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Contents: Badges, Passes, and Vehicle Identification

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

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2. Badges for Subcontractors, Guests, and Retirees	<ul style="list-style-type: none"> • Issue Identification Application Form. • Complete training. • Submit approved application. • Issue badge.
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[Definitions](#)

Exhibits

[Badges: Descriptions and Proper Use](#)

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[Badge Encoding Request Memo](#)

[Sample of Household Relatives Badge Application](#)

[Samples of Identification Badge Applications](#)

[Samples of Temporary Identification Passes](#)

Training Requirements and Reporting Obligations

This subject area contains training requirements. See the [Training and Qualifications](#) Web Site.

This subject area does not contain reporting obligations.

References

[Guest Information System \(GIS\)](#)

[Standard Practice Instruction \(SPI\) 5-09, Visits and Assignments of Foreign Nationals](#)

[Training and Qualifications](#) Web Site

[Visitor, Vendor Access, Main Gate Access](#) Web site

Standards of Performance

All staff and guests shall assure that only appropriately authorized individuals have access to facilities, information, resources, and assets.

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

Management System

This subject area belongs to the **Safeguards and Security** management system.

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Introduction: Badges, Passes, and Vehicle Identification

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

This subject area describes the procedures for issuing and displaying Laboratory identification (ID) badges, passes, and vehicle authorization stickers and placards.

The Laboratory site is the property of the United States Government and is under Federal jurisdiction. Those requiring access to the Laboratory (i.e., employees, guests, subcontractors, retirees, visitors) are provided with some form of badge/pass and vehicle authorization. Laboratory identification is required for entrance to or while on the Laboratory site and is acceptable as verification of eligibility for participation in the Laboratory's recreation program.

Four types of ID badges are used at the Laboratory:

- DOE standard security badge (blue or yellow);
- DOE Office of Science badge (white);
- BNL Site-specific badge (purple);
- A temporary visitor identification pass.

See the exhibit [Badges: Descriptions and Proper Use](#).

Some issued badges will require encoding to allow access to restricted areas. The type of badge issued will depend on varying access requirements throughout the Laboratory site. The Laboratory Director establishes the policy on which badges will be issued. The Safeguards and Security Division (SSD), Personnel Security Office, Building 30, controls the issuance of identification badges.

The DOE standard security badges are issued to those individuals holding a DOE clearance and are accepted at all DOE locations. The site you are visiting may enter your badge information in their system to enable automated entry.

The Office of Science badges are issued to all employees who do not hold a DOE clearance. Since both U.S. and foreign national employees are issued this badge, it may not be used for travel to other DOE sites. This is to ensure compliance with the DOE unclassified foreign visits and assignments program. BNL will only honor those Office of Science badges that are

ISSUED BY BNL.

The BNL Site-specific purple badges are issued to subcontractors, guests, and retirees that do not hold a DOE Access Authorization. The letter "S" or "G" or "R" in the right margin of the badge indicates subcontractor, guest, or retiree. Subcontractors in the construction trade will have diagonal white stripes across the colored portion of the badge. The BNL Site-specific purple badge may not be used at any other DOE location. A BNL Site-specific green badge may be issued to household relatives requiring recurring access to BNL.

A temporary, nonphoto pass is issued to short-term visitors, service personnel, and other guests who require access to BNL.

Two types of vehicle authorization are used at the Laboratory. Permanent vehicle identification stickers are issued to employees, retirees, and guests requiring long-term access to the Laboratory. Temporary vehicle identification placards are issued to short-term visitors and guests.

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Subject Area: **Badges, Passes, and Vehicle Identification**

1. Employee Badges

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all employees not holding a DOE Access Authorization ("L" or "Q" clearance), their sponsoring Department/Division, Human Resources, and the Safeguards and Security Division.

Required Procedure

Employees are required to show their BNL-issued badge for entrance to the Laboratory.

While on-site, the badge must be displayed, photo-side out, on the upper part of the outermost garment.

The DOE Office of Science badge is issued to all BNL employees that do not hold a DOE Access Authorization.

