

## SEMD-SD-RO-201 – Site Access Control

### **1. Purpose**

The purpose of this procedure is to provide general procedures for controlling access to the Fermilab site.

### **2. Scope**

This procedure is applicable to all Security personnel assigned to control site access. It provides instructions for controlling access in accordance with the Fermilab Site Access Policy and Security Department guidelines and plans. “Cut-through” commuter traffic shall not be allowed to pass through the Fermilab site. The Site is closed to the general public from dusk until dawn.

### **3. Applicability**

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services.

### **4. Effective Date and Date Reviewed/Updated**

This policy went into effect on June 9, 2016, and its update was effective on July 16, 2024.

### **5. Policy**

The general public may access the Site by presenting a valid, government issued, photo identification Real ID compliant, which includes a driver’s license, passport or HSPD-12 badge and stating what their purpose is for entering site. The public is permitted in “public areas” to participate in recreational activities or attend special events that are open to the public. The barcode on the Real ID compliant identification shall be scanned using the IDScan application on the duty iPhone.

During special events, such as concerts or public lectures, attendees and other site visitors are permitted on Site via designated gates. However, on-site travel is limited to the specific area or building where the special event is taking place and visitors are requested to leave the site upon completion of the event.

## SITE ACCESS CONTROL CRITERIA

### 5.1 Access Entrances and Hours of Operation

-Note-

All persons accessing the Site shall enter through approved entry points except for general public, who must use Pine Street or Batavia Road. Additionally, Security must wait for a Point of Contact (POC) to arrive at the gate and assist with any language barrier situations at any Control Post before access is granted due to occupational hazards that exist on-site. Security will deny access if a POC is unable to assist.

#### 5.1.1 Pine Street Gate (West Entrance)

The Pine Street entrance is staffed by Security Officers twenty-four (24) hours a day, seven days a week. The Site is closed to the general public from dusk until dawn.

#### 5.1.2 Batavia Road Gate (East Entrance)

The Batavia Road entrance is staffed by Security Officers sixteen and a half (16.5) hours a day, seven days a week. It is closed between 10 p.m. 5:30am daily. It is closed to the general public between dusk and dawn.

#### 5.1.3 Wilson Street Gate

The Wilson Street Gate is considered primarily a shipping and receiving gate although employees and users are allowed access via West Wilson. It is staffed by Security Officers eleven (11) hours a day (5:30 a.m. – 4:30 p.m.) five (5) days a week Monday through Friday (excluding Fermilab designated holidays).

#### 5.1.4 Eola Road Gate

The Eola Road Gate is closed to all traffic at all times. Requests to use Eola Road gate require approval of the Directorate, except that emergency use by the Fermilab Fire Department and Mutual Aid Partners is allowed when the Incident Commander deems it essential.

### 5.1.5 Kautz Road Gate

Kautz Road Gate is primarily a construction entrance/exit and is normally closed. Use of this gate is by special arrangement with Laboratory management and the Security Department. This gate may be staffed by Security Officers for approved requests.

### 5.1.6 Public Access Control Gates

This gate is automated 24 hours a day, 7 days a week. For access to the areas behind the Public Access Control Gates, GERT training is a minimum requirement. All Fermilab Badged individuals receive GERT training and are allowed to access these areas. All individuals that have a business need with the laboratory that do not have a Fermilab ID badge (Business Visitor badges do not qualify as a Fermilab badge) are required to be escorted for areas behind the Public Access Control Gates.

The safety requirement is to maintain positive visual control of the individual being escorted. Security Officers are available to assist with escorting requirements during off hours for chemical deliveries, however, business hour escorting requirements fall on the Division associated with the escort or applicable subcontractor. All non-emergency issues need to be communicated to the Security Operations Center (SOC) at 630-840-3414 or [SOC@fnal.gov](mailto:SOC@fnal.gov).

