



**Pacific
Northwest**
NATIONAL LABORATORY

Facility Access GUIDE





WELCOME TO
Pacific Northwest
National Laboratory.

**We're glad
you're here.**

PNNL Facility Access Guide

Please review the information in this guide, which includes the requirements for the safety and security of the site and personnel.

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General information

- Requirements for escorted and unescorted individuals may differ and are referenced as such in the included information. Unescorted access to PNNL facilities may require additional training; additional safety and security information is provided at that time.
- For all non-staff, including foreign nationals, your PNNL host is your main point of contact. Please follow their guidance and ask if you have any questions during your visit.
- Minors are required to comply with additional restrictions on access as communicated by their host and/or escort.
- Visitors may access Wi-Fi by selecting the network “PNNL Guest Wi-Fi,” and clicking “accept.” Registration is valid for 24 hours.
- PNNL is a smoke- and drug-free workplace.





The following ITEMS are prohibited at PNNL

- Weapons and ammunition (e.g., firearms to include any replication, bow and arrow/crossbows, air guns, projectile stun guns, and edged weapons such as throwing stars, axes, machetes, swords, daggers, and knives/blades exceeding 4 inches in length).
- Incendiary devices and explosives.
- Controlled substances, i.e., federally illegal drugs, including marijuana or its derivatives, and drug paraphernalia.
- Alcoholic beverages, unless approved, hosted, and served during an authorized PNNL event.
- Contraband (items prohibited by law).
- The following items are prohibited at Hanford's 300 Area in addition to the above items:
 - Unmanned aerial systems, i.e., drones.
 - “Stun guns” or Taser devices.
 - Service animals, unless a Prohibited/Controlled Articles Pass is approved.





The following items are considered “Controlled Articles” and prohibited in PNNL Limited Areas and Vault-Type Rooms without a Prohibited/Controlled Articles Pass



- Devices capable of transmitting or receiving information using wireless technology (e.g., 802.11 wireless, cellular, Bluetooth, infrared): These items are not permitted within Limited Areas. Common examples of these include cell phones, smartwatches, fitness trackers, wireless headsets, two-way radios, tablet computers, E-readers, wireless computer peripherals, Smart TVs, music players, Smart boards, wireless pens, wireless pointers, and medical devices. Workers need to consider both government and personal devices that may include wireless technology before they enter a Limited Area.
- Recording devices capable of recording still images, video, and/or audio: These items are not permitted within Limited Areas, including any device with integrated microphones or cameras. Common examples of these include: video or still cameras, tape recorders, docking stations, devices capable of receiving voice commands, and headsets with integrated microphones connected directly into a computer or other recording device.



CONTACT YOUR HOST if you need to request approval for the use of a medically-necessary controlled article in PNNL Limited Areas or Vault-Type Rooms.



The following **ACTIVITIES** are prohibited at PNNL

- Trespassing/loitering.
- Gambling.
- Being under the influence of illegal drugs (including marijuana), alcohol, and any other item prohibited by law.
- Unauthorized soliciting, vending, and/or debt collection.
- Posting, affixing, or distributing unauthorized material in writing or electronically.
- Animals; excluding service animals for disabled persons.
- Operation of unmanned aerial systems or “drones,” excluding those operated for authorized research or operational purposes.





Your badge

You are required to wear a security badge for identification and authorized access to PNNL facilities and grounds. This may be a PNNL-issued security badge or your Personal Identity Verification (PIV) credential, e.g., HSPD-12 badge.

If you are issued a PIV credential, you must protect it by using an RFID-blocking secure badge holder, which the PNNL Access Control Office will provide. If you do not wish to use the provided badge holder, you must make certain that the one you use is FIPS-201 compliant. Ask the Access Control Office if your self-provided badge holder meets these requirements.

You are required to wear your badge at all times on the PNNL site and in PNNL facilities:

- In plain sight with photo side out, if applicable.
- Above the waist and visible from the front of the body.
- On the outermost layer of clothing.

Remove or hide badges while you are:

- Being photographed, or
- Not on official PNNL business (lunch, running errands, etc.).

Do not:

- Photograph your badge.
- Post photos of your badge on social media.
- Use your badge for non-business related identification purposes.

Do:

- Protect your badge from loss, theft, or misuse; do not allow anyone else to wear or use your badge.
- Report lost or stolen badges to the Access Control Office at **509-375-2271** as soon as possible. If outside the business hours of 7:30 am–4:30 pm, please report a lost or stolen badge to the PNNL Security Operations Center (SOC) at **509-375-2400**.
 - To replace a lost or stolen badge, please visit one of these locations:
 - **Richland:** Access Control Office at Discovery Hall
 - **PNNL-Sequim:** Access Control Office (MSL-5 lobby)
 - **PNNL-Seattle:** Access Control Office (5th-floor lobby)
- Replace your badge if you significantly change your appearance, or the badge is faded, worn, or damaged.
- Return PNNL-issued hard badges to a PNNL Access Control Office (listed above) or your host at the conclusion of your visit. Badges are property of the U.S. government. You may discard paper visitor badges.





