Procedure on Access to Fermilab Batavia, IL, and Lead, SD, Sites

1. Parent Policy and Related Policies/Procedures

Policy on Access to Fermilab Batavia, IL, and Lead, SD, Sites

2. Purpose

This procedure establishes the requirements for accessing the federal property managed by Fermi Research Alliance, LLC (FRA) in accordance with the Fermilab Access Policy. The Prime Contract between FRA and the U.S. Department of Energy (DOE) requires FRA to develop and maintain a program to comply with requirements in the Unclassified Foreign National Access (UFNAP) Program (DOE O 142.3B Chg. 1) and Safeguards and Security Program (DOE O 470.4B Chg. 3) directives for Fermilab. This procedure, with the Policy on Access to Fermilab, establishes FRA's framework for physical and computing access to FRA-managed and FRA-operated sites, including in Batavia, IL, and space leased by DOE in Lead, SD, facilities and resources.

3. Applicability

This procedure applies to FRA, its Employees, Users, Affiliates, Business and Personal Visitors, Subcontractors, Urgent Short-Term Workers, and Authorized Guests and members of the public.

4. Effective Date and Date Reviewed/Updated

This procedure went into effect on May 1, 2017, and its update was effective on August 9, 2024.

5. Procedure

a. For all emergency issues at Fermilab Batavia, IL, contact the Security Operations Center (SOC) at #3131. For all other pertinent access issues, including communicating with the Physical Security Manager, please contact the SOC at access@fnal.gov. For all emergency issues at the Lead, SD, sites, contact the Physical Security Manager at 605-580-6905. For all other pertinent access issues, including communicating with the Physical Security Manager, please contact SDCardAccess@fnal.gov.

b. As required by federal law and pursuant to **the Fermilab Batavia, IL, and South Dakota**

Site Security Plan and Policy on Access, a REAL ID is required for entering the laboratory, with the exception of minors, deliveries, and pickup/drop-off.

c. Proximity card readers are present at all Fermilab security gates (control posts) and on Fermilab facilities. Badges are required and must be scanned 100% of the time at the control posts entering the laboratory when card readers are available and at every building entrance (when present). Badges must be displayed **at all times** while on site. Fermilab and DOE badges (Local Site Specific Only (LSSO)/HSPD-12) are to be worn on the front of the body, below the neck, and above the waist. Card access issues for Fermilab Batavia, IL, must be directed to cardaccess@fnal.gov. Access issues for South Dakota must be directed to SDCardAccess@fnal.gov. Badged personnel who forget their badges are required to be escorted 100% of the time when in a Nonpublic Area and are encouraged to retrieve their badge, if possible, before coming on site.

d. **Exterior doors must be locked at all times.** Buildings are not opened to the general public with the exception of Lederman Science Center, the Wilson Hall ground floor, Ramsey Auditorium, the atrium, the second-floor south crossover, Aspen East, and Building 327 (during business hours).

e. To control the access process, strict compliance with this procedure is required by all Fermilab personnel and visitors. The SOC and the Security Department will not be able to grant access outside of this procedure.

f. For physical and/or remote access, please see the following hyperlinked categories:

i. **Employee on-site access**

For key/card access requests to buildings, please see the Site Security & Emergency Management | Global Services (fnal.gov) website for the Fermilab Batavia, IL, site or SDCardAccess@fnal.gov for the Lead, SD, site.

Applicable to Fermilab Batavia, IL: All personnel with expired badges or who need to request a new badge must schedule an appointment via the scheduler **two business days in advance of arrival** with the Campus Access office to obtain a badge and/or

present documents for validation**.** Applicable to the Lead, SD, site: All personnel with expired badges or who need to request a new badge must schedule an appointment by emailing SDCampusAccess@fnal.gov to schedule an appointment.

- Walk-in or same-day badge appointments will be accepted at the Fermilab Welcome and Access Center; however, appointments are encouraged to reduce wait times.

For Fermilab Batavia, IL, contact campusaccess@fnal.gov with questions or visit the Get-Connected website. For the Lead, SD, site, contact SDCampusAccess@fnal.gov with questions or visit the South Dakota Campus Access webpage. The Campus Access Office will send the scheduled appointments by 4 p.m. daily to the SOC to be added to the daily list and to gert@fnal.gov for Subcontractor Orientation (SCO).

FRA Employees are required to follow the HR onboarding process to obtain site access privileges.

