCOR-4088, *Environmental Compliance and Protection Awareness Handbook Oak Ridge Tennessee*, which provide an overview of safety, health, and environmental requirements while working onsite. They can also be used to identify onsite safety requirements for visitors.

**B. Site Access Cards**

**NOTE:** Site Access Cards (see Attachment C), issued by UCOR Training or TPOC, are used to display completion of selected UCOR training. Site Access Cards are not required for, but may be issued to U.S. Department of Energy (DOE) employees, other DOE prime contractors performing work in UCOR-managed facilities, and Community Reuse Organization of East Tennessee (CROET) employees, subcontractors, lessees, or sublessees.

UCOR and Subcontractor Employees

1. Access Cards are generated from the UCOR Learning Management System (LMS). They are available from TPOCs or the Training Access Center. Training personnel, including TPOCs and the Access Center personnel, can sign as verifying the Access Cards.

OWNER: Training	PROC-TC-0722
SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS	REVISION: 6
	Page 4 of 9

UCOR and  
Subcontractor  
Employees

2. Wear Site Access Cards along with the security photo badge (example shown in Attachment C) at all times while on or within UCOR sites and facilities.

**NOTE:** It is each employee's responsibility to keep their training current. Personnel with expired Site Access Cards will not be permitted access to Radiological Areas and/or areas with Nuclear Criticality Safety Evaluation postings.

UCOR and  
Subcontractor  
Employees

3. Maintain Site Access Cards current (i.e., "valid thru" date has not expired).

UCOR Training

4. **IF** a Site Access Card is requested, **THEN** using Local Education Administrative Requirements Network (LEARN):
  - a. Activate the "PWT" symbol on the Site Access Card after the requesting individual has demonstrated successful completion of PWT/GET.
  - b. Activate the "RW2" or "RW1" symbol on the Site Access Card after the requesting individual has demonstrated proof of Radworker I or II training in accordance with PROC-RP-4035, *Radiation Safety Training*, and upon notification by the UCOR Dosimetry Group that the individual has been entered into UCOR's dosimetry and bioassay system.
  - c. Activate the "HAZ" symbol on the Site Access Card after the requesting individual has provided proof of current HAZWOPER training. Proof may be in the form documentation on a company generated training history, a current HAZWOPER certificate, or by querying the LEARN database.
  - d. Activate the "NCS" symbol on the Site Access Card after the requesting individual has provided proof of current nuclear criticality safety training.
  - e. Activate the "RESP" symbol on the Site Access Card after the requesting individual has provided proof of the following:
    - Current Respiratory Protection Training
    - Current Respiratory Protection Medical Approval
    - Current Respirator or Facepiece Filtering Mask Fit Test and training, if required for workplace facility.
  - f. Activate the "CAT" symbol on the Site Access Card after the requesting individual has provided proof of CAT (Consolidated Annual Training) training.

**RECORDS**

- None.

**SOURCE  
DOCUMENTS**

- DOE Order 426.2 Chg. 1, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*

<b>OWNER: Training</b>	<b>PROC-TC-0722</b>
<b>SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS</b>	<b>REVISION: 6</b>
	<b>Page 5 of 9</b>

**Attachment A**  
**Definitions/Acronyms**  
**Page 1 of 1**

**CAT** –Consolidated Annual Training

**CROET** – Community Reuse Organization of East Tennessee

**D&D** – Deactivation and Demolition

**DOE** – U.S. Department of Energy

**ETTP** – East Tennessee Technology Park

**GET** – General Employee Training

**HAZ** – Hazardous Waste Operations Training

**HAZWOPER** – Hazardous Waste Operations

**JHA** – Job Hazard Analysis

**LEARN** – Local Education Administrative Requirements Network

**NCS** – Nuclear Criticality Safety

**PPE** – Personal Protective Equipment

**PWT** – Park Worker Training

**RESP** – Respiratory fit test, training and any required/associated medical qualifications.

**RW1** – Radiological Worker I Training

**RW2** – Radiological Worker II Training

**TPOC** – Training Point of Contact

**UCOR** – United Cleanup Oak Ridge LLC

**Attachment B**  
**Safety Access Requirements Matrix**  
**Page 1 of 2**

	<b>Escorted Access</b>	<b>Unescorted Access</b>
<b>ETTP General Site Access (Areas that are Unfenced and Accessible to the Public)</b>	No UCOR safety access requirements apply.	No UCOR safety access requirements apply.
<b>The Community Reuse Organization of East Tennessee (CROET) Tenant Areas and other DOE Prime Contractor and DOE Tenant Areas</b>	No UCOR safety access requirements apply – CROET Tenants and other DOE Prime Contractor and DOE Tenants are responsible to establish access requirements and to escort visitors in their facilities.	No UCOR safety access requirements apply – CROET Tenants and other DOE Prime Contractor and DOE Tenants are responsible to establish unescorted access requirements for their employees, subcontractors, vendors, and visitors.
	<b>NOTE:</b> UCOR employees, subcontractors, vendors, and visitors must obtain permission from CROET or the applicable CROET Tenant or other DOE Prime Contractor and DOE Tenants prior to entering CROET Tenant areas and must comply with the tenant’s access and safety requirements.	
<b>UCOR Offices (Offices Outside Fenced Areas that are Accessible to the Public)</b>	In offices provided with DOE badge access controls, visitors must be in possession of a UCOR visitor’s badge, <sup>(1)</sup> must have their badge keyed for building access, and are only provided access for business purposes.	In offices provided with DOE photo badge access controls, personnel with unescorted access must be in possession of a DOE badge or a UCOR visitor’s badge, <sup>(1)</sup> must have their badge keyed for building access, and are only provided access for business purposes. For unescorted access, personnel must complete the minimum UCOR training requirements applicable to the UCOR site areas to be visited.
	In smaller offices without DOE badge access controls (badge reader), visitor access is controlled by the UCOR employees in the office and access is provided for business purposes only.	In smaller offices without DOE badge access controls (badge reader), unescorted visitors must be in possession of a DOE photo badge or a UCOR visitor’s badge. <sup>(1)</sup>

