

Procedure for Collection and Destruction of Identification Badges

1. Parent Policy and Related Policies/Procedures

[DOE Order 473.1A Physical Protection Program](#)

Fermi National Accelerator Laboratory Site Security Plan (SSP)

Policy on Access to Fermilab

Procedure on Access to Fermilab

2. Purpose

The purpose of this procedure is to provide guidance and instruction on the collection and destruction of Fermilab identification (ID) badges. ID badges are considered access control devices; therefore, this procedure is to ensure that ID badges are collected, disabled, and destroyed in a timely manner.

3. Applicability

This procedure is applicable to Fermi Research Alliance, LLC, and all of its employees, affiliates, users, sub-contractors, and authorized guests and business visitors.

4. Effective Date and Date Reviewed/Updated

This procedure went into effect on 11/14/2017, and its update was effective 07/22/2024.

5. Procedure

Employees

- 1) FRA employees go through a checkout procedure upon termination coordinated by the Human Resources Division. Managers/supervisors are responsible for collecting the employee ID badge and returning it to the Campus Access (CA) Office. FermiWorks generates a notification for the Campus Access Office to collect the badge. The terminating employee will turn in additional assigned access control devices to their manager/supervisor.

- 2) Employee terminations are handled in FermiWorks and are initiated in FermiWorks by HR. Once a person is terminated in FermiWorks, their access is terminated in downstream systems.
 - a) When an employee does not report to HR for the exit interview, HR will notify the employee in writing to return all access control devices, including the ID badge. If the employee does not return the ID badge within 15 days of termination, the Campus Access Office will initiate a Loss of Government Property Security Report.
 - b) If an employee passes away, HR will terminate the employee in FermiWorks. FermiWorks sends a notification to the Campus Access Office to collect the ID badge. HR will work with the family and the supervisor in attempting to recover the ID badge. The Campus Access Office will initiate a Loss of Government Property Security Report if the badge is not received within 15 days of termination.
 - c) If an employee notifies the Campus Access Office of their termination, the Campus Access Office will request the ID badge be turned in to their manager/supervisor on the day of termination. If the badge is not returned to the Campus Access Office by the manager/supervisor within 15 days of termination, the Campus Access Office will initiate a Loss of Government Property Security report.

Contingent Workers

- 1) All contingent workers (non-employees) such as Affiliates, Users, Subcontractors, and Authorized Guests are issued an ID badge for a period of time requested by their point of contact (POC) but no longer than their visa status or identification document (non-US citizens only), Purchase Order promised date (subcontractors only), medical insurance expiration date (users/affiliates only), or a one-year period, whichever is shorter.
- 2) The Point of Contact is responsible for reporting terminations to the Campus Access Office via email no later than the same day of the termination. Once a person is terminated in FermiWorks, their access is terminated in downstream systems.

- 3) The Point of Contact will inform contingent workers they are responsible for returning their ID badge to the Campus Access Office, Security or their POC, on the date of termination or within 15 days of the badge expiration date.
 - a) If a contingent worker notifies the Campus Access Office of their termination prior to their badge expiration, the Campus Access Office will request the ID badge be turned in to their office or the worker's POC on the day of termination. The Campus Access Office will submit the termination in FermiWorks, which sends a notification to the Security Operations Center to disable the ID badge.
 - b) If the contingent worker notifies their point of contact of their termination prior to their badge expiration, the point of contact will email the Campus Access office to enter the termination into FermiWorks and will collect the ID badge and turn it in to the Campus Access Office.
- 4) When applicable, security personnel will collect expired badges at entry gates and submit them to the Campus Access Office. If an individual is renewing their badge with the Campus Access Office, they shall return the badge at their appointment, unless already collected by security personnel.

South Dakota Campus Access Office

- 1) At the Fermilab Lead South Dakota location, South Dakota Campus Access Office staff will carry out all the above procedures for employees and contingent workers located at the Fermilab South Dakota site.

