

*JTC*

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TMI SECURITY ACCESS AUTHORIZATION PROCEDURE

UNIT #2

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## 1.0 General

### 1.1 Scope

These procedures apply to all Contractor, Sub-Contractor, Vendor, Regulatory and TMI GPU System employees who require authorization to enter the Vital/Protected Area within UNIT #2 of the Three Mile Island Nuclear Generating Station to perform their work assignments.

This procedure is to disseminate security requirements and is not intended to establish or supercede the Security Plan or implementing procedures.

### 1.2 Purpose

To provide step-by-step instructions on how to establish Vital/Protected Area access authorizations for those employees who require them to do their work. Also to describe the method by which these authorizations can be re-established on a routine basis to support the continuing need for access to the Vital/Protected Area.

### 1.3 Revision Procedure

- 1.3.1 All suggestions for changes to this procedure should be forwarded to the Administrative Assistant-Access Control for review and inclusion in this procedure.
- 1.3.2 The Administrative Assistant-Access Control will forward the changes to Administrative Controls Section at TMI for the actual updating of the procedure.
- 1.3.3 Administrative Controls will make the changes and provide enough copies for distribution.
- 1.3.4 The Administrative Assistant-Access Control will distribute the updated pages to those having a copy of this procedure.

## 2.0 Procedure

### 2.1 New Hire

- 2.1.1 A representative of the company expecting the new hire shall provide the South Gate with a Visitor Clearance Form (see exhibit 3.1).
- 2.1.2 The individual, upon arriving at the South Gate, will be issued an escort required badge by Security and directed to the location of the hiring company.
- 2.1.3 The employer will provide the individual with a completed "TMI Security Access Authorization" form (see exhibit 3.2) and direct the individual to the TLD processing area to complete the necessary paper work to receive a TLD badge and also to be placed on the TMI Personnel Information System computer master file.
  - 2.1.3.1 The requester obtains a blank "TMI Security Access Authorization" form (from an authorizer or Supervisor, Security located in Unit 2 Badging Section) and completes all the requested information.
    - 2.1.3.1.1 Authorization may only be for a maximum of one (1) month.
    - 2.1.3.1.2 If an "OTHER" Purpose for Authorization Code is entered on the form, an explanation is required in the Special Remarks portion of the form.
  - 2.1.3.2 The requester forwards the completed form to an approved Unit 2 authorizer (approved via memo from Director, TMI Recovery for Unit 2 - list residing with Unit 2 Supervisor, Security and Administrative Assistant-Access Control located in Unit 1 Processing Center) for his review and approval.
- 2.1.4 The individual must then go to the Training Department for Basic HP or RWP Training or Advanced HP Certification.
- 2.1.5 After training is completed, the individual is to report to the Unit 2 Badging Section for issuing of photo badges.
  - 2.1.5.1 The individual must have in his possession the following:
    - 2.1.5.1.1 A completed and properly approved (see 2.1.3.1 - 2.1.3.2) "TMI Security Access Authorization" form designating authorization for Vital/Protected Area stating which unit (1, 2 or both) the access is for.

- 2.1.5.2.1 A completed and properly approved (by authorized HP personnel) "TMI Personnel Information System" form (see exhibit 3.3) confirming the type of Health/ Physics training completed.

NOTE: In addition to the training information being completed on the form, the "Whole Body Count" section must be signed off in order for the individual to be RWP badged.

