



**RENAISSANCE ORLANDO RESORT
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ORLANDO, FL 32821-8092 USA**

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Fax Number: 817-860-8125

Date: 12/29/00

TO: Wm. Michael Fitzgibbon

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#Of Pages (including cover)

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FROM: Tom Ponder

[EX 7C]

COMMENT:

Mike, attached to the referenced e-mail and a few additional documents that I thought you would be interested in, I e-mailed the memorandum responding to your question. Please call or page [EX 7C] with any questions.
Tom E/7

Information in this record was deleted in accordance with the Freedom of Information Act exemptions 7C
FOIA: 2001-0347

From:
Sent:
To:
Cc:
Subject: Access Control Team

Please be aware of the attached e-mail exchange. I will be asking this group of researchers to put together what they think would be a reasonable policy for visiting scientists who need 'unescorted access' to the [redacted] for defined periods of time [redacted] - this is an example of something that is 'between escorted and unescorted access'. Once they generate a draft policy, I will review it and then ask you two to comment on it. If appropriate, we will then implement it. At this point I don't see much value in your attending my meeting with the researchers. But, if you wish to do so you are certainly welcome -- just contact [redacted] to be added to the list of attendees. Thanks.

-----Original Message-----

From:
Sent:
To:
Cc:
Subject: RE: Access for

Thanks for the detailed information. I believe that we can work something out, but it will be somewhat more complicated than simple 'unescorted access'. By a copy of this e-mail I am asking [redacted] to set up a brief meeting of you, [redacted] and myself to discuss the issue. [redacted] I've cc'd you [just for background information. No need for you to attend the meeting, but feel free to do so if you wish.] Thanks.

-----Original Message-----

From:
Sent:
To:
Cc:
Subject: Access for

I would like to petition for unescorted access for the [redacted] experiment [redacted] for The proper request forms are with John Gahl and on the way to your mailbox, but I want to use this opportunity to emphasize the importance of the request.

Justification for unescorted access:

(1) We anticipate that the [redacted] will take a continuous effort of 5-6 weeks. It will be a difficult experiment, requiring around the clock attention because it is a very low temperature (~2 K) experiment. The low temperature is achieved by pumping on the helium bath of the liquid He-cryostat. This means that the three of us will have to divide up the time to pamper the apparatus and data collection.

(2) [redacted] applied for Reactor Sharing Support. It was granted with Reactor Sharing Project Number [redacted] was also approved.

Part 7c

(3) This experiment is a continuation of an experiment which we started in [redacted] During a second attempt in May 2000, we were forced to discontinue the measurements, because we couldn't get liquid helium down quickly enough to the [redacted] due to the repair of the personnel elevator.

(4) [redacted] formulated the theory for charge density waves (a charge density wave is a modulation of the conduction electron density in a metal and an associated modulation of the lattice) in solid state physics. It has been observed in a wide variety of compounds, but eluded observation in one of the prototypes, potassium. [redacted] is a marvelous tool to search for these types of effect (charge density waves, spin density waves, etc.). If this experiment is successful, it will have far reaching consequences and high visibility not only in condensed matter physics, but also in the general physics community.

(5) Both individuals are totally trustworthy and have high ethical standards. They have a longstanding relationship with MURR. [redacted] has been a collaborator and visiting scientist at MURR for over [redacted] years.

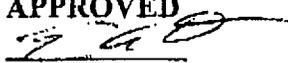
(6) Professional achievements and honors of [redacted]



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Thank you for your consideration in this matter.
Best regards,

Patricia
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APPROVED
**MURR DIRECTIVE**

MD-001

11/20/00

ACCESS AUTHORIZATION**I. Purpose and Scope**

This directive addresses personnel access authorization at the University of Missouri Research Reactor (MURR) facility.

This directive and its supporting procedures, AP-RR-010 and AP-RR-011, shall be adhered to by all persons entering the MURR facility (1) unless superseded specifically in writing by the Director of MURR or the Chief Operating Officer, or (2) until this directive is revised.

II. Objective

Throughout MURR's existence, access authorization has been addressed in an informal manner. Prior to the Fall of 1999, persons were provided unescorted access to the MURR facility at their request and at the discretion of the Director of MURR on a case-by-case basis. Rarely was access denied. However, based on the results of a security assessment performed on the MURR facility in the Fall 1999, the Director of MURR concluded that there was a need for improving and limiting access to MURR.