If a delivery arrives at Pine Street or Wilson Street after hours, they can be given a red placard, sent ahead to Kautz Road Control Post (Control 5) where they must wait for security to escort the delivery beyond the public access control gate. The officer will remind the driver to remain only in that area and notify the SOC to monitor cameras. The driver must return the placard upon exit from site.

The SOC must monitor the Public Access Control Gates to ensure the outbound and inbound gate arms are operating properly. If a gate arm is stuck in the upright position, security must be notified to staff the gate until the gate arm is repaired and returned to normal operation.

- The Deputy Physical Security Manager and the Main Control Room must be notified immediately of any malfunctions.
- The SOC must blotter the time that the gate malfunctioned and the time it is returned to normal operations.
- The SOC must notify the Deputy Physical Security Manager and the Main Control Room when the gate arms are repaired and returned to normal operations.

The SOC should monitor the Public Access Control Gate cameras to ensure unauthorized personnel are not accessing the areas beyond the Public Access Control Gates.

- If unauthorized personnel are in the area the SOC must notify the Main Control Room immediately and inform them of the time the individual accessed the area, and that security is enroute.
- Security must be dispatched immediately and notify the Security Supervisor.
- This will start the one hour time for security to find the individual/s and remove them from the area.
- Once the individual/s are removed from the area, the SOC must notify the Main Control Room that the individual has been removed and provide the time of removal.
- The SOC must make a blotter entry of each infraction.

## 5.2 General Access Procedures

-Note-

Site Access Control Procedures are based on current security conditions as delineated by DOE and may change on short notice. The Controls Post Orders will always conform to the latest security requirements and take precedence over this procedure.

5.2.1 The drivers of all motorized vehicles must present a valid government issued (REAL ID compliant), photo identification. The Security Officer shall scan the barcode on the identification using the IDScan application on the duty iPhone.

5.2.2 Those persons possessing a valid Fermilab, or United States Department of Energy Identification Badge shall be admitted.

5.2.3 Expired ID Badges shall be retained by the Security Officer (after instructing the person to obtain a current badge) and given to the Shift Lieutenant.

5.2.4 Admit representatives of local, state, or federal law enforcement agencies upon presentation of valid identification.

- Note -

Emergency vehicles such as fire, police or ambulance on an emergency call shall not be stopped.

5.2.4.1. Determine the agency of the responding vehicle as it passes and notify Security Dispatch via radio or the Emergency Response Organization via radio.

5.2.4.2 Record identification information on a Shift Activity Sheet.

5.2.5 Agencies that play a role in visa/immigration processing (Department of State, Department of Labor, Department of Homeland Security, or contractors representing these agencies) make unannounced site visits. All such Agency representatives visiting Fermilab shall be directed to the Campus Access and Experience Manager, Wilson Hall 1NW.

5.2.6 Allow “local” deliveries i.e., newspapers, bread, donuts, etc., on Fermilab business to enter and exit after checking the driver’s identification (REAL ID compliant). Deliveries (not to Warehouse #2) must present a valid form of REAL ID. If they do not have a form of REAL ID, a company ID + a valid driver’s license is required, and an escort is required from the gate to the destination and back out to the gate. Deliveries to Warehouse #2 must present a valid form of REAL ID or present a company ID + a valid driver’s license. If the driver does not present a REAL ID or company ID + a valid driver’s license, an escort is required from the gate to Warehouse #2 and back out to the gate.

5.2.7 Persons making regular deliveries of commodities or supplies to Fermilab should be allowed to access Site at the Wilson Street Gate, after checking the driver’s identification (REAL ID compliant), and that they have a bill of lading or other documentation for Fermilab.

5.2.7.1 If any doubt exists as to the legitimacy of the delivery, the Officer shall ask to see the delivery documentation, such as bill of lading, purchase order delivery tickets etc., and then notify the Security Operations Center.