Additional South Dakota Science and Technology Authority and safety training may be required before access to the 4850L (South Dakota) site is granted.

ii. **Subcontractor on-site access**

Any approved Subcontractor that is accessing the site for more than one day is required to be badged. For more information, refer to the Get-Connected website.

To obtain on-site access to the Batavia, IL, site, a Subcontractor must follow the outlined steps below:

For all Employee, User/Affiliate, Subcontractor, and Business Visitor access-related information, please visit the Get-Connected website at https://get-connected.fnal.gov/accessandbadging/ or https://get-connected.fnal.gov/south-dakota-campus-access/ for South Dakota.

Additional SDSTA and safety training may be required before access to the 4850L (South Dakota) is granted.

iii. **User/Affiliate requesting on-site access**

The process for obtaining on-site access information for Users or Affiliates is located on the Get-Connected website.

A Non-Proprietary User Agreement (NPUA), signed by the appropriate institutional officer at the User Institution, is required before individual Users can work on site at Fermilab on experiments that are associated with the Fermilab Accelerator Complex. An Affiliate Research Agreement (ARA) signed by the Affiliate and appropriate institution signatory is required before individual Affiliates can work on site at Fermilab on non-Fermilab Accelerator Complex experiments.

Export Control approval and Foreign National Access Program (FNAP) approval are required for Foreign National access. Please refer to the Policy on Export Control or email exportcontrol@fnal.gov and FNAP-request@fnal.gov. Please refer to the Policy on Export Control and DOE O 142.3B Chg 1 (LtdChg), respectively.

A Host of Foreign National will be assigned as applicable by the FNAP office in coordination with the appropriate division/project leadership. For questions, email FNAP-request@fnal.gov.

Individuals who were born in, are citizens of, represent, or have an ongoing Affiliation with countries designated as State Sponsors of Terrorism are subject to additional approval. Requests should be submitted as early as possible to allow for a potentially lengthy review process.

Details are listed on the FNAP office website. Foreign National Access Program | Global Services (fnal.gov)

Additional SDSTA and safety training may be required before access to the 4850L (South Dakota) is granted.

iv. **Business Visitor on-site access**

To obtain on-site access, a Business Visitor shall follow the outlined steps below:

- Coordinate with your Fermilab Point of Contact (POC) the details of your visit.
- Fill out the site access and badging form, unless you are registering for an event via Indico. Your Fermilab POC can also start the process by filling out the invitation form.

  (1). If your POC has submitted the invitation form, you will receive an email to submit your PII data. This must be completed before the form will go through the next steps.
  (2). Once submitted, the access request will need to be approved by the POC.
  (3). In addition, Foreign National requests will also be routed to the FNAP office and Export Control for verification and approval.
  (4). If you have questions about the status of your request, you can use the request status form or contact access@fnal.gov or SDCampusAccess@fnal.gov for South Dakota.

- Once access is approved:

  (1). On-site visitors will receive an informal letter with a QR code. Present this at the security gate. The visitor will be directed to the Fermilab Welcome Access Center (during business hours of 7:30 a.m.-4 p.m.) to receive their temporary Business Visitor badge. In South Dakota, a Business Visitor shall report directly to the South Dakota Services Office to receive their temporary Business Visitor badge.

  (2). In addition to the informal letter, on-site Foreign National visitors will also receive a formal invitation letter.

For South Dakota: Same-day requests WILL NOT be accepted unless deemed an emergency by the Physical Security Manager. Please email SDCampusAccess@fnal.gov to make this request.

A Business Visitor must be escorted when in a Nonpublic Area by a Fermilab-badged individual.

v. **Federal Employee on-site access**

Fermi Site Office (FSO) personnel are required to follow the process for obtaining on-site access for Users located here.

Non-FSO personnel on official business are permitted to use their HSPD-12 identification to gain access to the site; however, for additional privileges, they must coordinate with the DOE FSO prior to accessing the Fermilab site.

For key/card access requests to buildings, please see the Security Department website for Fermilab Batavia, IL, or the Security Department website for Lead, SD.