As part of the necessary improvements, the Director of MURR determined that not all persons currently with MURR unrestricted access had a continuing need for that status. Accordingly, the objective of this directive is to clarify and standardize the access authorization process at the MURR facility such that only those persons who have a specific need for unescorted access are granted this status. It is expected that by implementing this directive, the number of persons having unescorted access to MURR will be significantly reduced. Because of the number of persons involved, this directive will be implemented in a phased approach for persons who presently have access to MURR. All new considerations of access authorization will be addressed pursuant to this directive.

III. Access Authorization Categories**A. Unescorted Access**

Unescorted access is defined as the ability to enter and exit the MURR facility at will without the need for an authorized person (*i.e.*, badged individual with unescorted access) to continuously accompany and observe the individual.

Persons with unescorted access must display a MURR-issued picture badge or a temporary badge issued at the MURR facility.

B. Escorted Access

Escorted access is defined as the ability to access the MURR facility only so long as the person is continuously accompanied and observed by an authorized individual (*i.e.*, badged individual with unescorted access).

MURR DIRECTIVE**MD-001****11/20/00**

Escorted personnel, with the exception of tour groups, must display a MURR-issued visitor badge and shall wear this badge continuously displayed above the waist.

IV. Qualifications for Access Authorization

The following are the bases for access authorization:

A. The following persons typically qualify for unescorted access to the MURR facility unless specifically prohibited by the Director of MURR.

1. Full Time MURR Employee
2. Part Time MURR Employees

B. The following persons will be considered for unescorted or escorted access authorization on a case-by-case basis. Persons in this group include:

1. MU Students
2. Post-Doctoral Researchers
3. Re-hires (post retirement)
4. Non-MURR MU Employees (Faculty/Campus Facilities)
5. MURR Partners/Contractors/Consultants
6. Non-MURR Contractors
7. Members of the Public

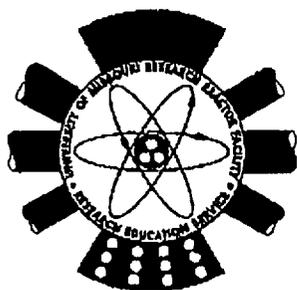
Visiting scholars who need brief terms of unescorted access to MURR facilities (e.g., beam port floor) will be treated on a case-by-case basis. Decision to grant access will be made by the Director after consultation with MURR researchers and assessment of the experimental needs of the visiting scholar.

C. Access will be granted based, at a minimum, on the following factors:

1. Demonstrated frequent need for access to the MURR facility (e.g., several times per month).
2. Assignment to a grant or other financial-based research project benefiting MU and associated with a need for access to the MURR reactor or other MURR facilities as determined by the Director MURR or the Chief Operating Officer.
3. Demonstrated need for unimpeded access to the MURR facility to complete a Director- or Chief Operating Officer-approved project.

The Director of MURR or the Chief Operating Officer may grant unescorted access or escorted access to any person at his/her discretion.¹

¹ Neither the Director of MURR nor the Chief Operating Officer are obligated to exercise this discretion.



MURR

ADMINISTRATIVE PROCEDURE

AP-RR-010

FACILITY ACCESS DESCRIPTION AND DECISION-MAKING

RESPONSIBLE DEPARTMENT: Director's Office

PROCEDURE OWNER: Amber Gaddy

REVIEWED BY: *Rhonda B. [Signature]*

APPROVED BY: *[Signature]*

DATE ISSUED: **NOV 20 2000**

This procedure contains the following:

Pages	<u>1</u>	through	<u>9</u>
Attachments	<u>1</u>	through	<u>1</u>
Tables	<u>None</u>	through	<u> </u>
Figures	<u>None</u>	through	<u> </u>
Appendices	<u>None</u>	through	<u> </u>
Check-off Lists	<u>None</u>	through	<u> </u>

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1.0 PURPOSE AND SCOPE

- 1.1 This procedure defines parameters of access to MURR and criteria for establishing the appropriate access level and type for an individual.
- 1.2 This procedure provides general information for all MURR staff and guides supervisors and sponsors in gaining or approving access for someone else using the Access Request Form or Visitor/After Hours Access Form.

