

LOWER GRANITE PROJECT OPERATIONAL GUIDANCE

LGR SOP-700

Security Badge Procedures

LAST UPDATED: 22 SEP 2011

1. PURPOSE. This SOP outlines the proper uses and procedures of the Lower Granite security Badges.
2. APPLICABILITY. This SOP is applicable to Lower Granite Dam Operating Project.
3. REFERENCES.
 - (1) N/A.
4. PROCEDURE. Once a security badge is issued by the security guard the following needs to take place:
 - a. When using the security badge to open a gate, as the individual is crossing through the gate he/she must stop on the opposite side and wait for the gate to close behind them completely. If there is a vehicle behind you and you recognize the individual as a coworker you may allow that vehicle to precede through the gate as long as they stop and wait for the gate to close completely behind them.
 - (1) If guard is present at the gate you may proceed without the gate closing behind you.
 - b. If the individual is not a COE employee, security badges may have a time limit for access to the Project (i.e. 5 a.m. to 9 p.m.) depending on work activity and purpose for access.
 - (1) If work is to be done before or after the hours of normal operation (630am to 5pm) the badge holder must contact the shift operator before entering and before departing the project.
 - c. Contractors, Visitors, other Agencies: security badges may not be used for personal use on off duty hours.
 - d. If the security guard is present at the gate, you must show the guard your badge upon entering the project.
 - e. The security badge that is issued to you must remain on your person at all times while on project.
 - f. Do not loan your badge to another individual, doing this will result in losing your security badge privileges.

g. When your work is complete on project and the security badge is not needed anymore, the badge must be returned to a security guard as you are departing from the project.

Robert Lustig
Operations Project Manager
Lower Granite Project

Revision History

(Note: Does not reflect updates before 22 Sep 2011)

Date:	Amended Item Description:	Pg.	Revised By:



US Army Corps
of Engineers
Walla Walla District

U.S. Army Corps of Engineers, Northwestern
Division, Walla Walla District
Request for Access to Field Projects

Contractor/Visitor Information

Project Date of Request

PERSONAL INFORMATION:

Last Name: First Name: M. I.:

U. S. Citizen Phone Number (Office/Mobile)

EMPLOYMENT INFORMATION:

Company Name: Company Phone Number

Company Site Supervisor Contact Phone Number

Contract Name or Purpose of Visit

Access Begin Date Access End Date

FOR USACE USE ONLY:

USACE POC POC Phone Number

POC Signature ID Card Only

Access Badge Existing Badge If YES, Badge #

Requested Area of Access

Access Period Hours Access Required

"I have read and/or been briefed on the Project Security and Safety Guidelines and understand my responsibilities and as a badge/key holder. I have received the access card/key issued to me."

Printed Name:

Signature Date

Chief of Operations Approval:

Printed Name: Date

Signature

Key Series	Key Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

This section to be filled out by Project Security:

Card Number Date Returned: Photo ID:

Date Issued: Date Expired: Signature

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 Walla Walla District Security Office.