Additional SDSTA and safety training may be required before access to the 4850L (South Dakota) is granted.

vi. **Public Visitor on-site access**

- Requirements for Public Visitor access are specified in the Access Policy.
- Please refer to the Fermilab website or contact the Security Operations Center (located on the ground floor of Wilson Hall) for information on what areas are designated as public and nonpublic areas of Fermilab.
- Public access hours are specified on the Fermilab website.
- Please see "Public Visitor" under the definition section for more information.

vii. **Personal Visitor on-site access**

An individual who does not access DOE or contractor information or technology such as visiting family and friends in the Village is considered a single-entry Personal Visitor. Their Fermilab POC must submit site access forms in ServiceNow, the Site Access and Badging System, receive approval from FNAP for Foreign Nationals, receive approval from the Security Operations Center, and adhere to the rules in the Access Policy. After-hours requests will follow the same process and will require an Escort. The location will be scrutinized for safety and

security purposes. A Personal Visitor is not allowed to stay overnight.

Approved access locations for Village resident visitors are the FIMS number for all housing units. No other building access is authorized.

viii. **Urgent Short-Term Worker on-site access**

An individual who accesses Fermilab facilities and resources or works for one day or less via a Procurement-managed subcontract with FRA or a DOE-approved agreement (i.e., performing small electrical or plumbing repairs, computer server replacements, etc., one-day Subcontractor) is considered as an Urgent Short-Term Worker and must submit site access forms in ServiceNow, the Site Access and Badging System, receive approval from the Security Operations Center, and adhere to the rules in the Access Policy. After-hours requests will follow the same process and will require an Escort. The location will be scrutinized for safety and security purposes.

An Urgent Short-Term Worker (one-day Subcontractor) who does not have a current Fermilab badge and is accessing the site for less than one day must have their Fermilab POC complete an access request form, be escorted 100% of the time, and be REAL ID compliant.

- Urgent Short-Term Worker requests are approved by the Physical Security Manager or the Deputy Physical Security Manager. For the Lead, SD, site South Dakota one-day Subcontractor access requests, email SDCampusAccess@fnal.gov. A non-badged Subcontractor must be escorted when in a Nonpublic Area by a Fermilab-badged individual.

ix. **Pickup/drop-off/deliveries on-site access**

Pickup/drop-off (e.g., family, friend, Uber, Lyft, limo, taxi, or hotel shuttle) must be conducted in public areas. If the driver does not have a REAL ID, a gate pass will be issued by Security. The driver must exit out the same gate that they entered and return the gate pass to Security.

Delivery personnel going to Warehouse #2 and/or Ross Dry or the Warehouse in South Dakota must present a REAL ID or company picture ID and state ID along with a Bill of Lading to Security for site access.

Deliveries to other areas at Fermilab Batavia, IL, must present a REAL ID or company picture ID and state ID along with a bill of lading and must be escorted from the gate to the delivery location and back out to the gate.

x. **Authorized Guest on-site access**

An Authorized Guest is required to obtain approval and provide REAL ID valid Government-Issued Identification.

FNAP and Export Control approval and the Policy on Export Control apply. The process for obtaining on-site access is located on the Get-Connected website.