2.0 DEFINITIONS

- 2.1 In the context of this procedure, access is the ability of a person to enter the MURR *facility* with administrative approval.
- 2.2 MURR facility includes the main containment building, which houses the reactor, along with the laboratories, basement, cooling tower, offices, and temporary office buildings.
- 2.3 Indoctrination is radiation worker training and orientation designed to meet the requirements of 10 CFR 19.
- 2.4 Normal working hours are Monday through Friday, 0700 to 1730.
- 2.5 A visitor is any person who is allowed access to MURR on an escort-required basis, regardless of whether they are *indoctrinated*.
- 2.6 Escort refers to the indoctrinated individual who assumes responsibility for being present with and accountable for a *visitor* the entire time he or she is inside the MURR *facility*.
- 2.7 A supervisor is an individual's direct overseer while working in the MURR *facility*.
- 2.8 An individual's sponsor is that person on the Sponsor List who is most directly up the chain of command from the individual or escort.
- 2.9 Endorsements are special subsets of access independent of an individual's access type.

3.0 ACCESS PARAMETERS

3.1 Access Levels

- **Escorted Access:** An individual with escorted access is not allowed to pass through the double doors on the west side of the lobby into the facility without an escort. The entire time he or she is in the facility the escort must continue supervising his or her activities.
- **Unescorted Access:** An individual may enter the areas of the facility for which they are approved without an escort.

3.0 ACCESS PARAMETERS (CONT.)

3.2 Access Types

3.2.1 Access Types reflect various access needs and training levels. Any level except Containment with Combination can be escorted or unescorted. Containment with Combination must be unescorted.

- **Laboratory:** entails access to the outer & inner corridors, laboratories, offices, temporary offices, basement, and cooling tower.
- **Containment:** entails access to all Laboratory Access areas plus containment areas.
- **Beam Port Floor:** entails access to all Laboratory areas, all Containment areas regardless of combination status, and access to the Beam Port Floor.

3.2.2 Endorsements: Endorsements are special subsets of access independent of an individual's access type.

- **Containment Combination:** authorization to receive the combination to containment.
- **Topaz Access:** authorization to enter Topaz areas.

3.3 Access Durations

3.3.1 Access Durations, as reported on the Access Request Form, define the length of time for which access is valid.

- **Twelve (12) Months:** MURR Employees and MURR Partner Employees.
- **Six (6) Months:** MURR Student Employees, Consultants, and Contractors as applicable.
- **Other:** Applies to all others with MURR Access. Date for termination of access MUST be included. Visiting scholars will mostly have terms of access dictated by the needs of their particular experimental protocols.

3.4 Access Times

3.4.1 Access Times indicate times of day when access is authorized. Choices are as follows:

- a. **Universal:** 24 hours, 7 days
- b. **Normal Working Hours:** 0700 to 1730 Monday through Friday
- c. **Extended Working Hours:** 0700 to 2300 Monday through Friday
- d. **Other (Specify)**

3.5 Badges

3.5.1 MURR Identification Badges reflect the access status of an individual. They must be worn while in the facility. They are available in the following types:

3.0 ACCESS PARAMETERS (CONT.)

Permanent Badges:

When a permanent badge is taken off-site, the cardholder MUST be cognizant of its location at all times.

- Green and white photo ID with name: represents long-term unescorted laboratory access.
- Purple and white photo ID with name: represents long-term unescorted containment access without combination.
- Purple and white photo ID with name and red stripe: represents long-term unescorted beam port floor access.
- Purple and white photo ID with name and hole punch: represents long-term unescorted containment access with combination.
- Purple and white photo ID with name, red stripe, and hole punch: represents long-term unescorted beam port floor and containment access with combination

Non-Permanent Badges:

Individuals MUST NOT take non-permanent badges off-site.

- Green and white TEMP ID with number, without name: represents temporary unescorted laboratory access.
- Purple and white TEMP ID with number, without name: represents temporary unescorted containment access.
- Blue Visitor badge with number, without name: represents indoctrinated escort-required access
- Yellow Visitor badge with number, without name: represents unindoctrinated escort-required access

4.0 CRITERIA FOR ACCESS REQUEST/APPROVAL

4.1 A supervisor or escort filling out Section 2 of the Access Request Form (Attachment 1) MUST choose the access his/her charge needs based on the following criteria:

4.1.1 Indoctrination:

- a. Is the person expected to enter a radiation area? If so, indoctrination is necessary to satisfy Health Physics' requirements.
- b. Is the person expected to be working or visiting at MURR for more than one week? If so, indoctrination is necessary to fulfill Health Physics' requirements.

4.0 CRITERIA FOR ACCESS REQUEST/APPROVAL (CONT.)

If the answer to both questions is no, the individual does not need indoctrination and WILL therefore receive escorted visitor access. If the answer to either question is yes, the person WILL receive Indoctrination, but not necessarily unescorted access.