Escorting others into PNNL spaces

NOTE: Do not provide access to or escort anyone who does not possess and display a valid PNNL security badge at locations where security badging is required. Every escorted individual entering a facility where security badges are required must wear their badge without exception. Escorts are accountable for the access and actions of any individual under escort.

As an escort, you must:

1. Be a PNNL or PNSO staff member, or leased facility management personnel.
2. Not be a citizen of Iran, Sudan, Syria, or North Korea.
3. Have a valid PNNL security badge (i.e., not a paper badge) at PNNL facilities where security badging has been implemented.
4. Have approved unescorted access to the area where escorting will occur.
5. Review prohibited articles with escorted individuals and verify they do not have any while at PNNL.
See prohibited articles information in this guide.
6. Be responsible for the access the escorted individual has to assets and space.
 - a. In Property Protection Areas, escorts are accountable for the actions of the individuals they are escorting and shall always be aware of their location when they are not directly in their view (e.g., restroom, conference room).

7. Supervise any work occurring in a space where the individual being escorted does not have unescorted access in order to verify safe and secure practices.
8. Contact the SOC at **509-375-2400** to report any security incidents or violations.
9. Collect and return hard badges to the host or applicable Access Control Office (paper badges do not need to be collected and returned).



Foreign National access requests

DOE approval is required for any foreign nationals accessing PNNL facilities through an approved Security Plan and Risk Assessment (SPRA.)

Foreign nationals may only be escorted by PNNL staff that have been identified as escorts and documented and approved in the foreign national's SPRA.





One card, one entry

PNNL has a “One Card One Entry” requirement, a policy to mitigate unauthorized access to facilities and security spaces where entry is controlled by access control readers.

“Piggybacking” or “tailgating” into PNNL facilities through doors controlled by access control readers is not allowed.

Each unescorted individual entering a PNNL facility or security area must present their badge, credential, or proximity (prox) card to an access control reader for validation. Any individual who does not have approved unescorted access to the space must be escorted at all times. Note that in spaces other than those designated as General Access Areas, escorted individuals must have a valid PNNL security badge, even when accompanied by an escort.





Keys: your responsibilities

All access control devices, i.e., physical keys, electronic keys, RFID fobs, prox cards issued to you are property of PNNL. Devices must be appropriately protected and returned if they are no longer required. Please make certain to protect the integrity of your access control devices by following these requirements:

- Do not share or lend access control devices to any other person.
- Do not duplicate PNNL-issued keys.
- Protect your devices from loss, theft, or misuse. Do not leave devices unattended or unsecured.
- Report lost, stolen, or misused devices to the PNNL SOC at **509-375-2400** within 24 hours of discovery.
- Do not mark, label, or alter the appearance of keys or other devices.
- Do not write down, share, or record PINs associated with access control devices.
- Participate in all key inventories.
- Surrender or return your devices when requested by Safeguards and Security or when no longer required.

Secure All Doors and Gates

Please make certain all facility doors, exterior gates, dock doors are secured. Do not alter door latches or prop open doors. If you observe a door or gate that won't latch, please call the PNNL SOC at **509-375-2400** to report it.



Your whereabouts

If you are escorted during your time at PNNL, you are required to make sure your escort is always aware of your location when not directly in their view (restroom, conference room, etc.)

If you require access to areas where classified matter is protected (Limited Areas or Vault-Type Rooms), you must stay within line of sight of your escort at all times.

A disposable visitor badge does not allow you access to any prox-controlled areas without your escort. Please follow the instructions of your escort/host.





Reporting emergencies and events

Please promptly report emergencies and other events which could adversely affect the health, safety, or security of the public, workers, environment, or other interests of DOE and PNNL.

Richland: Call the PNNL SOC at **509-375-2400** or as directed by your host. The SOC will coordinate an appropriate response, to include first responders (911), if necessary, or other PNNL personnel, and guide them to the appropriate location.

When calling **509-375-2400** to report an event, be prepared to provide the following:

- Location of the emergency (room/building, etc.)
- Nature or type of emergency
- Your name and callback number

Seattle, Sequim, and other facilities outside Richland: Report emergencies to 911 with a follow-up to the PNNL SOC.





Security patrols: Richland campus only



PNNL's Protective Force (ProForce) staffs the SOC, which operates 24/7, and patrols the Richland campus 24/7. In order to provide assistance until emergency responders arrive, ProForce officers are first aid, CPR, and fire extinguisher certified. All security vehicles are equipped with Automatic External Defibrillators (AEDs) and first aid kits.

Facilities outside of Richland do not have PNNL-affiliated patrols. Emergency response is provided by local police and fire departments, and/or under Memorandums of Agreement with other response agencies.