xi. **When Logical (remote) Access is requested**

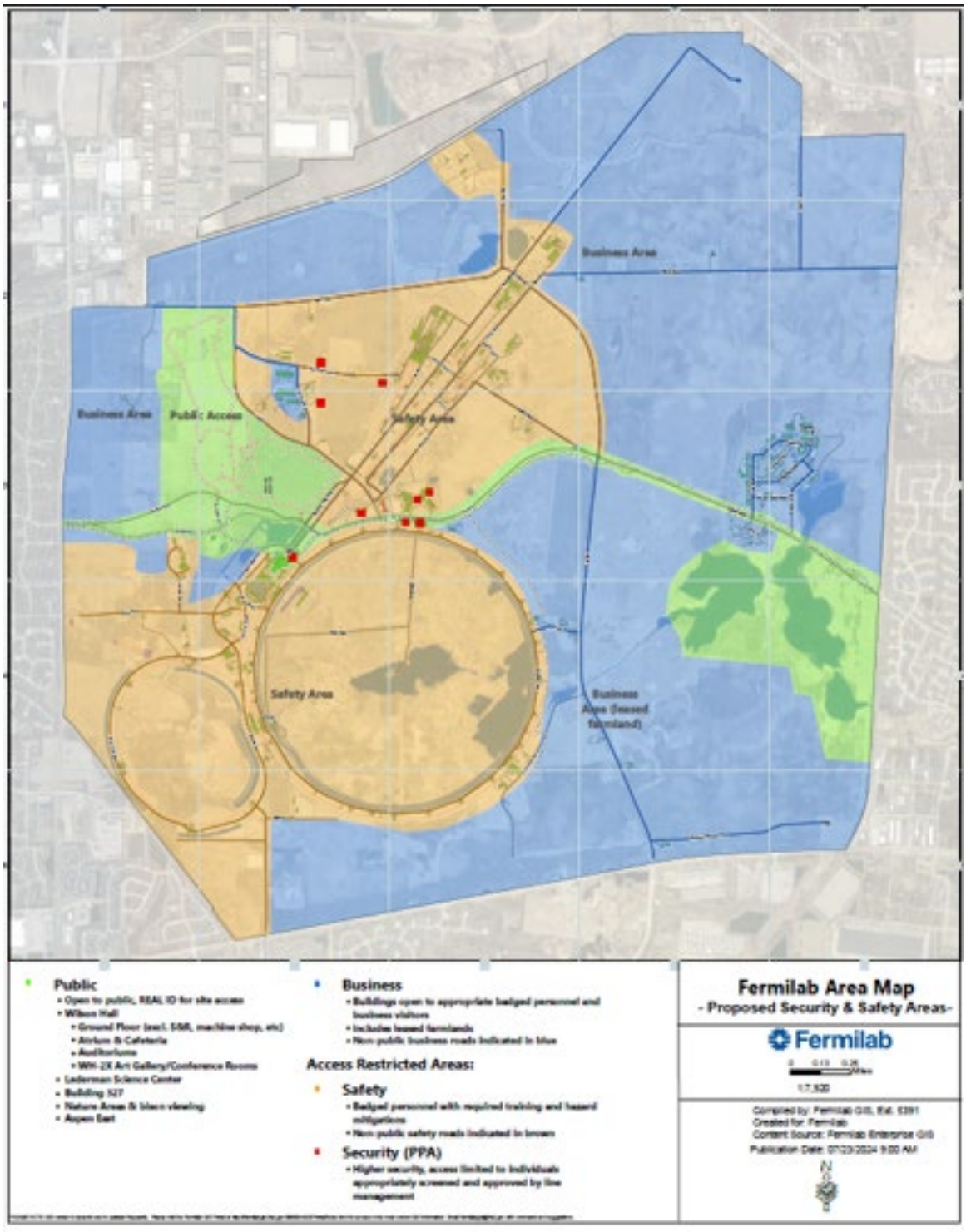
Individuals requesting remote access to Fermilab resources are required to follow the process for remote access referenced on the Get-Connected website.

