



**US Army Corps  
of Engineers** ®  
Walla Walla District

**Little Goose Project**  
SOP E&S 6

## ***Project Access Control***

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*Date Issued:9/21/2011*

*Last Revision:9/22/2011*

1. **Purpose.** This Policy Letter establishes the project access control policy for maintaining a secure facility.
2. **Applicability.** The policy, procedures, and responsibilities defined in this Policy Letter are applicable to all project employees, district office personnel, other agency personnel, contractors, visitors, and guests. This Policy Letter is designed to meet security needs at FPCON Normal; in the event that the threat level changes, the Operations Manager will take necessary action to ensure the FPCON Level is properly addressed.
3. This Policy supersedes E&S's 6,9,12,14 and 18, Employee Access to Little Goose Project After Business Hours, and incorporates the previous policies.
4. **References.**
  - a. Project Physical Security Plan
  - b. Critical Infrastructure Security Program
  - c. NERC requirements for Power Generating Facility
  - d. Department of Defense FPCON Guidelines
  - e. E&S's 3,4 and 5
5. **Definitions.**
  - a. **MEVA:** The Mission Essential Vulnerable Area (MEVA) is defined as all areas inside and on top of the dam and all areas behind the main gate at the powerhouse. All entrants to the MEVA are subject to search; no unauthorized weapons are allowed in the MEVA.
  - b. **Business Hours:** Business Hours are defined as 0530–1800, Monday through Friday.
  - c. **Access Control Personnel:** Includes Operations Project Manager, Project Security Officer, Badge/Key Custodian, Power Plant Operators, Gate Attendants/Security Guards, and the Chief of Operations.
6. **Responsibilities.**
  - a. **Badge/Key Holder:** Any person who has been issued an access badge or key for access to facilities at Little Goose Project is responsible for maintaining control over each badge and keys authorized to them. All Badge/Key Holders are required to adhere to the access policies outlined in this Policy.
  - b. **Point of Contact:** The Point of Contact (POC) is responsible for notifying Security Guards and Operators of the arrival and departure of visitors and contractors, escorting visitors, as appropriate, being available onsite or by phone for contractors entrusted to

## **Designated Badge/Key Custodians**

their charge, and coordinating any changes in plans or special requests with Operators and other affected personnel.

- c. **Operations Manager:** The Operations Manager is responsible for overall security of the project, including changes in FPCON, as directed. This responsibility may be delegated to a designated Project Security Officer.
- d. **Project Security Officer:** The Project Security Officer is responsible for overall security of the project, as directed by the Operations Manager. These responsibilities include regular review of existing access policies and investigation of lost or stolen keys.
- e. **Security Database Administrator:** The Security Database Administrator is responsible for overall maintenance of the electronic security surveillance system and database. The designated maintenance employees shall be the project K-Grade and J-Grade Electronics Control personnel. However, prior approval from the Project Security Officer is required for other than in kind hardware changes and routine software changes.
- f. **Gate Attendants:** Gate Attendants shall check and verify authenticity of visitor identification and notify the appropriate POC of the visitor's arrival.
- g. **Power Plant Operator:** Operators have issuing authority for temporary security badges and keys, maintain visitor and badge/key checkout logs, and may receive returned keys and badges on behalf of the Badge/Key Custodian. Occasionally, the Operator may serve as contact for emergency situations when a POC cannot be contacted but will not be an escort.
- h. **Badge/Key Custodian:** The Badge/Key Custodian and his or her Alternates are designated by the Operations Manager (see Attachment 1). The Badge/Key Custodian is responsible for issuing and tracking security badges and keys for the project, maintaining adequate badge supplies and key inventories, ensuring spare badges and keys are accounted for and secure, performing regular audits of the badge and key control registers, keeping alternate badge/key issuers informed of changing policies and procedures, and reporting any badge/key misuse or loss to the Project Security Officer.
- i. **Badge/Key Issuer:** The Badge/Key Issuer will issue badges/keys as directed by the Badge/Key Custodian and/or receive returned badges/keys and ensure all items are returned to the Badge/Key Custodian.

### **7. Badge/Key Issuing and Return.**

- a. All persons requesting unescorted access to Little Goose Project facilities shall complete and submit the Little Goose Project Access Request Form (Attachment 2 for Little Goose Employees and Volunteers; Attachment 3 for all others) to their POC at least 48 hours prior to arrival for U.S. Citizens and at least four weeks prior to arrival for Foreign Nationals.
- b. The POC shall obtain any needed clarifications, and note any special information on the form, and forward the request to the Project Security Officer.