4.1.2 Access Levels:

Sponsors and supervisors MUST determine Access Level with the following restrictions.

- a. No unindoctrinated person may receive unescorted access.
- b. No person spending less than two days at MURR may receive unescorted access.
- c. Personnel should be escorted unless the frequency, type, duration or location of their work makes escort impractical.

NOTE: If an individual is escort-required and NOT indoctrinated, his or her supervisor will initiate the Visitor Access process. (See AP-RR-010, 3.2)

4.1.3 Access Types:

4.1.3.1 Grant the lowest access level that allows the individual to fulfill the purpose for which s/he enters MURR. A person's access type has NO bearing on whether s/he should be escort-required or not.

4.1.4 Endorsements:

4.1.4.1 Endorsements are special subsets of access independent of an individual's access type. An endorsement may grant a special type of access, such as keyed access to the Beam port Floor, or access to a special area of the building, such as the Topaz area.

- a. **Containment Combination:** Combination will only be given to individuals who need to enter containment daily.
- b. **Topaz Access:** will only be given to individuals whose jobs require entering the Topaz Area.

4.1.5 Access Duration:

4.1.5.1 Twelve (12) months access is granted to the following:

- a. MURR regular, full-time employees
- b. Regular, full-time employees of a MURR partner company
- c. MU faculty
- d. MU Support Group members (maintenance, Telecom, etc.)

4.0 CRITERIA FOR ACCESS REQUEST/APPROVAL (CONT.)

Six (6) months' access is given to student employees and student researchers. All others should be individually specified. Their access will last exactly as long as their business at MURR. Visiting scholars will mostly have terms of access dictated by the needs of their particular experimental protocols.

4.1.6 Access Times:

4.1.6.1 An individual WILL receive access only at the times s/he will *routinely* require for his/her duties. If a person needs occasional access at times outside those for which his or her keycard is valid, that can be arranged. Most personnel will fall into one of the following categories:

- Universal
- Normal working hours
- Extended working hours

For those who do not fit in to one of these categories, use the "other" option. Specify times during which the individual works.

4.7 Front Door Access:

4.7.1 Front door access should be recommended and approved according to the following guidelines:

- Permanent full-time and part-time MURR employees should receive front door access.
- Students should receive front door access only after an orientation period, if their working hours are not normal working hours, and if they are recommended by their faculty advisor and by the appropriate MURR sponsor. **All three conditions must be met in order to receive front door access.**
- Contractors, Partners, and MU Support Group members should **not** receive front door access.
- University of Missouri-Columbia faculty should receive front door access only if their work at MURR is long term (more than one semester), they are tenured or tenure-track, and their work at MURR involves regular After Hours Access. **All three conditions must be met in order to receive front door access.**
- Non-University of Missouri-Columbia faculty should **not** receive front door access.

MURR Access Request Form

NOTE: Please Print ALL information except your signature. Shaded portions must be completed prior to Induction.

I. ACCESS REQUEST—Applicant

Name: First: _____ MI: _____ Last: _____

Student ID: _____ S.S. Number or Passport No: _____

Employment Status:

MURR Staff Faculty Student MU Support Group Partner Contractor Visitor

If Student: Faculty Advisor _____

Position: _____ Title: _____ MURR Supervisor: _____

Organization: _____ Division: _____

Home Address: _____ City, ST, Zip: _____

Home Phone: _____ E-mail: _____ Country: _____

D.O.B.: _____

If you have an off-site office, please fill out the following:

Office Address: _____ City, ST, Zip: _____

Office Phone: (____) _____ Office Fax: (____) _____

Have you had Radiation monitoring (film badge, TLD, etc) assigned to you other than at MURR during the current calendar year? Yes No If yes, please describe where:

1) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

2) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

Have you worked with Radiation Sources prior to the current year? Yes No If Yes:

1) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

2) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

Signature: _____ Date: _____

II. Responsibility for ACCESS REQUEST—MURR Supervisor

Briefly describe why the applicant needs access and specify what rooms they need access to:

Center Access Level Requested:

Unescorted: Lab Containment w/o comb Containment w/comb Beam Port Floor

Escorted: Lab Containment w/o comb Beam Port Floor

MURR Center ID Key card Requested: Yes No

Access Period: 12 months 6 Months Other (Students are entered into system for 6 months)