5.2.7.2 Food deliveries or pick-up/drop offs (Uber, Lyft, Limo, Taxi, Shuttle Bus, etc.) that do not possess a valid form of REAL ID will be issued a Gate Pass by security at the gate, providing a valid Driver's License is present at the time of entry. The Officer shall scan the barcode on the identification with the IDScan application, noting in the comments section that the driver did not provide a valid form of REAL ID.

5.2.8 Visitors shall be admitted if they are attending and/or participating in special events on site and prior arrangements have been made with Security and authorized by the Security Supervisor or the Physical Security Manager.

5.2.9 With the exception of Badged Fermilab Affiliates, Bicyclists and pedestrians shall not be allowed to enter and exit using West Wilson Gate but directed to Pine Street or Batavia Road gates.

5.2.10 Subcontract workers are essential to the Laboratory completing its mission within prescribed timelines and budgets. They must be allowed access to their work areas in a timely manner.

-Note-

Subcontract workers may have Fermilab issued identification, or they may not.

Subcontractors with off-hours work/a valid reason to enter site during off-hours, will be admitted. Contractors who state their purpose as attending the Contractor Orientation Training (7:30 a.m. Mon-Fri) must have a badging appointment, may also access the site at a reasonable time to park and find the classroom. If there is reasonable doubt about the validity of the reason for site access, the Control Officer is to call the Security Operations Center (x-3414). The Security Operations Center can start calling supervisors, building managers, or construction

coordinators for authorization. It should be an incredibly rare event where we must turn someone away or cause extensive delay.

### 5.2.11 Access Types and Guidance

Access types and guidance can be found on [Site Access | Global Services \(fnal.gov\)](https://fnal.gov)