Destruction of Badges

1. Batavia IL Campus Access Office:
 - a. Upon receiving terminated badges, the Campus Access staff will dispose of terminated badges in bins provided by the Information Resources Department. Every other month, or when full, these bins will be collected by Cutting Edge Document Destruction, a NAID certified company that meets all requirements of DOE O 471.1B Identification and Protection of Unclassified Controlled Nuclear Information, to be destroyed.
2. South Dakota Campus Access Office:

- a. Upon receiving terminated badges, the Campus Access staff will dispose of terminated badges by shredding them in a Campus Access shredder.
3. Business Visitors: Business Visitor point of contact or event organizers are responsible for disposing of business visitor, non-prox card, badges. If the business visitor badge is returned to the Campus Access office, they shall be destroyed according to Campus Access office procedures listed above.

6. DEFINITIONS

Access Control Device – Any card, key, tag, or sticker that allows access to the Fermilab Site or to individual buildings.

Affiliate – Individual who is not employed by FRA but 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 non-public access areas and is not designated a National User Facility user. Access limited to areas/systems of need but is not a user.

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

Employee - An individual who is currently employed by FRA.

Users – a) Onsite User - 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 non-public access areas (DOE – Approved National User Facilities and/or non-User Facility Resources). Access limited to those designated as National User Facility users. Access to Fermilab is based on an approved user agreement. b) Offsite user – Needs to be a member of the collaboration/experiment/affiliation that has been authorized by DOE. Computing access only. Access to Fermilab is based on an approved user agreement. c) User sponsored subcontractor, consultant, or other representative – a guest or family in onsite housing, subcontractor for user/institution, researcher who is interested in collaborating with.

Does not cover an individual user agreement. 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 Fermi is based on an approved user agreement.

Authorized Guest – a) Daycare Access – Parents who have a child in daycare 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 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.) b) Housing Resident Family – Spouse, domestic partner, child, stepchild, parent, parent-in-law, grandparent, grandparent-in-law, and caretaker (with approval from HR under the content of providing reasonable accommodation).

Subcontractor – Individual who accesses Fermilab facilities and resources working via a procurement-managed subcontract with FRA. Subcontractors include individuals who consult with the Laboratory, post-docs, project controls specialists, IT professionals, security force, etc.

Proximity Badge Daily Issuance Log (Prox Log) – a record of all ID badges issued and returned, including issue date, FermiWorks ID number, Fermi ID number, Name of worker, Prox Card number, badge expiration date, div/sec/affiliation, and prox card number of returned ID badge (if applicable)

Batavia Campus Access Office- The Campus Access Office located in Batavia Illinois under the Global Services Department.

South Dakota Campus Access Office – The Campus Access Office located in Lead South Dakota under the Global Services Department.

SEMD - Security and Emergency Management Division

Business Visitor- A person who has a mission related reason to visit Fermilab for a duration less than a week. For example, vendor meetings, VIP visits, congressional visit, to attend a scientific,

technical, or business meeting, etc. A business visitor does not receive payments or reimbursement using DOE funds.

7. Owner and Subject Matter Experts

Security and Emergency Management Division is responsible for the overall security program at Fermilab.

Physical Security Manager is responsible for ensuring that all Security personnel follow and understand this process.

Security Personnel are responsible for following this process and collecting expired ID badges at the point of entrance.

Human Resources (HR) is responsible for terminating employees in FermiWorks.

Terminating Employees are responsible for returning ID badges to their manager/supervisor during their exit interview.

Campus Access (CA) Office is responsible for collecting ID badges ensuring the badge access system is consistent with FermiWorks record, managing the destruction of badges and initiating a Loss of Government Property Security report for badges not turned in 15 days after a worker has been terminated.

Point of Contact (POC) is responsible for notifying the Campus Access Office that an individual has terminated and collecting ID badges issued to individuals who have completed their work or are no longer associated with the lab. The POC is also responsible for ensuring ID badges are returned to the Campus Access Office.

Contingent Workers are responsible for returning ID badges to their POC or the Campus Access Office once work has been completed, they no longer need access to the site, or within 15 days of their badge expiration date.

8. Review Cycle

This procedure shall be reviewed every 3 years.

9. Communication Plan

This procedure will be communicated by SEMD to all employees and contingent workers, and periodic training shall be provided to Requirement Owners and ALD/Senior/Office/Project Directors. This Policy shall be available on the Fermilab policy website. SEMD is responsible for communication of this policy.

10. References

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DOE O 471.1 Identification and Protection of Unclassified Controlled Nuclear Information

[DOE O 473.1A Physical Protection Program](#)

[Policy on Taxonomy & Nomenclature Matrix](#)

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Procedure for Badge Issuance