Time of Day: 24/7 7:30 AM-5:30 PM (M-F) 7 AM-11 PM (M-F) Other

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

III. ACCESS APPROVALS—MURR Sponsor

Name: First: _____ MI: _____ Last: _____ Signature: _____
Comments: _____

IV. ACCESS APPROVALS—MURR Director

Security level authorized: Unescorted Escorted Denied (if denied, return form to sponsor)
MURR Center East Entry Door authorization ID Key card request: Approved Denied
Authorized Center Areas: Lab Containment Beam Port Floor

Name: Edward A. Deutsch, Director Signature: _____

V. TRAINING—Health Physics Representative

Date Indoctrination Completed: _____
Level of training completed: Lab Containment BP Floor
MURR Picture ID Issued: Lab Containment BP Floor
Film Badge Issued: Lab Containment BP Floor

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

VI. CENTER ACCESS ACTIVATION—Building Coordinator or Designee

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

Notify applicant to have their Staff, Faculty or Student Picture ID card encoded. Date notified: _____
Enter Applicant into the East Entry Door Access Card Reader System. Date Entered: _____

Completed Forms

Place the original completed form in the applicant's personnel file and forward a copy of the form to the Health Physics Training Coordinator.

VII. CENTER ACCESS REMOVAL—Building Coordinator or Designee

When MURR Staff, Faculty, Students, Partners, Support groups, Contractors and Visitors voluntary cease to need access to the MURR Center or are terminated, they are to be removed from the access system ASAP.

“Remove” the individual from the East Entry Door Access Card Reader System. Date Removed: _____

Re-file the original completed form in the applicant's personnel file and forward a copy of the updated form to the Health Physics Training Coordinator:

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

NOTE: If any portion of an Individuals access needs change, complete a new form and resubmit through the process.



MURR

ADMINISTRATIVE PROCEDURE

AP-RR-011

FACILITY ACCESS PROCESS

RESPONSIBLE DEPARTMENT: Director's Office

PROCEDURE OWNER: Amber Gaddy

REVIEWED BY: *Rhonda Borth*

APPROVED BY: *[Signature]*

DATE ISSUED: **NOV 20 2000**

This procedure contains the following:

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1.0 PURPOSE AND SCOPE

1.1 PURPOSE

This procedure establishes a standardized administrative control for access to MURR Center.

1.2 SCOPE

This procedure applies to all individuals that enter MURR Center.

2.0 DEFINITIONS

- 2.1 In the context of this procedure, access is the ability of a person to enter the MURR *facility* with administrative approval.
- 2.2 MURR *facility* includes the main containment building, which houses the reactor, along with the laboratories, basement, cooling tower, offices, and temporary office buildings.
- 2.3 Indoctrination is radiation worker training and orientation designed to meet the requirements of 10 CFR 19.
- 2.4 Normal working hours are Monday through Friday, 0700 to 1730.
- 2.5 A visitor is any person who is allowed access to MURR on an escort-required basis, regardless of whether they are *indoctrinated*.
- 2.6 Escort refers to the indoctrinated individual who assumes responsibility for being present with and accountable for a *visitor* the entire time he or she is inside the MURR *facility*.
- 2.7 A supervisor is an individual's direct overseer while s/he is working in the MURR facility.
- 2.8 An individual's sponsor is that person on the Sponsor List who is most directly up the chain of command from the individual or escort.
- 2.9 Endorsements are special subsets of access independent of an individual's access type.

3.0 PROCEDURE

3.1. INDOCTRINATED ACCESS

When a supervisor knows that an individual needs indoctrination, the supervisor should:

- a. Obtain an Access Request Form from the receptionist's desk, Health Physics, or an electronic source such as the MURR Intranet.
- b. Schedule an indoctrination using the sign-up sheet on the bulletin board in the lunchroom.
- c. Complete the shaded sections indicated on the Access Request form.
- d. Place the completed form in the Sponsor Notebook in the Front Lobby area.

3.0 PROCEDURE (CONT.)

- 3.1.2 Sponsors WILL review and approve or deny the forms in their section of the Notebook.

NOTE: A sponsor who will be absent from work for more than one day MUST designate an alternate sponsor to sign the Visitor/After Hours Access Forms in his stead.