Access Type	Definition	Example	Steps to request access	Real ID required	Next steps if no Real ID	Training required	Building Areas	Excluded in Non-Public Areas	Badge or Sticker Issued
Affiliates	Individual who accesses Fermilab's non-DOE-Approved User facilities (Facilities other than the Fermilab Accelerator Complex) and resources for the purpose of advancing the scientific mission of the Laboratory and requires unescorted access.	Non-Fermilab employee working and conducting research with Astrophysics.	Submit an Affiliate/User access request form, or if onsite access is needed and the affiliate already has computing access, submit an onsite access request form.	Yes	No access	Yes	Designated location approved on access request	N/A	Badge
Users	Individual who accesses Fermilab's DOE-Approved User facilities (Fermilab Accelerator Complex) and resources for the purpose of advancing the scientific mission of the Laboratory and requires unescorted access.	Non-Fermilab employee working and conducting research on a Fermilab-based neutrino experiment.	Submit an Authorized Guest access request form, or if onsite access is needed and the user already has computing access, submit an onsite access request form.	Yes	No access	Yes	Designated location approved on access request	N/A	Badge
Authorized Guests	An individual who does not have business with the Laboratory but is approved to access select Fermilab facilities, such as the Fermilab Children's Center, Fermilab Village housing, or Recreation Program.	Authorized guest is defined as: spouse, domestic partner, child, stepchild, parent, parent-in-law.	Submit an Authorized Guest access request form.	Yes	No access	No	Designated location approved on access request	N/A	Badge
Business Visitors	Individual who has business with Fermilab that can be scheduled in less than one week and is escorted when in non-public access areas.	attending a workshop, participating in reviews, interviews, vendors, attending Fermilab/DOE sponsored events in general access areas.	Submit a Business Visitor access request form.	Yes	No access	No	Designated location approved on access request	Yes	Blue visitor badge (sticker)
Business Visitors - Wilson Hall Events (approved events; does not include public events or events with minors)	An individual who accesses Fermilab and is registered for an event through the Events Approval System that is taking place in Wilson Hall.	New Perspectives, Users Meeting, etc.	Register for event through Indico or Serviseflow	Yes	No access	No	Must be escorted in non-public areas except inside Wilson Hall.	Yes, except Wilson Hall	Green Wilson Hall Event Badge (sticker)
Deliveries (not Warehouse #2)	Individual who accesses Fermilab facility to delivery goods to various locations.	Construction material, Air Products, Waste Management, etc.	N/A	Yes	No access	No	No building access; must be escorted in non-public areas	Yes, if they do not have REAL ID	No sticker
Deliveries to Warehouse #2	Individual who accesses Fermilab facility to delivery goods to Site B8 Warehouse #2 Shipping and Receiving.	FedEx, UPS, etc.	N/A	Yes	No access	No	Warehouse #2 only	Yes, if they do not have REAL ID or company ID and Driver's License.	No sticker
Personal Visitors - Pick up / Drop off	An individual who does not access DOE or Contractor information or technology.	Dropping off/picking up family members	Fermilab badged individual to submit Personal Visitor Access Request Form.	Yes	No access	No	Designated location approved on the site access request	Yes	Red visitor badge (sticker)
Personal Visitors - Visiting family and friends in the Village	An individual who does not access DOE or Contractor information or technology.	Visiting family and friends in the Village	Fermilab badged individual to submit Personal Visitor Access Request Form.	Yes	No access	No	Designated location approved on the site access request	Yes	Red visitor badge (sticker)
Commercial service (pick-up/drop-off)	An individual who has no business with Fermilab and is restricted to designated General Access Areas (public areas) during public access hours or to attend an approved program or event.	Uber, Lyft, Taxi, limo, hotel shuttle bus, etc.	Email accept that give with pick up/drop off information: 1) requestor's name, 2) Name of individual, 3) date, and 4) location	Yes	No access	No	No building access; must be escorted in non-public areas	N/A	No sticker
Public	Individual who accesses Fermilab facilities and resources. Working more than one day via a Procurement-managed subcontract with FRA or DOE approved agreement and requires unescorted access.	Individuals who consult on behalf of the Laboratory.	Submit a subcontractor access request form, or if onsite access is needed and the subcontractor already has computing access, submit an onsite access request form.	Yes	No access	Yes	Designated location approved on access request	N/A	Badge
Urgent Short-Term Workers	An individual who accesses Fermilab facilities and resources, works for one day or less via a Procurement-managed subcontract with FRA or a DOE approved agreement.	Performing small electrical or plumbing repairs, computer server replacements, etc. (One-day subcontractors)	Fermilab-badged employee to fill out Urgent Short-Term worker access request form.	Yes	No access	No	Designated location approved on access request	Yes	Blue visitor badge (sticker)

### 5.2.12 Welcome and Access Center Badging Chart

The Aspen East Welcome and Access Center will be open Monday through Friday from 7:30 a.m. until 4 p.m.