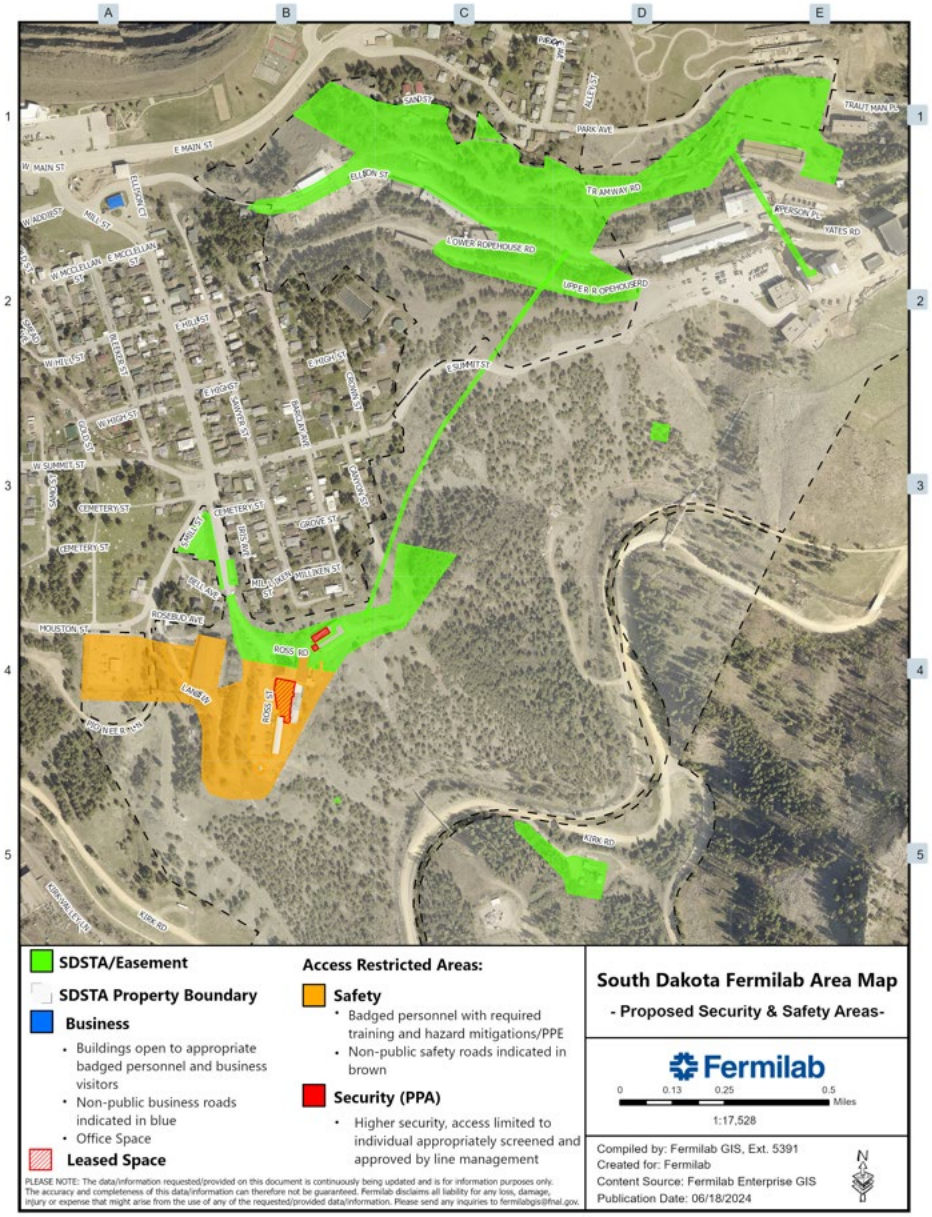
- FNAP approval applies. For questions, email FNAP-request@fnal.gov.
- Export Control Verification applies. For questions, email exportcontrol@fnal.gov. Please refer to the Policy on Export Control.
- Cybersecurity will ensure that there are no security reasons to deny requested remote access.
- ITD will create accounts and issue the credentials needed for remote access.

xii. **Access times and areas**

Category	Time	Comments
Employees (Fermilab, DOE, and contingent workers)	24/7	Local restrictions based on area; see interns below
Users	24/7 authorized for user facilities and supporting offices	Current User and Host Institution Agreement required; additional local restrictions or exceptions determined by line management and advance notification to Security
Affiliates & CRADAs	24/7 for specifically authorized facilities and supporting offices	Current Affiliate Research Agreement required; exceptions approved by line management and advance notification to Security
Business visitors	Business Hours for authorized facilities	Exceptions approved by line management and advance notification to Security
Sub-contractors (tied to an active PO)		
Interns (employee and non-employee)		
Public visitors in Public Areas	WH: M-F 7a to 5p; LSC: M-F 7a to 5p; Sat 9a-3p Grounds: dawn-to-dusk daily	Further restrictions approved by COO's office and advance notification to Security

*Business Hour: M-F 6a to 7p


Business Area
Business Area
Public Access
Safety Area
Safety Area
Business
Area (leased
farmland)
Public
Business
Access Restricted Areas:
Safety
Security (PPA)
Fermilab Area Map
- Proposed Security & Safety Areas-
Fermilab