- 3.1.3 The Access Control Coordinator transfers signed forms from the sponsor sections of the Sponsor Notebook to the Chief Operating Officer's section.
- 3.1.4 The Chief Operating Officer WILL review and approve or deny the forms without removing them from the Notebook.
- 3.1.5 The Access Control Coordinator WILL remove Access Request Forms that have been completed through Section V from the notebook and enter them into the facility-wide database.
- 3.1.6 The Access Control Coordinator WILL create a folder for the individual into which the original Access Request Form is inserted.
- 3.1.7 The Access Control Coordinator WILL place the training file folder in the Incomplete Paperwork file in the Health Physics Office.
- 3.1.8 On the date of indoctrination, the Health Physics Office WILL forward to the applicant any Access Request Form where Section I is incomplete.
- 3.1.9 The applicant WILL complete Section I upon arrival for indoctrination.
- 3.1.10 When Sections I through V are complete, the Health Physics Office WILL add the following to the training folder:
- a. Indoctrination paperwork, as required by HP/I-5 (Ref. 8.1)
 - b. Indoctrination training pamphlets, as required by HP/I-5 (Ref. 8.1).
- 3.1.11 Indoctrination MUST be conducted in accordance with HP/I-5 (Ref. 8.1).
- 3.1.12 If the questionnaire and indoctrination form are not completed and signed at the time of indoctrination, the Health Physics Office WILL hold the folder in the Incomplete Paperwork file for two weeks or until the completed, graded questionnaire and indoctrination form are returned. **If the forms are not returned within two weeks, the file WILL be destroyed.**
- 3.1.13 When the questionnaire and indoctrination form have been completed, graded, and signed, the Health Physics Office WILL distribute the paperwork as follows:
- Access Request Form: Data entered into database, paper form filed in Access Form File.
 - Training Form: Filed in Training Records binder.

3.0 PROCEDURE (CONT.)

- Indoctrination Form: One copy (without EID, with picture) forwarded to Access Books at the front desk, one copy (with EID, without picture) to the individual's Active Training File.
- Questionnaire: Filed in the Active Training File.
- Statement of Prior Dosimetry: Filed in the Active Training File.
- Dosimetry Letter(s): Signed by the Health Physics Manager, mailed to the site, copy filed in the Active Training File.

Access is considered granted when the Indoctrination form reaches the Access Books at the receptionists' desk.

3.1.14 The Health Physics Office WILL issue the permanent badge, if applicable.

3.2 VISITOR ACCESS:

3.2.1 There are two primary cases where visitor access is required: urgent and not urgent.

3.2.2 In cases where the visit is not urgent:

- The visit should occur during normal working hours if possible.
- If the escort is a faculty member, a student, or a part-time employee, the visit MUST occur during normal working hours.
- The visit should be scheduled during the week preceding its occurrence.
- The escort MUST be an indoctrinated, unescorted MURR employee with access to the areas the visitor will enter.

3.2.2.1 In order to schedule a visit, an escort should:

- a. Obtain a Visitor/After Hours Access Form (Attachment 2) from Health Physics, the front desk, or the MURR Intranet.
- b. Complete the first two sections of the form.
- c. Either place the form in the appropriate section of the Sponsor Notebook for approval or locate the sponsor for approval.

3.2.2.2 The Access Control Coordinator WILL remove signed Visitor/After Hours Access Forms from the Sponsor Notebook and give them to the front desk.

3.2.2.3 If the escort locates a sponsor for approval, the escort MUST forward the signed form to the front desk.

- If the visit is to occur during normal working hours, the front desk WILL file the form and/or enter it into the database until the visit occurs.
- If the visit is not to occur during normal working hours, the front desk will:
 1. Notify the Control Room of the visit.
 2. Issue a badge to the escort.

3.0 PROCEDURE (CONT.)

3.2.2.4 The escort WILL log the visitor in and issue a pocket chamber upon arrival.

3.2.2.5 The escort MUST return the badge to the front desk the first working day following the visit.

3.2.3 In urgent cases where little or no notice is received, visitors and/or escorts WILL ring the Control Room from the outside or lobby telephone. An Operator on duty may issue verbal permission for the visit, log the visitor in, and issue visitor badges and dosimeters. Such badge(s) should be returned to the Control Room following the visit.

3.3 AFTER HOURS ACCESS

An individual who needs access to MURR after hours, for any duration, must be on the After Hours Access List maintained in the Control Room. Anyone assigned to Universal or Extended Working Hours automatically receives After Hours Access. Anyone not assigned to those access times MUST complete a Visitor/After Hours Access Form in order to receive After Hours Access for any duration. This form reports the duration for which the individual needs after hours access and the times of day during which s/he is likely to use that privilege.