Access type	Definition	Details of Access	Location for Badging
Employees	An individual who is employed by FRA.	New	Wilson Hall - 1 W (or Aspen East Welcome and Access Center)
		Renewing and badge not expired	
		Expired badge	
Authorized Guest	An individual who does not have business with the laboratory but is approved to access select Fermilab facilities, such as the Fermilab Children's Center, Fermilab Village Housing, or Recreation Program. For the purposes of determining who can stay in onsite housing, an authorized guest is defined as: spouse, domestic partner, child, stepchild, parent, parent-in-law.	All	Aspen East Welcome and Access Center
Business Visitors	An individual who has business with Fermilab that can be achieved in less than one week while being escorted when in non-public access areas. Business visitors do not require training or a Fermilab ID badge and do not receive payments or reimbursements using DOE funds.	All	Aspen East Welcome and Access Center
Event Visitors	Individual attending an event.	All	Aspen East Welcome and Access Center
Subcontractor	An individual who accesses Fermilab facilities and resources who are working at Fermilab via a Procurement-managed subcontract with FRA or DOE approved agreement. Subcontractors require subcontractor training to perform work and a Fermilab ID badge. Subcontractors include individuals who consult on behalf of the Laboratory.	New	Aspen East Welcome and Access Center
		Renewing and badge not expired	
		Expired Badge	
User / Affiliate	<p>Affiliate: An individual who accesses Fermilab's non-DOE-Approved User facilities (facilities other than the Fermilab Accelerator Complex) 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 non-public access areas). Affiliates require safety training, as identified on their individual training needs assessment (ITNA), to perform work, and a Fermilab ID badge and/or access to Fermilab networks or systems. Affiliates can receive payments or reimbursements from Fermilab, which include individuals participating in reviews or committee meetings.</p> <p>User: An individual who accesses Fermilab's DOE-Approved User facilities (Fermilab Accelerator Complex) 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 non-public access areas). Users require safety training to perform work, and a Fermilab ID badge and/or access to Fermilab networks or systems. Users can receive payments or reimbursements from Fermilab, which include individuals participating in reviews or committee meetings. Users are required to have an NPUA or other FRA or DOE approved agreement.</p>	New	Aspen East Welcome and Access Center
		Renewing and badge not expired	
		Expired Badge	
Individuals who forget their ID badges		All	Aspen East Welcome and Access Center

### 5.3 Security Officer Conduct of Operations

-Note-



If the Officer has cause to question the validity of a visitor’s request for access, he/she shall withhold access pending verification to the visitor and notify the Security Supervisor or Shift Lieutenant for assistance.

5.3.1 The Security Officer assigned to each gate shall answer questions and/or provide motorist assistance. Permit entrance to all persons driving or riding as passengers upon valid identification unless there exists significant cause to believe the driver or any passenger in the vehicle is not authorized to enter. All visitors must present valid identification, which the security officer will scan the barcode on the identification using the IDScan app. All Business Visitors are directed to Aspen East during normal hours of operation to receive a blue Business Visitor Badge. After-hours the security office may issue a blue Business Visitor sticker. If the IDScan app fails, security will revert back to issuing red visitor stickers for the general public.



Individuals on an active Stop Order are added to the IDScan Alert List in the “Banned” group. Officers must pay close attention to the alerts on the IDScan display to ensure that individuals being scanned are not on the “Banned” group Alert List.

5.3.2 Admit those persons possessing a valid Fermilab or United States Department of Energy Identification Badge.

5.3.3 If a person presents a Fermilab ID Badge, which has expired; he/she shall be admitted only after the Security Officer has verified their current Fermilab status through the Security Operations Center. The officer shall retain the expired identification badge and advise the person to obtain a current badge and give the expired badge to the Shift Lieutenant.

5.3.4 Visitors who need access to non-public areas must submit an Access Request form. Visitors meeting with employees or residents must be cleared through the Access Request

approval system or the Security Operations Center. See visitor types here: <https://get-connected.fnal.gov/>

5.3.4.1 Prior to allowing a visitor to enter the site, the Officer shall scan the barcode on their identification with the IDScan app and direct them to the appropriate location (see 5.2.12 Welcome and Access Center Chart). All business visitor badges must be worn and visible while on site.

5.3.5 Persons making regular deliveries of commodities or supplies may be allowed on site and the Officer shall ask to see delivery documentation such as bill of lading, purchase order delivery tickets, etc.

5.3.6 Visitors shall be admitted through Pine Street or Batavia Road gate if they are attending and/or participating in special events on Site and prior arrangements have been made with Security and authorized by the Security Supervisor or the Physical Security Manager. Refuse access to the site to other persons not meeting the above criteria unless specifically authorized by the Security Supervisor.