**Attachment B**  
**Safety Access Requirements Matrix**  
**Page 2 of 2**

	Escorted Access	Unescorted Access
<b>UCOR Controlled Operations Areas (Other than Construction or Deactivation and Demolition D&amp;D)</b>	<p>As a minimum, escorted visitors must:</p> <ul style="list-style-type: none"> <li>- Display a UCOR visitor's badge</li> <li>- Complete UCOR visitor briefing<sup>(1)</sup></li> <li>- Receive a safety briefing applicable to the specific facility including signing in on the facility or area STARRT card or Plan of the Day briefing sheet and the Job Hazard Analysis (JHA), if required by the facility</li> <li>- Wear personal protective equipment (PPE) required by the facility or area</li> <li>- In facilities with security access restrictions, Escorted Visitors must also obtain access authorization from the security organization</li> </ul>	<p>For unescorted access to an operations area, personnel must:</p> <ul style="list-style-type: none"> <li>- Display a DOE photo badge with a security clearance, if appropriate for the facility or area</li> <li>- Complete the minimum UCOR training requirements for UCOR facilities<sup>(2)</sup></li> <li>- Display a Site Access Card</li> <li>- Sign in on the facility or area STARRT Card or Plan of the Day briefing sheet and the JHA</li> <li>- Wear PPE required by the facility, area, and/or work control requirements</li> </ul>
<b>UCOR Controlled Construction or D&amp;D Work Areas</b>	<p>Escorted visitors must:</p> <ul style="list-style-type: none"> <li>- Have a UCOR visitor's badge</li> <li>- Complete UCOR visitor briefing<sup>(1)</sup></li> <li>- Construction safety briefing applicable to the area including signing in on the area STARRT card and the JHA</li> <li>- Wear the required construction PPE</li> <li>- In areas with security access restrictions, Escorted Visitors must also obtain access authorization from the security organization</li> </ul>	<p>For unescorted access to construction or D&amp;D areas, personnel must:</p> <ul style="list-style-type: none"> <li>- Have a DOE photo badge</li> <li>- Display a DOE badge with a security clearance, if appropriate for the facility or area</li> <li>- Display a site access card</li> <li>- Complete the minimum UCOR training requirements for UCOR facilities<sup>(2)(3)</sup></li> <li>- Sign in on the facility or area STARRT Card or Plan of the Day briefing sheet and the JHA</li> <li>- Wear PPE required by the facility, area and/or work control requirements.</li> </ul>

- (1) The UCOR Visitor Briefing consists of Site Safety Orientation and Radiation Safety Orientation (if access to Radiological Protection posted Controlled Areas is required).
- (2) UCOR ETPP site access training includes completion of Park Worker or General Employee Training module.
- (3) UCOR unescorted construction/D&D area access training includes: fall protection awareness training, electrical hazard awareness training, and requirements as stated in PROC-TC-0722, *Site Access Requirements and Site Access Cards*.



**Attachment C**  
**Example Site Access Card**  
Page 1 of 1

**UCOR**   
**United Cleanup Oak Ridge LLC**

**John DOE**  
654789

**valid thru**  
**09**  
**06**  
**23**

**Qualification Dates**

Parkworker Training: 02/15/2024  
Radiation Worker Training: 09/06/2023  
HAZWOPER Training: 01/31/2024  
Nuclear Criticality Safety: 09/22/2023  
Respirator Training: 01/31/2024  
CAT: 01/31/2024

**PWT**  
**RWII**  
**HAZ**  
**NCS**  
**RESP**  
**CAT**

Verified By \_\_\_\_\_



**ISMS Five Core Functions**

**Eight Guiding Principles**

1. Line Management Responsibility for Safety
2. Clear Roles and Responsibilities
3. Competence Commensurate With Responsibility
4. Balanced Priorities
5. Identification of Safety Standards and Requirements
6. Hazard Control Tailored to Work Being Performed
7. Operations Authorization
8. Worker Involvement

**Upper right** – Name and badge number.

**Lower right** – Training/Qualification symbols, if provided, indicate the individual is qualified with:

- **PWT** – Park Worker Training
- **RW2/RW1** – Rad Worker I or II Training
- **HAZ** – Hazardous Waste Operations Training
- **NCS** – Nuclear Criticality Safety Training
- **RESP** – Respiratory fit test, training and any required/associated medical qualifications
- **CAT** – Consolidated Annual Training

**Middle** – Specific training/requalification due dates.

**Left** – Most restrictive training/requalification expiration date or “Valid Thru” date.

**NOTE:** Access Cards are available from Training Points of Contact or the Access Center at 701 Scarboro. Training personnel, including TPOCs and the Access Center personnel can sign as verifying the Access Cards.

OWNER: Training	PROC-TC-0722
SITE ACCESS REQUIREMENTS AND SITE ACCESS CARDS	REVISION: 6
	Page 9 of 9

**Attachment D**  
**Orientation of Site Access Card (Example)**  
**Page 1 of 1**