Step 1	<p>New or rehired employees: Human Resources issues the employee a completed Identification Card/Security Badge Application (BNL Form F 2868B). See the exhibit Samples of Identification Badge Applications.</p> <p>Employees whose badge has expired: The sponsoring Department/Division completes the Identification Card/Security Badge Application (BNL Form F 2868B) and issues it to the employee. See the exhibit Samples of Identification Badge Applications.</p> <p>Foreign National employees must have the Employee/Guest Identification Badge Application approved at Human Resources. Human Resources will ensure that all passport, visa, immigration documents are in order, and that the BNL Form 473 is current.</p> <p>Note: Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be</p>
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	<p>Other personal identification containing a photograph and a signature) must be presented to obtain a photo identification badge.</p> <p>Current employees who are updating or replacing badges due to drastic changes in appearance, damaged or lost badges need only report to the Personnel Security Office in Building 30 for a replacement badge. See the section Lost Badges.</p>
Step 2	The Employee completes General Employee Training, or equivalent environmental, safety and health training before applying for a badge. See the Training and Qualifications Web Site.
Step 3	<p>The Sponsoring Department/Division completes a Badge Encoding Request Memo requesting that the new badge be encoded for card-reader access, if applicable.</p> <p>Note: The Sponsoring Department/Division ensures appropriate training is completed before granting card-reader access.</p> <p>Note: The NSLS User Administration Office encodes badges for access to the NSLS, Building 725.</p>
Step 4	The Employee presents the completed/approved application to the Personnel Security Office in Building 30 to be issued a badge.
Step 5	The Employee surrenders the badge to the Personnel Security Office or the Human Resources Division, when terminating from the Laboratory or before receiving a new badge.
Step 6	The Human Resources Division forwards the badges that they collect to the Personnel Security Office, Building 30.

References

[Training and Qualifications](#) Web Site

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2. Badges for Subcontractors, Guests, and Retirees

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all subcontractors, guests, BNL retirees, and other individuals requiring recurring access to the Laboratory, their sponsoring Department/Division, and the Safeguards and Security Division.

Required Procedure

Individuals entering the Laboratory site are required to show their ID badge for entrance to the Laboratory. With the exception of guests and retirees whose badges indicate USA, holders of the BNL site-specific purple badge will have their badge electronically scanned when entering the site.

When on-site, the badge must be displayed, photo side out, on the upper part of the outermost garment.

The BNL site-specific purple badge will be issued to subcontractors, guests, and retirees that do not hold a DOE Access Authorization. The letter "S" or "G" or "R" in the right margin of the badge indicates subcontractor, guest, or retiree. Subcontractors in the construction trade will have diagonal white stripes across the colored portion of the badge.

The BNL site-specific purple badge may not be used at any other DOE location as the sole means for access.

Step 1	<p>The Sponsoring Department/Division issues the individual a completed Employee/Guest Identification Card/Security Badge Application, Form 2868B. Construction subcontractors must submit Form 3014C. See the exhibit Samples of Identification Badge Applications.</p> <p>Foreign National subcontractors, guests, and retirees must have the</p>
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	<p>Employee/Guest Identification Badge Application approved at one of six check-in facilities, as applicable. These check-in facilities will ensure all passport, visa, immigration documents are in order, all required information has been entered into PeopleSoft, and that the BNL Form 473 or 473C is current.</p> <ul style="list-style-type: none"> • Users of RHIC, AGS, Tandem, ATF, and BAF facilities must check in at the RHIC & AGS Users' Center, Building 355. • Users of the NSLS must check in at the NSLS User Administration Office, Building 725. • Individuals sponsored by the Office of Education must check in at the Science Education Center, Building 438. • Plant Engineering subcontractors must check in at the Plant Engineering Administration Office, Building 130. • Environmental Management subcontractors must check in at Hazardous Waste Facility Administration Office, Building 51. • All others must check in at Human Resources, Building 185.
Step 2	The Individual completes General Employee Training, contractor/vendor orientation, or equivalent environmental, safety and health training before applying for a badge. See the Training and Qualifications Web Site.
Step 3	<p>The Sponsoring Department/Division completes a Badge Encoding Request Memo requesting that the new badge be encoded for card reader access if applicable.</p> <p>Note: The Sponsoring Department/Division ensures appropriate training is completed before granting card reader access.</p>
Step 4	<p>The Individual presents the completed/approved application to the Personnel Security Office in Building 30 to be issued a badge.</p> <p>Note: Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) and proof of Social Security Number must be presented to obtain a badge.</p>
Step 5	The Individual surrenders the ID badge to the Personnel Security Office or the Human Resources Division when terminating from the Laboratory or before receiving a new badge.
Step 6	The Human Resources Division forwards the ID badges that they collect to the Personnel Security Office, Building 30.

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3. Badges for Household Relatives

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all relatives of BNL guests and employees requiring frequent, recurring access, the Safeguards and Security Division, and the employee or guest sponsoring the relative.

Required Procedure

All relatives of guests or employees living on the BNL site must obtain a badge to facilitate site access.

Individuals entering the Laboratory site are required to show their badge or temporary pass (with government-issued photo identification) for entrance to the Laboratory.

When on-site, the badge or pass must be displayed, on the upper part of the outermost garment.

The BNL site-specific badge will have a light green background around the photograph. Badges are controlled by number, display the sponsor's life number, and will be valid for one year, or less, from date of issue.