- 2.1.6 The Unit 2 Supervisor, Security, or his designated alternate, will review and approve all requests for access to the Vital/ Protected Area in Unit 2.
- 2.1.7 The individual's Unit 2 photo I.D. badge(s) will be issued at this time for access to the Vital/Protected Area - see Unit Security Procedures and .
- 2.1.8 The individual's Vital/Protected Area badge will be placed at the proper entrance to the protected area.
- 2.2 Re-Hire
- 2.2.1 A representative of the company expecting the re-hired individual shall provide the South Gate with a "Visitor Clearance Form" (see exhibit 3.1).
- 2.2.2 The individual, upon arriving at the South Gate, will be issued an escort required badge by Security and directed to the location of the hiring company.
- 2.2.3 The employer will provide the individual with a completed "TMI Security Access Authorization" form (see exhibit 3.2) and direct the individual to the TLD processing area to complete the necessary paperwork to receive a TLD badge.
- 2.2.3.1 The requester obtains a blank "TMI Security Access Authorization" form (from an authorizer or Supervisor, Security located in Unit 2 Badging Section) and completes all the requested information.
- 2.2.3.1.1 Authorization may only be for a maximum of one (1) month.
- 2.2.3.1.2 If an "OTHER" Purpose for Authorization Code is entered on the form, an explanation is required in the Special Remarks portion of the form.

- 2.2.3.2 The requester forwards the completed form to an approved Unit 2 authorizer (approved via memo from Director, TMI Recovery for Unit 2 - list residing with Unit 2 Supervisor, Security and Administrative Assistant-Access Control located in Unit 1 Processing Center) for his review and approval.
  - 2.2.4 The individual shall then report to the Unit 2 Badging Section for issuing of photo badges and key card.
    - 2.2.4.1 The individual's HP training is checked for being current - if not, the individual is instructed to have his training recertified by the Training Department.
    - 2.2.4.2 The individual must have a completed and properly approved (see 2.2.3.1 - 2.2.3.2) "TMI Security Access Authorization" form designating authorization for Vital/Protected area stating which unit (1, 2 or both) the access is for.
  - 2.2.5 The Unit 2 Supervisor, Security, or his designated alternate, will review and approve all requests for access to the Vital/Protected Area in Unit 2.
  - 2.2.6 The individual's Unit 2 photo I.D. badge(s) will be issued at this time for access to the Vital/Protected Area - which should contain the badge number previously assigned to him during his former employment at TMI - see Unit 2 Security Procedures and .
  - 2.2.7 The individual's Vital/Protected Area badge will be placed at the proper entrance to the protected area.
- 2.3 Change of Personnel Access
- 2.3.1 Individual requiring a change of access from Unit #2 to Unit #1 must have a designated requestor complete a "TMI Security Access Authorization" Form (see exhibit 3.2) and have the request signed by an approved Unit #1 Authorizer.
  - 2.3.2 Individual requiring a change of access from Unit #1 to Unit #2 must have a designated requester complete a "TMI Security Access Authorization Form (see exhibit 3.2) and have the request approved by a Unit 2 authorizer. In addition, the request must be approved by the Unit #2 Supervisor, Security or his designated alternate.
  - 2.3.3 After the need for the access change has been determined, the authorizer or the individual requesting the access change will forward the "TMI Security Access Authorization" form with all changes of unit, zone, and purpose properly noted to the Unit 2 Badging Section.

- 2.3.4 Individual previously badged for Unit 1 access only will then be badged for Unit 2 (using the same badge number) after all H.P. training verifications have been completed.
- 2.3.5 Individual previously badged for Unit 2 access only will then be badged for Unit 1 (using the same badge number) after all H.P. training verifications have been completed.
- 2.3.6 All personnel changing their access from Unit 2 to Unit 1 will be issued a key card for Unit 1 by the Access Control Section in the Unit 1 Processing Center.
- 2.3.7 All personnel changing their access from Unit 1 to Unit 2 will return their assigned key card to the Access Control Section until further need for the use of the key card is determined.

#### 2.4 Temporary Authorizations

- 2.4.1 The Supervisor, Security or his designated alternate will approve temporary individual access to the area and vital equipment on a case-by-case basis, after confirming and verifying the need for access with cognizant personnel.

Note - This will include any temporary need for Unit 2 access for a special job, pick up tools or equipment, or other one time entries to Unit 2.

#### 2.5 Re-Authorization

- 2.5.1 Around the 23rd of the month, the "Monthly Re-Authorization List" (see exhibit 3.4) will be sent to the appropriate requester for verification of continuing need for access to the Vital/Protected Areas.
- 2.5.2 The Monthly Re-Authorization list is a turn-around document that is used for re-authorization or termination of access to the Vital/Protected Areas.
  - 2.5.2.1 Re-Authorization - enter a new stop date on each individual authorization for a maximum of 31 days.
  - 2.5.2.2 Termination - Enter a check in the termination column on each individual authorization to be terminated.