## Designated Badge/Key Custodians

- c. The Project Security Officer shall review the Project Access Request Form, determine the minimum appropriate badge and key access needed and the maximum time badge/key is to be issued, and forward the request to the Badge/Key Custodian for issue.
- d. The Badge/Key Custodian shall prepare badges/keys for issue and either issue the badges/keys or forward to the appropriate Badge/Key Issuer.
- e. The Badge/Key Issuer shall brief new Badge/Key Holders of Project access control policies (use Attachment 4), obtain all required signatures on issue forms, and return completed forms to the Badge/Key Custodian for tracking.
- f. Badge/Key Holders shall return all issued badges prior to leaving the project permanently. Badges/keys may be turned in to the POC, Supervisor, Operator, Project Security Officer, or the Badge/Key Custodian.

8. **Badge/Key Control.** Control of badges and keys is vital for effective security and personnel safety at Little Goose Project. The Badge/Key Holder is the only person authorized to use the badge/key(s) issued to him or her. The Badge/Key Holder shall not loan their badge or key(s) to another individual and shall immediately report lost or stolen badge or keys to the Project Security Officer. It is the Badge/Key Holder's responsibility to provide the "burden of proof" of circumstances for the loss or theft of a badge or keys. In the event of loss, a report of survey will be completed to determine responsibility of costs incurred if re-keying is required.

### 9. Project Access Control.

#### a. General Access Control.

- i. All Badge Holders shall wear their badge in a visible fashion at all times while on the project. This badge serves as immediate identification for Access Personnel, fellow employees, and visitors to the Project and provides physical access to the MEVA. Employees shall wear their badges in a visible fashion at all times while on the Project.
- ii. All Badge/Key Holders shall use their badge to gain entry through all gates and doors secured by proximity card readers and **shall swipe their access badge even if the gate or door is already open to record entry.**
- ii. All Badge/Key Holders shall ensure gates and doors close securely behind them to prevent access by unauthorized persons.
- iii. After Business Hours:
  - Within the MEVA: All Badge/Key Holders accessing the MEVA during non-business hours must notify the Control Room by dialing extension 231, phoning 509-399-2233 ext 231, or calling on a project radio, prior to entering the MEVA, and also when leaving the MEVA.
  - Outside MEVA: All persons entering the JFF Maintenance Buildings or the Visitor Center shall perform the same notification when accessing those facilities prior to 0500 or after 1800 on any day of the week.

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- b. **Access for Project Employees.** Project Employees include all persons permanently stationed at Little Goose Project, Volunteers who are authorized to provide tours to the public, as well as Walla Walla District Employees who are permanently, temporarily, or intermittently stationed at Little Goose Project.
  - i. Little Goose Employees may traverse the Project as needed during Business Hours.
  - ii. Volunteers may enter the MEVA only to provide guided tours or while on authorized errands.
  - ii. District Employees stationed at Little Goose Project intermittently, shall notify an Operator of their arrival and departure by signing in and out at the Control Room or by calling extension 231.
- c. **Access for District Employees.** District Employees include personnel from the Walla Walla District Office and from other projects within the District who may need occasional unescorted access to Little Goose facilities.
  - i. All District Employees who will be entering the MEVA shall have a POC who is a Project Employee.
  - ii. District Employees requesting unescorted access to Little Goose facilities shall submit the Little Goose Project Access Request form as described in steps a through c of Paragraph 7, Badge/Key Issuing; the Badge/Key Custodian will activate the District Employee's existing badge for the necessary access points for the duration approved.
  - iii. The POC shall notify project Access Personnel of District Employees' names, purpose of visit, date/time of expected arrival, expected duration of visit, *and of the fact that they will have unescorted access*. Notification shall be made 48 hours in advance, or as early as practicable, via the DLL-CENWW-LGO ACCESS CONTROL email distribution list.
  - iv. District Employees shall notify a Guard or Operator of their arrival and departure by signing in and out at the Guard Building or Control Room if Guard is not available.
- d. **Access for Contractor (and Other Agency) Employees.**
  - i. All Contractor employees working within the MEVA shall have a Point of Contact (POC) who is a Project Employee.
  - ii. All Contractor Employees shall submit the Little Goose Project Access Request form and as described in steps a through c of Paragraph 7, Badge/Key Issuing; however, only Contractor Employees expected to be on the Project for an extended time period will be issued a badge.
  - iii. Contractor Employees expected to be on the Project prior to issuing a Project badge, shall possess an identification badge issued by the Contractor. Badges shall include photo identification, company name, and the individual's name, as a minimum and shall be worn visibly at all times while the Contractor Employee is on the Project.