Step 1	The BNL employee or guest accompanies the household relative to the Personnel Security Office in Building 30.
Step 2	<p>The Sponsor completes the Household Relatives Badge Application. See the exhibit Sample of Household Relatives Badge Application.</p> <p>Note: Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be presented to obtain a photo identification badge. Foreign nationals must present their passports and/or other appropriate documentation.</p>

Step 3	The Personnel Security Office issues a BNL site-specific green badge along with site safety and security information. The badge will indicate the sponsor's identification number and an expiration date (one year or expiration date of sponsor, whichever is sooner). Green badges are only valid at BNL and not at any other DOE site or facility.
Step 4	The individual surrenders the badge to the Personnel Security Office when it is expired and requests renewal of the badge if applicable.

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4. Passes for Short-term Guests, Service Personnel, and Other Visitors

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all short-term guests, service personnel, and other visitors requiring short-term access to the Laboratory site.

Required Procedure

Individuals requiring access to the Laboratory site must be sponsored by a BNL employee or guest with a BNL Life Number.

Properly sponsored individuals will be issued a temporary pass at the main entrance to the Laboratory.

When on-site, the temporary pass must be displayed, on the upper part of the outermost garment.

Step 1	<p>The BNL Employee or Guest enters the visitor's information through the Visitor, Vendor Access, Main Gate Access Web site.</p> <p>Note: Foreign Nationals must submit a BNL Form 473 through the Guest Information System (GIS) 30 days in advance of the visit.</p>
Step 2	<p>The Visitor checks in at the main entrance upon arrival.</p> <p>Note: Government-issued identification (driver's license, passport, military ID, or other personal identification containing a photograph and a signature) must be presented to obtain a temporary pass and vehicle authorization placard. Foreign Nationals must present proof of eligibility to be in the United States (current passport, visa and other documents issued by the Immigration and Naturalization Service).</p>

Step 3	Safeguards and Security Personnel at the main entrance verify the individual's need for access to the Laboratory site and issue a temporary pass and vehicle authorization placard. For a sample of such a pass, see the exhibit Sample of Temporary Identification Passes .
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References

[Guest Information System \(GIS\)](#)

[Visitor, Vendor Access, Main Gate Access](#) Web site

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5. Badges for Access Authorization Holders

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all employees, consultants, contractors, and guests holding a DOE Access Authorization ("L" or "Q" clearance), their sponsoring Department/Division, and the Safeguards and Security Division.

Required Procedure

Individuals requiring access to classified information or materials must hold an Access Authorization at a level appropriate to the accessed information.

Individuals holding a DOE Access Authorization are issued the DOE Standard Badge (Blue for "Q" clearance, Yellow for "L" clearance).

Individuals entering the Laboratory site are required to show their badge for entrance to the Laboratory.

When on-site, the badge must be displayed, photo side out, on the upper part of the outermost garment.

Step 1	The Personnel Security Office notifies the individual when the access authorization has been granted.
Step 2	The Personnel Security Office arranges an appointment with the individual for a security briefing and issuance of the DOE standard badge for the level of access authorization granted.
Step 3	The Sponsoring Department/Division completes a Badge Encoding Request Memo requesting that the new badge be encoded for card reader access if applicable. Note: The Sponsoring Department/Division ensures appropriate training is

	completed before granting card-reader access. See the Training and Qualifications Web Site.
Step 4	The Personnel Security Office conducts a comprehensive security briefing, collects the old identification badge, and issues a DOE standard badge (Blue for "Q" clearance, Yellow for "L" clearance). If applicable, the card is encoded for authorized card-reader access.
Step 5	The Sponsoring Department/Division notifies the Personnel Security Office if access authorization is no longer required, or upon the individual's termination from the Laboratory.
Step 6	The Individual surrenders the DOE standard badge upon termination or change of access authorization and receives a security debriefing.

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6. Encoding Badges for Card Reader Access

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all employees, consultants, subcontractors and guests, their sponsoring Department/Division, facility owners, and the Safeguards and Security Division.

Required Procedure

Designated limited areas, controlled access facilities, and Property Protection Areas require access controls. See the exhibit [Property Protection Areas](#).

Access controls may be in the form of card readers that allow unescorted access with an encoded badge.

Encoded badges may require a personal identification number (PIN) for use in a card reader.

Step 1	The Facility Owners of controlled areas designate those individuals who have a need for unescorted access through a facility-card reader.
Step 2	<p>The Designated Authority for the Department/Division issues a Badge Encoding Request Memo to the Personnel Security Office, Building 30, requesting coded access for the individual.</p> <p>Note: The memo should specify days and times access is allowed. The Designated Authority should ensure that any required training is completed before issuing the memo. See the Training and Qualifications Web Site.</p>
Step 3	The Personnel Security Office verifies that the memo is issued by the current Designated Authority for the Department/Division.
Step 4	The Personnel Security Office updates the card database system to include the authorized access details.