A
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CEMETERY ST
GROVE ST
MILLIKEN ST
ROSEBUD AVE
HOUSTON ST
ROSS RD
ROSS ST
KIRK RD
SAND ST
PARK AVE
ALLEY ST
TRAMWAY RD
LOWER ROPEHOUSE RD
UPPER ROPEHOUSE RD
TRAUT MAN PL
AYERSON PL
YATES RD
SDSTA/Easement
SDSTA Property Boundary
Business
Buildings open to appropriate badged personnel and business visitors
Non-public business roads indicated in blue
Office Space
Leased Space
Access Restricted Areas:
Safety
Badged personnel with required training and hazard mitigations/PPE
Non-public safety roads indicated in brown
Security (PPA)
Higher security, access limited to individual appropriately screened and approved by line management
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South Dakota Fermilab Area Map
- Proposed Security & Safety Areas-
Fermilab
0 0.13 0.25 0.5 Miles
1:17,528
Compiled by: Fermilab GIS, Ext. 5391
Created for: Fermilab
Content Source: Fermilab Enterprise GIS
Publication Date: 06/18/2024
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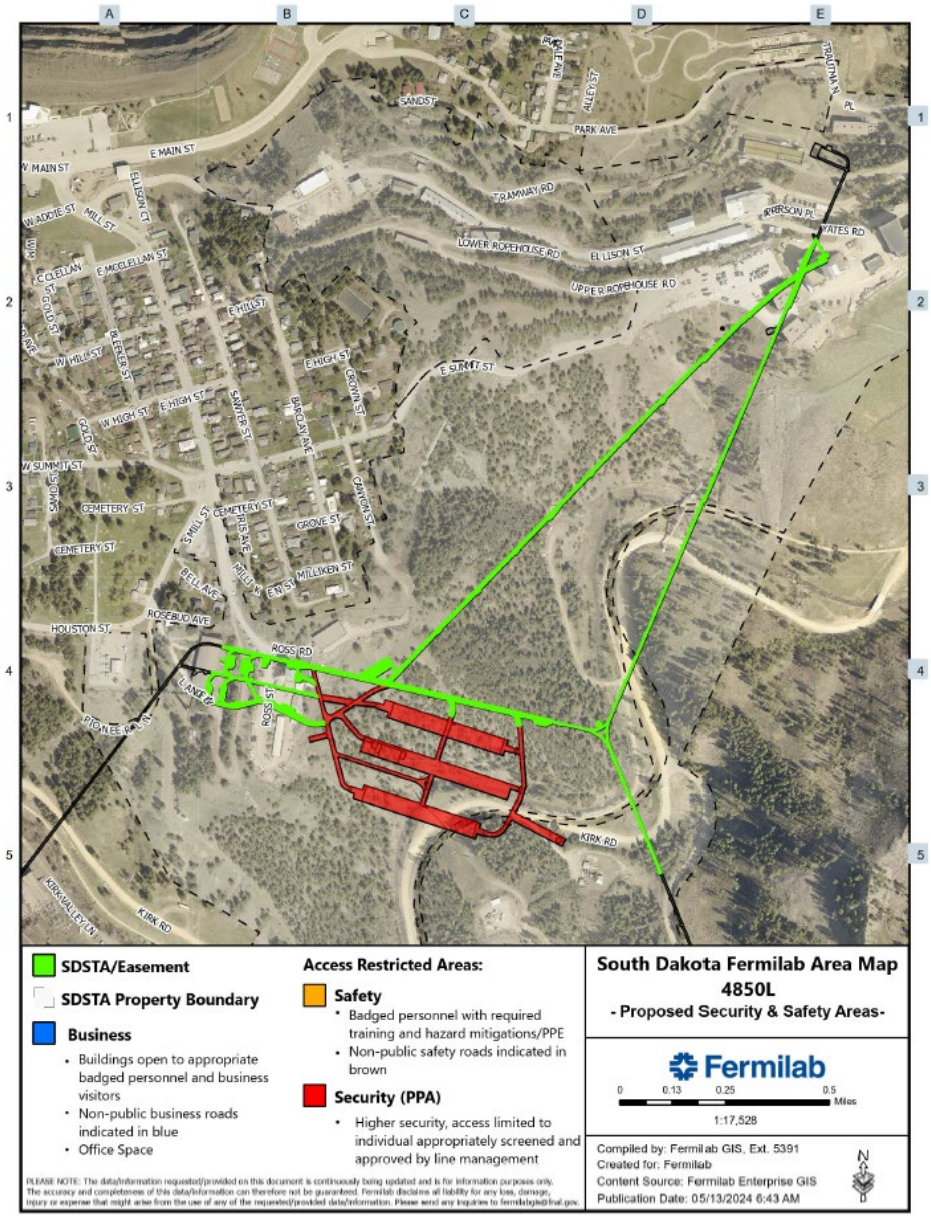

xiii. **The following are prohibited articles at Fermilab:**

- Firearms, explosives, and other dangerous weapons
- Illegal drugs and controlled substances
- Personal alcohol or marijuana
    - Personal alcohol for village residents is allowed inside the unit.
- Smoking and vaping within buildings and within 15-25 feet of entrances
- Instruments or material likely to produce substantial injury or damage to persons or property.