Safety is at the foundation of all work performed at PNNL

- Conduct your work safely and according to applicable rules, requirements, and recommendations and as directed by your host.
- Wear all appropriate personal protective equipment when required or requested.
- Verify samples or chemicals brought on the PNNL campus are processed through your host and the applicable safety representative.





Be aware of signs and other postings

You may encounter signs and placards while visiting PNNL that outline conditions for entry into a facility. Some of these signs are pictured.

Signs may warn you of the potential for exposure to physical, chemical, and radiological hazards. Hazard and hazardous material areas across the PNNL campus do not pose any kind of risk to visitors when posted requirements and restrictions are followed.

If you have any questions about your qualifications to enter an area, please ask your PNNL host.

Some warning signs you may see include:





First aid and medical assistance

In case of workplace injury/illness:

- Call the SOC at **509-375-2400** to report the incident and request emergency services, if needed.
- For life-threatening symptoms/injuries, request an ambulance.
- If responding to another individual's injury, offer aid within your training limitations after you've called the SOC.
- PNNL-Sequim, PNNL-Seattle, and all other locations outside of the Richland campus: Call 911 first, then call the SOC to report the incident at **509-375-2400**.





Emergency notifications

To sign up to receive emergency notifications via text message, please text “PNNL Notify” to 67283. This will subscribe you to any PNNL-related text messages regarding lockdowns, mandatory evacuations, shelter-in-place orders, and campus closures.

To also subscribe to emergency notifications via phone calls and emails you can also register at:

<https://www.getrave.com/login/pnnl>

To hear a recorded message about the operating status of PNNL-Richland at any time, call **509-375-2124**.

For PNNL-Sequim operating status, call **360-582-2525**.



Fire alarms and evacuation

You must treat all alarms as if they are real; don't assume they are part of a drill. Ask your host where the staging area is for the facility or area where you'll be.



- **Location of fire alarm pull boxes:**
Pull boxes will be located near the main entrances of buildings.

If you see or suspect a fire, you should:

- Activate the nearest fire alarm pull station.
- Report to the building staging area.
 - When entering a building, look for the emergency information posting near the main entrance. The emergency information posting will include the location of the staging area.
 - If nearby and safe to do so, grab your keys, phone, personal belongings, etc., as you don't know how long you'll be at the staging area.
- If you were the one who pulled the alarm, once safely at the staging area:
 - Richland campus: Call the SOC at **509-375-2400** and share what information you have (e.g., location of fire)
 - PNNL-Sequim and PNNL-Seattle: Call 911 and share what information you have (e.g., location of fire) with a follow-up call to the SOC at **509-375-2400**.

Once you are at the staging area:

- Remain there until the authorized official clears the building and allows re-entry.
- Locate an official in a vest if:
 - You need medical attention.
 - You need to leave the staging area.



Facility or campus lockdown

If there is a security or safety concern, PNNL may issue an emergency lockdown. To lockdown, get behind a lockable door if possible and stay away from exterior doors and windows. If there is not a lockable door or office available, hide to the best of your ability.

During a lockdown, all external badge access is disabled. This is to keep unwanted individuals outside of the facility and keep staff safely inside. You will still be able to exit through the doors.

When Inside the Facility

Do NOT allow anyone to enter the facility during a lockdown.

When Outside the Facility

Go to a safe place and wait to receive notification that the lockdown has been terminated.

Actions you can take:

- If there's an assailant, stay behind a closed door (or any other barriers available) and avoid contact with them and any location they're in.
- If you are confronted with an individual who is threatening you, take whatever measures are necessary to see to your safety and get into a safe location. Choices may include:
 - RUN** Run away.
 - HIDE** If you are unable to run away safely, hide in a safe location—behind a lockable door, if possible.
 - FIGHT** As a last resort, take whatever measures are necessary to provide for your safety.



Emergency sirens: 325/Radiochemical Processing Laboratory only

If you're a visitor to the 325/Radiochemical Processing Laboratory, you may receive a briefing on facility-specific alarms from your host. Other 300 Area sirens are as follows:

300 Area sirens

■ *Steady tone on whistle, klaxon horn, or siren:* Area Evacuation

- Vacate building and proceed to staging area. Personnel in vehicles shall proceed to the nearest facility staging area and report to the Building Emergency Support Coordinator or Staging Area Supervisor.

■ *Wavering siren or short blasts on whistle, klaxon horn, or siren:* Take Cover (Shelter)

- Proceed to shelter or stay indoors. Close all exterior doors, turn off intake ventilation (as applicable), and notify manager of whereabouts. Personnel in vehicles shall proceed to the nearest occupied facility and report to facility management. Staff should refrain from eating and drinking during a take cover event if physically able.





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Thank you for visiting—and doing your part to keep the site and personnel safe and secure.

Should you have any questions about your time at PNNL, contact your host or the Access Control Office.

To learn more about PNNL, please visit www.pnnl.gov.

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