3.3.1 The individual, supervisor, or sponsor MUST:

- a. Obtain and complete a Visitor/After Hours Access Form.
- b. Obtain Sponsor approval.

3.3.2 The Access Control Coordinator WILL enter the information into the facility wide database, where it is viewable by the Control Room.

3.3.3 The Access Control Coordinator WILL forward a paper copy of the new After Hours Access List to the Control Room.

3.4 CHANGE IN ACCESS STATUS

3.4.1 When an already-indocrinated individual needs a change in access status, the individual's supervisor MUST:

- a. Obtain an Access Request form and complete the shaded portions.
- b. Forward the form to the Sponsor Notebook for approval by the appropriate Sponsor.

3.4.2 Sponsors WILL review and approve or deny the forms in their section of the Notebook.

NOTE: A sponsor who will be absent from work for more than one day MUST designate an alternate sponsor to sign the Visitor/After Hours Access Forms in his stead.

3.4.3 The Access Control Coordinator removes signed forms from the Sponsor Notebook and inserts them in the Chief Operating Officer's section of the Notebook.

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3.0 PROCEDURE (CONT.)

- 3.4.4 The Chief Operating Officer reviews and approves the forms.
- 3.4.5 The Access Control Coordinator removes from the notebook Access Request Forms that are complete through Section V and enters the data into the facility-wide database.
- 3.4.6 The Access Control Coordinator **MUST** verify that the appropriate Health Physics training is complete. If the training is not complete, the Access Control Coordinator should notify the individual to complete it.
- 3.4.7 When the appropriate Health Physics training is complete, the Access Control Coordinator **WILL** file the Access Request Form in the individual's training file.
- 3.4.8 If the access change involves receiving a keycard, the Access Control Coordinator **WILL** follow the directions in Section 7.0.
- 3.4.9 If the access change involves a change in badging, the Health Physics Office **WILL** confirm that the completed Access Request Form is on file and issue the badge.

3.5 TERMINATION OF ACCESS

- 3.5.1 An individual leaving MURR, whether temporarily or permanently, **MUST** have his access revoked. When an employee is leaving, the supervisor **MUST** notify the Access Control Coordinator in writing. If the leave is temporary, notification should include the duration of the leave.
- 3.5.2 The Access Control Coordinator **WILL** then:
 - a. Pull the person's indoc form from the front desk and stamp it "INACTIVE" with the date and his/her initials.
 - b. Enter the individual as "inactive," and the forwarding address, if any, in the database.
 - c. Remove the Training Record from the Training Record binder.
 - d. Remove the Access Request Form from the active Access Request Form file.
 - e. Delete front door access, if applicable.
 - f. Move the person's training file to the temporary inactive file.

3.6 FRONT DOOR ACCESS

- 3.6.1 After granting access, the Access Control Coordinator **WILL** replace the Access Request Form in the Sponsor Notebook in the Building Coordinator's section.
- 3.6.2 After the Building Coordinator approves keycard access, the Access Control Coordinator **WILL**:
 - a. Remove the form from the Sponsor Notebook.
 - b. If the applicant is a new employee, then the Access Control Coordinator **WILL** inform him that he must go to the ID Card Office to receive a University of Missouri Staff ID.
 - c. Notify the applicant to go to the Key Shop to have the Staff ID encoded.

3.0 PROCEDURE (CONT.)

d. Enter the date of notification on the Access form.

3.6.3 The applicant notifies the Access Control Coordinator when his or her Staff ID has been encoded.

3.6.4 The Access Control Coordinator WILL then:

- a. Enter the applicant into the University of Missouri card system using their web page (<http://128.206.62.8/energy/cardaccess/>).
- b. Enter the date of entry into the Access Request Form and into the database.
- c. File the form in the Access Request Form Front Door file.

4.0 REFERENCES

4.1 Health Physics Standard Operating Procedures, HP/I-5, Rev. 1, "MURR Indoctrination Training Program."

4.2 Section 3, "Access Control at a Fixed Site," of NUREG-1537, Part 1, "Guidelines for Preparing and Reviewing Applications for the Licensing of Non-Power Reactors," February 1996

4.3 NRC Inspection Procedure no. 81421, "Fixed Site Physical Protection of Special Nuclear Material of Moderate Strategic Significance.