## Designated Badge/Key Custodians

Such Contractor Employees may be issued a temporary badge and/or key on a day-by-day basis, if needed.

- iv. The POC shall inform Access Personnel of the Contractor's work schedule and provide notices of changes to the schedule at least 48 hours prior to any change.
  - v. Contractor Employees who need to come onto the Project outside of scheduled work hours must notify the Control Room as described in Paragraph 9.a.iii.
  - vi. Contractor Employees who leave the Project for more than one week at a time during the contract performance period shall leave all issued badges and keys with their POC to be held by the Badge/Key Custodian until their return.
- e. **Access for Visitors.** Visitors include persons coming on the Project for official business, company and agency representatives, family members of Project Employees, members of the public on guided tours, etc., who will not have unescorted access to the MEVA.
- a. Point of Contact: All Visitors who will be entering the MEVA shall have a Point of Contact (POC) who is a Project Employee.
  - b. Prior to arrival: The POC shall notify project Access Personnel of Visitors' names, purpose of visit, date/time of expected arrival, and expected duration of visit. Notification shall be made 48 hours in advance, or as early as practicable, via the DLL-CENWW-LGO-ACCESS CONTROL email distribution list.
  - c. Upon arrival: Visitors arriving at the Project via the Powerhouse main entry shall be met at the gate by the POC and escorted to the Guard Building to sign the visitor register. POCs for Visitors entering the MEVA from other locations on the project shall notify the Guard or Operator of Visitor's arrival by calling extension 227, 231 or via the DLL-CENWW-LGO ACCESS CONTROL email distribution list.
  - d. Escorting: The POC or his/her designee shall escort Visitors at all times when they are within the MEVA.
  - e. Upon leaving: The POC shall notify the Guard or Operator when Visitors are leaving or have left the project by escorting Visitors to the Guard Building to sign out on the visitor register, by calling extension 227, 231, or via the DLL-CENWW-LGO ACCESS CONTROL email distribution list.

Kenneth J. Breiten  
Operations Manager  
Little Goose Project

## **Designated Badge/Key Custodians**

### **Little Goose Badge Custodians:**

Primary: Marcus Smith, Chief of Operations, x253

Alternate: Janelle Peterson, Electronic Systems Control Craftsman, x238

Backup: Ken Breiten, Operations Project Manager, x251

### **Little Goose Key Custodians**

Primary: Marcus Smith, Chief of Operations, x253

Alternate:

Backup: Ken Breiten, Operations Project Manager, x251



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Little Goose Project SOP E&S 6  
Attachment 2  
**Little Goose Project  
Access Request Form**  
(Little Goose Employees & Volunteers)

9/21/2011

11:16 AM

**Little Goose Project Security Access Request Form**

Proximity Badge Issue / Access Request

revision 5/18/2011

Status **New**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
( If Government Employee list agency and office location or name of project )

Email \_\_\_\_\_

Location Badge was originally Issued **Little Goose**

Type Requested **Contractor**  
( example : Contractor / Goose Employee / Walla Walla District Employee/ Other ) please specify

Card # \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Expires \_\_\_\_\_

Date Returned \_\_\_\_\_

PW De-Activate \_\_\_\_\_

Clearance Code Requested **Limited Access**

Clearance Codes will be Issued to allow minimum access necessary to perform duties

COE sponsor **Marcus Smith**

Authorizing Official (please print) **Marcus Smith**

Authorizing Official Signature \_\_\_\_\_

Date \_\_\_\_\_

Badge Holder Signature \_\_\_\_\_

**Brass Key Issue**

**Agreement:** This is to certify I have received the key(s) listed below. The key(s) is (are) the property of the United States Government. I understand that I am responsible for the key(s); that I am to inform my supervisor or Chief of Operations, immediately if the key(s) is (are) lost, stolen, or damaged, and that I will not allow any unauthorized usage. I agree to comply with the Little Goose Key Control Policy. I acknowledge that I can be held responsible to pay for rekeying the project if I fail to take prudent care of the key/card issued. Upon loss of a key/card I am responsible to immediately provide a signed statement describing the circumstances.