6. Definitions

Affiliate: An Affiliate is an individual who is not employed by FRA but who has access to Fermilab facilities and resources for the purpose of advancing the scientific mission of the laboratory and whose Work generally requires unescorted and/or after-hours access to a Nonpublic Area and is not designated a National User Facility User. Access is limited to areas/systems of need but is not a User.

Affiliation: An Affiliation is the basis of the relationship between an access requestor and Fermilab. Examples include participation or membership in approved Fermilab experiments, projects, collaborations, approved joint-work activities, or organizations.

Affiliation Validator: An Affiliation Validator is an FRA Employee who is accountable for verifying the information of an individual requesting access and ensuring that the individual is a member of and/or associated with the experiment, project, or division/section prior to approving Fermilab access. Approvers are required to develop and follow their own approver verification process.

Authorized Guest: Day care access — Teachers are Fermilab Employees. This section refers to parents who have a child in day care and who are not already badged for some other mission purpose; parents who have a formal relationship with Fermilab (FRA and DOE Employees per Appendix A-XIII (c)) have access and an updated prox card for day care access during certain hours; family members who are not directly affiliated (usually spouses or partners of Employees, visitors, Subcontractors, etc.); and housing resident family members — spouse, domestic partner, child, stepchild, parent, parent-in-law, grandparent, grandparent-in-law, or caretaker (with approval from HR under the content of providing reasonable accommodation).

Bus Driver: A Bus Driver is an employed or contracted driver for the Pace Bus (suburban bus division of the Regional Transportation Authority) or local school districts that provide services to Fermilab. This does not include third-party subcontracted bus transportation services.

Business Visitor: A Business Visitor is a person who has a mission-related reason to visit

Fermilab for a duration of less than one week, such as vendor meetings, VIP visits, congressional visits, or scientific, technical, or business meeting. A Business Visitor does not receive payments or reimbursement using DOE funds.

DOE Fermi Site Office (FSO) Manager: This is the individual responsible for approving the Site Security Plan (SSP) and ultimately responsible for accepting any residual risk on behalf of the laboratory. The FSO Manager serves as the approval authority for Unclassified Foreign National Access (UFNA) activities and programs and as the DOE Head of Field Element under DOE O 486.1A (Foreign Government Sponsored or Affiliated Activities), and may curtail or suspend operations when continued operations would result in an unacceptable risk to national security and/or to the health and safety of DOE and contractor Employees, the public, or the environment.

Employee: a) Full-time Employee — A full-time Employee is a current Employee of Fermilab assigned to work 40 hours per week for an indefinite period of time. This individual goes through the FNAP process and is processed after HR new hire orientation. b) Part-time Employee — This is an FRA Employee who works less than 40 hours for an indefinite period of time. c) Term Employee — This is an FRA Employee who has a predetermined termination date.

Escort: An Escort is a trained individual who is accountable for the daily activities of a visitor for the duration of a planned visit. Escorts are required to complete Fermilab Escort Training and accompany any persons at the lab who are accessing a Nonpublic Area and who do not have a Fermilab badge.

Export/Import Control Compliance Manager: This is an FRA-designated employee responsible for implementing, maintaining, and communicating Export Control-related policies, procedures, and processes and for completing Export Control Verification for exports and releases of information or technology subject to U.S. export control laws and regulations. This includes Export Control Verification of non-U.S. persons invited to or requesting access to Fermilab sites or its technology. For additional detail, reference the Policy on Export Control.

Export Control Verification: This is the review, screening, obtaining of any necessary U.S. export authorizations, and approval of exports or releases of information or technology subject to U.S. export control laws and regulations, including export controls administered by the U.S.

Department of Commerce via the EAR, the U.S. Department of State via the International Traffic in Arms Regulations (ITAR), the Office of Foreign Assets Control (OFAC) via its regulations, and DOE via its policies, orders, and other regulations.

Federal Employee: This is a current Employee of the U.S. federal government.

Foreign National: A Foreign National is an individual without U.S. citizenship.

FRA Facility Security Officer: The Security Authority for the lab and responsible for the day-to-day implementation of the SSP and policies related to the Safeguards & Security Program.

General Access Area (GAA): This is a designated area that is accessible to all badged personnel. Some GAAs are accessible to public visitors.

Government-Issued Identification (ID): This is a state or federal government-issued form of identification that includes a photo. Examples are a passport, HSPD-12 badge, or state driver's license.