4.4 Title 10, Chapter I, of the Code of Federal Regulations (10CFR), Part 73, Sections 46, "Fixed site physical protection systems, subsystems, components, and procedures," 56, "Personnel Access authorization requirements for nuclear power plants," 67 "Licensee fixed site and in-transit requirements for the physical protection of special nuclear material of moderate and low strategic significance," and 70, "Records."

5.0 RECORDS

5.1 Completion of the appropriate form, either Attachment 1 or Attachment 2, is required.

6.0 ATTACHMENTS

6.1 Attachment 1, "Access Request Form"

6.2 Attachment 2, "Visitor/After Hours Access Form"

MURR Access Request Form

NOTE: Please Print ALL information except your signature. Shaded portions must be completed prior to indoctrination.

I. ACCESS REQUEST--Applicant

Name: First: _____ MI: _____ Last: _____

Student ID: _____ S.S. Number or Passport No: _____

Employment Status:

MURR Staff Faculty Student MU Support Group Partner Contractor Visitor

If Student: Faculty Advisor _____

Position: _____ Title: _____ MURR Supervisor: _____

Organization: _____ Division: _____

Home Address: _____ City, ST, Zip: _____

Home Phone: _____ E-mail: _____ Country: _____

D.O.B.: _____

If you have an off-site office, please fill out the following:

Office Address: _____ City, ST, Zip: _____

Office Phone: (____) _____ Office Fax: (____) _____

Have you had Radiation monitoring (film badge, TLD, etc) assigned to you other than at MURR during the current calendar year? Yes No If yes, please describe where:

1) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

2) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

Have you worked with Radiation Sources prior to the current year? Yes No If Yes:

1) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

2) Company: _____ Address: _____ City, ST, Zip: _____

Beginning Employment date: _____ Ending employment date: _____

Signature: _____ Date: _____

II. Responsibility for ACCESS REQUEST--MURR Supervisor

Briefly describe why the applicant needs access and specify what rooms they need access to:

Center Access Level Requested:

Unescorted Lab Containment w/o comb Containment w/comb Beam Port Floor

Escorted Lab Containment w/o comb Beam Port Floor

MURR Center ID Key card Requested: Yes No

Access Period: 12 months 6 Months Other : _____ (Students are entered into system for 6 months.)

Time of Day: 24/7 7:30 AM-5:30 PM (M-F) 7 AM-11 PM (M-F) Other : _____

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

III. ACCESS APPROVALS—MURR Sponsor

Name: First: _____ MI: _____ Last: _____ Signature: _____
Comments: _____

IV. ACCESS APPROVALS—MURR Director

Security level authorized: Unescorted Escorted Denied (if denied, return form to sponsor)
MURR Center East Entry Door authorization ID Key card request: Approved Denied
Authorized Center Areas: Lab Containment Beam Port Floor

Name: Edward A. Deutsch, Director Signature: _____

V. TRAINING—Health Physics Representative

Date Indoctrination Completed: _____
Level of training completed: Lab Containment BP Floor
MURR Picture ID issued: Lab Containment BP Floor
Film Badge Issued: Lab Containment BP Floor

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

VI. CENTER ACCESS ACTIVATION—Building Coordinator or Designee

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

Notify applicant to have their Staff, Faculty or Student Picture ID card encoded. Date notified: _____
Enter Applicant into the East Entry Door Access Card Reader System. Date Entered: _____

Completed Forms

Place the original completed form in the applicant's personnel file and forward a copy of the form to the Health Physics Training Coordinator.

VII. CENTER ACCESS REMOVAL—Building Coordinator or Designee

When MURR Staff, Faculty, Students, Partners, Support groups, Contractors and Visitors voluntary cease to need access to the MURR Center or are terminated, they are to be removed from the access system ASAP.

“Remove” the individual from the East Entry Door Access Card Reader System. Date Removed: _____

Re-file the original completed form in the applicant's personnel file and forward a copy of the updated form to the Health Physics Training Coordinator:

Name: First: _____ MI: _____ Last: _____ Signature: _____ Date: _____

NOTE: If any portion of an individuals access needs change, complete a new form and resubmit through the process.

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VISITOR/AFTER HOURS ACCESS FORM

VISITOR

Name: _____

Please Check One Visitor Access After-Hours Access

Company/Organization Name: MURR Non-MURR (please specify) _____

Number of People in Group: _____

Visit Date(s) and Time(s): _____

Supervisor Name: _____ Sponsor Name: _____

Purpose of Visit: _____

SPONSOR

Approved Denied

Signature: _____ Date: _____