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Little Goose Project SOP E&S 6  
Attachment 3  
**Little Goose Project  
Access Request Form**  
(Contractors/District Employees/Other)

Employee Name (First, MI, Last):	Driver's License/Badge Number:
Date of Birth (except District Employees):	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No* (except District Employees)
Company/Office Code:	
Position:	
Contact Phone:	
Point of Contact:	
Contract Number/Name or Purpose of Visit:	
Estimated Duration of Employee Access:	
Begin Date:	End Date:

**For Government Use Only**

Access Point Code:	Key(s): <input type="checkbox"/> Yes: <input type="checkbox"/> No			
Security Manager	Signature:			
Chief of Operations	Signature:			
Card Number:	Date Issued:	Issuer	Date Returned:	Receiver
Notes:				
<p>I have read and/or been briefed on the Little Goose Project Security and Safety Guidelines and understand my responsibilities as a Badge/Key Holder at Little Goose Project. I have been received the access card issued to me above.</p> <p>Employee Signature: _____ Date: _____</p>				

**\*Access for Foreign Nationals: Security clearance for foreign nationals to attend a site visit or to perform onsite work requires a minimum of four weeks. Please send documentation by email (.pdf files are preferred) to Elaine.M.Vandiver@usace.army.mil and Kathy.j.Mooney@usace.army.mil.**



## Little Goose Project Security & Safety Guidelines

### Security Guidelines

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(Note: The following is a summary; see complete policy for more details.)

- Visitors/Contractors must notify the Project at least 48 hours prior to visit. Non-U.S. Citizens must notify the Project at least four weeks prior and provide appropriate documentation, as requested.
- Visitors/Contractors must provide contact information to their point of contact who must be a Little Goose Project Employee
- Visitors/Contractors must sign in and out at the Guard Building each day.
- All persons must wear their identification badge (whether provided by the Project or the Company) in a visible fashion at all times while on the Project.
- The badge/key holder is the only person authorized to use the badge/key(s) issued to him or her. The badge/key holder shall not loan their badge/key(s) to another individual.
- The badge/key holder must immediately report lost or stolen badge or keys to the Project Security Officer. It is the Badge/Key Holder's responsibility to provide the "burden of proof" of circumstances for the loss or theft of a badge or keys.
- All access badge holders shall use their badge to gain entry through all gates and doors secured by proximity card readers and **shall swipe their access badge even if the gate or door is already open to record entry.**
- All persons shall ensure gates and doors close securely behind them to prevent access by unauthorized persons. Do not allow unknown persons to follow you through a gate or door.
- Visitors/Contractors must notify their POC of expected hours of work
- When coming onto the project after normal business hours, all persons must contact the Control Room by dialing extension 231, phoning 509-399-2233 ext 231, or calling on a project radio, prior to entering the MEVA, and also when leaving the MEVA.
- All vehicles entering the MEVA are subject to search.

**The Control Room number from any Project phone is x231  
For outside Emergency Services dial 7-1-911**

## Little Goose Project Security & Safety Guidelines

**Safety** (Note: These are just basic guidelines; for more information, see EM 385-1-1)

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- The speed across the project is 15 mph unless otherwise posted.
- Review planned activities with POC and Control Room Operator. Provide AHAs for expected work to POC.
- Visitors need to have contact information for their POC.
- Identify special needs, concerns, medical conditions, or restrictions to your POC.
- Some environmental hazards that may be encountered at Little Goose include spiders, bees, snakes, lightning, icy conditions, high winds, etc.
- Safety Equipment/PPE required when needed.
- Inquire About Current Restricted Areas
- Medical Capabilities onsite: First Aid /AED / Oxygen

### **Emergency Notification Procedures:**

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Call Control Room from any Project phone (x231)

- Provide detailed information to Operator, including need for emergency services.

If Operator is unavailable, Dial x227 to report an emergency

- Fire and ambulance are volunteer, and law enforcement is Columbia County Sheriff

### **Emergency Evacuation Procedures**

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Air Horn is the Little Goose emergency notification code – EVACUATE

The powerhouse CO<sub>2</sub> system has a siren alarm/flashing lights and mint odor – EVACUATE

Evacuation Muster Areas:

Mechanical/Electrical crews	Erection bay near Machine Shop*
Operations Manager	Control Room
Chief of Operations	Control Room
Foremen	Erection bay near Machine Shop*
Tech Staff	Office 8 <sup>th</sup> floor
Duty Operators	Control Room
Office Staff	Office 8 <sup>th</sup> floor
Contractor personnel**	Erection bay near Machine Shop* (if inside) (JFF or Forebay area if outside)
JFF Personnel	JFF office*
Emergency Response Team	Your respective assembly areas*

POCs will contact personnel at muster points for head count and condition.

**The Control Room number from any Project phone is x231**  
**For outside Emergency Services dial 7-1-911**