Note: Any additional authorizations (e.g. Unit 1 authorization for someone already authorized for Unit 2) for an employee listed on the monthly re-authorization list must be established using a TMI Security Access Authorization Form (see exhibit 3.2).

- 2.5.3 After each page is completed the requester must sign and date it.
  - 2.5.3.1 If the person reviewing the re-authorization list is not the requester identified on the report:
    - 2.5.3.1.1 Replacement - change the requester TMI badge number at the top of the page - this will assign the personnel on the page to the new requester for future re-authorization processing.
    - 2.5.3.1.2 Substitution - do not change the requester TMI badge number at the top of the page - the personnel on the page will remain assigned to the current requester for future re-authorization processing.
- 2.5.4 The completed report is then forwarded to the appropriate authorizer for his approval.
- 2.5.5 The authorizer will forward the approved reports to the Unit 2 Badging Section no later than the 27th of the month.
- 2.5.6 In order to control mid-month authorization expirations, a report listing all authorizations that will expire the following week will be sent to the appropriate requester.
  - 2.5.6.1 The requester will utilize the monthly reauthorization procedure to complete the mid-month reports.
  - 2.5.6.2 The completed reports must be returned to the Unit 2 Badging Section within 4 days from the date of the report.

METROPOLITAN EDISON COMPANY  
THREE MILE ISLAND NUCLEAR STATION  
VISITOR CLEARANCE NOTIFICATION

A. DATE \_\_\_\_\_ TIME EXPECTED \_\_\_\_\_ am/pm

B. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. VISITORS TO SEE:  
NAME AND COMPANY: \_\_\_\_\_  
SPO'S TO CALL EXT# \_\_\_\_\_

D. NUMBER OF DAYS TO VISIT \_\_\_\_\_

NOTE: Clearance Authorized By:  
Site Protection Supervisor: \_\_\_\_\_  
Site Protection Sergeant: \_\_\_\_\_



TMI SECURITY ACCESS AUTHORIZATION

NAME \_\_\_\_\_ SSN \_\_\_\_\_ EMPLOYER \_\_\_\_\_ BADGE # \_\_\_\_\_

UNIT (1 OR 2)	ZONE (SEE BELOW)	PURPOSE (SEE BELOW)	START DATE	STOP DATE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___	___/___/___
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___	___/___/___
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___	___/___/___
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___	___/___/___

ZONES

- |                           |     |
|---------------------------|-----|
| 1 - ENTIRE PROTECTED AREA | 5 - |
| 2 -                       | 6 - |
| 3 -                       | 7 - |
| 4 -                       | 8 - |

PURPOSES FOR AUTHORIZATION

CONST/MAINT (NON-SYSTEM EMPL)

- 01 MANUAL LABOR
- 08 SUPERVISION
- 09 OTHER

MAINTENANCE (SYSTEM EMPL)

- 11 MANUAL LABOR
- 18 SUPERVISION
- 19 OTHER

OPERATIONS (SYSTEM EMPL)

- 21 PLANT
- 28 SUPERVISION
- 29 OTHER

ENGINEERING

- 31 PLANT
- 32 LICENSING
- 33 START-UP & TEST
- 34 QA/QC
- 38 SUPERVISION
- 39 OTHER

ADMINISTRATION

- 41 CLERICAL
- 42 SECURITY
- 43 LEGAL
- 48 SUPERVISION
- 49 OTHER

RAD PROTECT & CHEMISTRY

- 51 WASTE & FUEL OPERATIONS
- 52 ENVIRONMENTAL MONITORING
- 53 RAD CON & CHEMISTRY
- 58 SUPERVISION
- 59 OTHER

71 DECONTAMINATION

81 GOVERNMENT AGENCY

99 OTHER (EXPLAIN IN SPECIAL REMARKS)

SPECIAL REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ / /  
 NAME \_\_\_\_\_ BADGE # \_\_\_\_\_ DATE