Host of Foreign National: This is an FRA employee approved by the appropriate division/section/project to be responsible for the activities and conduct associated with the successful visit or assignment of a Foreign National accessing the Fermilab site or resources and who has completed Fermilab Host Training.

Logical Access: Logical Access is virtual or remote access to data or information.

Non-Proprietary User Agreements (NPUA)/Agreement: These are written agreements between institutions and FRA using a DOE-approved template that addresses liability and accountability for accessing Fermilab-associated resources commonly associated with a DOE-approved scientific User facility at the lab.

Nonpublic Area (informal): A Nonpublic Area is a property protection area.

Officially Designated Federal Security Authority (ODFSA): This is a Federal Employee who

possesses the appropriate knowledge and responsibilities for each situation to which they are assigned through delegation. Delegation of authority for these positions is originated according to direction from the accountable Program Secretarial Officer (or the Secretary or Deputy Secretary for Departmental Elements not organized under a Program Secretarial Office), who also provides direction for which of the ODFSA positions may be further delegated. Each delegation must be documented in writing. It may be included in other security plans or documentation approved by or according to direction from the accountable principal. Each delegator remains responsible for the delegee's acts or omissions in carrying out the purpose of the delegation.

Personal Visitor: For housing resident personal guests — An FRA Employee or housing resident submits a form for the personal visit. A Personal Visitor is an individual who does not have business with the laboratory but who is approved to access Fermilab Village housing. Issuance and admittance is subject to FRA controls and acceptance of liability if not for a DOE mission purpose. A Personal Visitor is not allowed in a workspace unless they are covered by an event or other pre-approved activity. A Personal Visitor is not allowed to stay overnight.

Point of Contact (POC)**:** This is an FRA-approved individual responsible for confirming and approving an individual's business reason and for confirming activities associated with the individual's access to the Fermilab site and/or use of information or technologies.

Property Protection Area (PPA): A PPA is a security area that is established to protect Employees and government buildings, facilities, and property.

Public Area (informal): This is a general access area accessible to Public Visitors.

Public Visitor: A Public Visitor is an individual visiting the site who is not employed by FNAL, hired by FNAL, or coming to do Work at FNAL. A Public Visitor is only allowed access during specific times and to specific locations.

REAL ID: This is a valid state or federal Government-Issued Identification that is compliant with the REAL ID Act of 2005.

Safeguards and Security Program: This is an internal FRA and DOE program that is responsible for coordinating and integrating safeguard and security policies, activities, and operational procedures. This group is chaired by the FRA Facility Security Officer within the Office of the Chief Operating Officer.

Subcontractor: This is an individual who accesses Fermilab facilities and resources while working via a Procurement-managed subcontract with FRA. Subcontractors include individuals who consult with the laboratory, postdocs, project controls specialists, IT professionals, Security, etc.

Urgent Short-Term Worker: This is a non-badged individual who requires a PO and an Escort.

User:
a. On-site User — This is an individual who accesses Fermilab facilities and resources for the purpose of advancing the scientific mission of the laboratory and whose Work generally requires unescorted and/or after-hours access to a Nonpublic Area (DOE Approved National User Facilities and/or non-User Facility Resources). Access is limited to those designated as National User Facility users. Access to Fermilab is based on an approved User agreement.

b. Off-site User — This individual needs to be a member of the collaboration/experiment/Affiliation that has been authorized by DOE. Computing access is allowed only. Access to Fermilab is based on an approved User agreement. A User-sponsored Subcontractor, consultant, or other representative such as a guest or family member in on-site housing, a Subcontractor for the User Institution, a researcher who is interested in collaborating is not covered under an individual User agreement. These individuals cannot escort or host anyone. While these individuals can also be defined by other species (housing resident guest, non-FRA Subcontractor, or research affiliate), it is their relationship to the User agreement that is primary. Access to Fermilab is based on an approved User agreement.

U.S. Citizen: This is an individual who is a citizen of the United States of America.

Work: This is a term for the conducting of business for or with Fermi Research Alliance, LLC.

7. Owner/Subject Matter Expert (SME)

The FRA Facility Security Officer, under the Office of the Chief Operating Officer, is the owner of this policy.

8. Review Cycle

This policy shall be reviewed every three years or as needed.

9. Communication Plan

The requirements of this procedure shall be communicated by the FRA Facility Security Officer to all Employees, and periodic training shall be provided to requirements owners and laboratory leadership. This procedure shall be available in the Fermilab policy database.