5.3.7 Persons with no valid Fermilab ID Card who state they are current employees or contractors, shall be asked for their Fermilab ID number and Department Name or specific project they are currently working on at Fermilab. A valid form of government issued photo identification is required for site admittance. If Fermilab badged personnel forget their Fermilab ID at home, the Security Officer shall issue a blue visitor sticker and direct them to the Security Operations Center to obtain a temporary prox card. If all temporary prox cards have been issued, the employee must be escorted when in non-public areas. If Fermilab badged personnel forget their Fermilab ID on site, the Security Officer shall issue a blue visitor sticker and direct them to retrieve their ID. The blue visitor sticker must be worn and visible.

5.4 SECON Level Escalation

Requirements	SECON						
	5	4	3	3 Modified (A)	3 Modified (B)	2	1
PPAs Secure 24x7	Y	Y	Y	Y	Y	Y	Y
Fermilab IDs worn onsite	Y	Y	Y	Y	Y	Y	Y
All GAAs Revert to PPAs					*	Y	Y
Restricted Parking (w/ decal)			Y	Y	Y	***	***
Near Bldg. Parking blocked					*	*	Y
Building Specific Actions					ODFSA Directed		
Restrict Non-essential svcs					*	*	Y
Max Telework					*	*	Y
Public Events cancelled					*	*	Y
Outbound Rates of Inspection at all Control Posts – 50%					*	Y	

Inbound / Outbound Rates of Inspection at all Control Posts – 100%						*		Y
Min safe / COOP initiated							*	Y
Access to Public Areas OK	Y	Y	Y	Y				
Pedestrian & Bicyclists OK	**	**	**	**		*	*	
Public Events OK	**	**	**	**		*	*	

Security Conditions (SECON) range from SECON 1 through SECON 5 with SECON 1 being the highest security level. Fermilab is currently at SECON3 Modified A

Key:

SECON Modified A = No Specific Threat

SECON Modified B = Specific Local Threat

Y = Requirement applies, or Access allowed

\* = Requirement applies unless waived by ODFSA based on situation

\*\* = Admittance subject to times allowed in SSP

\*\*\* = No near building parking authorized unless allowed by ODFSA

## 6. Definitions

6.1 ID Badge - Fermilab identification badge with a unique number identifier, an alpha character that identifies the holder as an FRA employee (N), a User/Visitor (V), or a Contractor (C), expiration date, and a photograph of the person issued the card, or a DOE HSPD12 Badge.

An employee or User with a valid badge is permitted unrestricted access to site 24 hours a day, every day.

6.2 May - The use of the word “may” indicate an optional action.

6.3 Vehicle Sticker - Fermilab Sticker is issued for each vehicle registered with the Security Operations Center. The sticker number is recorded along with the person’s Fermilab ID Number for reference purposes. The expiration month/year is also printed on the sticker. The sticker is not mandatory; however, it is required as part of the requirements to park in certain restricted parking spaces.

6.4 Shall - The use of the word “shall” indicate a required action.

6.5 Should - The use of the word “should” indicate a recommended action.

## 7. Responsibilities

7.1 Security & Emergency Division Deputy Director is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.

7.2 Security Operations Center Emergency Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any irregularities. They are also to keep a current listing of employees, visitors and contractors, providing this information to Security as needed.

7.3 Physical Security Manager shall be responsible for ensuring that all Security personnel understand and implement this procedure.

7.4 Shift Lieutenants are responsible for the adherence to all guidelines presented within this procedure and shall ensure that all members of the guard force comply. The Shift Lieutenant shall ensure that all Security Officers are trained in these instructions and that Officers are always abreast of the Laboratory’s most current Access Control Policy.

7.5 Security Officers are responsible for understanding and adhering to the instructions described within this procedure.

7.6 Fermilab Security Supervisors shall be responsible for providing training, monitoring, and ensuring that all Security personnel understand and comply with this procedure, ensuring that this access control procedure is strictly enforced.

## **8. Authorities**

Security Post Orders

## **9. Owner**

The Physical Security Manager is the owner of this policy.

## **10. Review Cycle**

This policy shall be reviewed annually or more frequently, as needed.

## **11. Communication Plan**

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.