APPROVED BY \_\_\_\_\_ / /  
 NAME \_\_\_\_\_ BADGE # \_\_\_\_\_ DATE

SUPERVISOR, SECURITY (UNIT 2 ONLY) \_\_\_\_\_ / /  
 NAME \_\_\_\_\_ DATE

PROCESSED BY \_\_\_\_\_ / /  
 KEY CARD # \_\_\_\_\_ NAME \_\_\_\_\_ DATE

TMI PERSONNEL INFORMATION SYSTEM

PREPARED -  / /  BY  .   
Date Time

NAME   SOCIAL SECURITY #    
Last First Init.

COMPANY AFFILIATION

HEALTH PHYSICS/SECURITY DATA

1. A signature check off must be obtained before a Security Badge is issued.

- |   |  |
|---|--|
| <input type="checkbox"/> ISLAND ACCESS (UNESCORTED)                           | <input type="checkbox"/> RADIOACTIVE WORK PERMIT ACCESS                  |
| 1. Basic HP II Training or Waiver <u> / / </u><br>(SUP OF RAD PROT/CHEM) DATE | 1. Medical Exam <u> </u>   |
| 2. Whole Body Count * <u> </u>  | 2. Whole Body Count <u> </u>   |
|   | 3. RWP Classroom Training ** <u> / / </u><br>(SUP OF RAD PROT/CHEM) DATE |
|   | 4. Respirator Booth <u> </u>   |

ALL COMPLETED FORMS TO BE RETURNED TO SECURITY

\* Required for persons with external life-time exposure of 5 Rem or known internal exposure.

\*\* Includes Basic HP II Training

N/A = Not Applicable

SECURITY ESCORT (Y or N)

TMI BADGE #   DATE ISSUED  / /

I have received the above listed items from Met-Ed Security subject to return on demand and agree to periodic inspection of person, vehicle, packages, etc. I also acknowledge that I have received a briefing on Security procedures and understand same.

(Signature)

AUTHORIZER - HELFRICH		THOMAS		TAMI SECURITY SYSTEM MONTHLY RE-AUTHORIZATION LIST 02/26/80 THRU 02/29/80		6 BRÜGE - 1423 REQUESTER - JOHNSON		PAGE DATE 02/25/80 TIME 23.14.13				
NAME	CD CODE	COMPANY NAME	BADGE	KEY CARD	SSN	UN IT	20 PUR ME POSE	REG START DATE	STOP DATE	ADJGE - 1823	NEW STOP DATE	TERMINATE
ADAMS	H	130 CATALYTIC	5614	1324	204-16-3145	1	01 08	02/01/80	02/29/80			
BRIGHT	C	130 CATALYTIC	4119	1077	174-32-6810	1	01 01	02/01/80	02/29/80			
BOTTLEMEYER	D	130 CATALYTIC	5011	973	114-16-2877	1	01 11	02/01/80	02/29/80			
CARRUTHERS	F	130 CATALYTIC	4717	1616	307-89-1001	1	01 01	02/14/80	02/29/80			
COEDITT		130 CATALYTIC	6134	841	201-64-3917	1	01 99	02/01/80	02/26/80			
DAVIDSON	A	130 CATALYTIC	4761	1143	164-21-0419	1	01 01	02/01/80	02/29/80			
FADERSON	D	130 CATALYTIC	3719	2016	191-27-1561	1	01 01	02/01/80	02/29/80			
FOGELSON	T	130 CATALYTIC	4295	1463	053-16-9187	1	01 01	02/01/80	02/29/80			
GOOD	N	130 CATALYTIC	5114	1247	161-28-1341	1	01 01	02/01/80	02/29/80			

REQUESTED BY \_\_\_\_\_ AUTHORIZED BY \_\_\_\_\_  
 SUPERVISOR, SECURITY & UNIT 2 ONLY # \_\_\_\_\_ DATE \_\_\_\_\_