	Note: Some card readers require a four-digit personal identification number (PIN). When a PIN is required, the individual must personally bring the request memo to the Personnel Security Office to designate his or her own PIN.
Step 5	Facility Owner/Designee notifies the Personnel Security Office, when access is no longer required.
Step 6	The Personnel Security Office updates the system when access is no longer required.

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7. Lost Badges

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to all employees, subcontractors, consultants, guests, retirees, and household relatives, their sponsoring Department/Division, and the Safeguards and Security Division.

Required Procedure

All badges issued by BNL must be accounted for and properly destroyed and documented when appropriate. The DOE periodically audits the BNL Personnel Security Office to determine if badges issued by BNL are being properly controlled.

Individuals must report lost badges to the Personnel Security Office so that site and facility access can be controlled.

Step 1	<p>Immediately notify the Personnel Security Office in Building 30 of the lost or misplaced badge.</p> <p>Note: Upon notification of a lost or misplaced badge, the Personnel Security Office deletes the magnetic strip-encoded data from the card database system so that the badge will no longer work in the card readers. Lost foreign national guest and contractor badges are blocked so that site access can be controlled.</p>
Step 2	<p>If the identification badge is not recovered within 5 working days, or a replacement badge is needed before that time, complete a Lost Identification Card/Security Badge Record, which is on the back of the Identification Badge Application.</p>
Step 3	<p>Submit the completed lost badge record to the Personnel Security Office, Building 30, for a replacement badge.</p>

Step 4 If the badge is recovered after the replacement has been issued, return the recovered badge to the Personnel Security Office immediately.

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8. Vehicle Identification

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Applicability

This information applies to employees, subcontractors, retirees, guests, and visitors who regularly drive privately owned vehicles on the Laboratory site.

Required Procedure

Vehicle Identification contains two subsections:

- [8.1 Permanent Registration Stickers](#)
- [8.2 Temporary Vehicle Authorization Placards](#)

Individuals who regularly drive privately owned vehicles on the Laboratory site must register such vehicles and obtain a vehicle registration sticker. Temporary yellow vehicle authorization placards are issued to short-term subcontractors, guests with rental cars, and other short-term visitors. Registration stickers are color-coded and periodically reissued with a different color.

Privately owned vehicles may not be brought onto the Laboratory site unless the vehicle has proper state inspection and registration, valid insurance, and the operator possesses a valid operator's or chauffeur's license.

8.1 Permanent Registration Stickers

Step 1	<p>The Individual requests a permanent registration sticker at the Personnel Security Office in Building 30. Present a Laboratory identification badge, current driver's license, and current registration for the vehicle.</p> <p>Note: Vehicle registration stickers may be obtained at the same time the Identification badge is issued at Building. 30.</p>
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Step 2	Staff in the Personnel Security Office issue a registration sticker and enter the information in a database.
Step 3	The Individual affixes the registration sticker to the windshield side of the inside rearview mirror of the registered vehicle so that it is visible from the front of the vehicle.
Step 4	The Individual advises the Personnel Security Office of any changes, and destroys the registration sticker or card when access to the Laboratory site is no longer required.

8.2 Temporary Vehicle Authorization Placards

Step 1	Staff at the Main Gate issue a temporary vehicle authorization placard when the individual checks in at the Main Gate. The expiration of this card corresponds with the expiration of the temporary vehicle authorization pass.
Step 2	The Individual places the temporary vehicle authorization placard on the dashboard of the vehicle so that it is visible from the front.

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Badges: Descriptions and Proper Use

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Badge Descriptions

1. The **DOE Standard Security Badge** is color-coded to reflect the DOE clearance. The DOE clearance level is identified in the upper right-hand section of the identification badge. An expiration date and BNL life number is located in the lower portion. The DOE Standard Security Badge may be encoded for access to special areas at BNL.

Blue = DOE "Q" Access Authorization (security clearance)

Yellow = DOE "L" Access Authorization (security clearance)

Other special accesses may be reflected in the lower section of the badge, such as

ERO = BNL Emergency Response Organization

E = BNL Essential Person

The blue and yellow badges may be used at any DOE site, and the site you are visiting can add your card information to their system for automated entry.

2. The **DOE Office of Science Badge** resembles the DOE Standard Security Badge and is issued to all employees without clearance access authorization. An expiration date and BNL Life Number is located in the lower portion.

Employees with this badge must comply with normal visitor control procedures when visiting other DOE sites.

BNL will only honor those DOE Office of Science Badges that are issued by BNL. This is to comply with the requirement for approval of visits and assignments of foreign nationals.

The DOE Office of Science Badge may be encoded for access to special areas at BNL.

Other special accesses may be reflected in the lower section of the badge, such as

ERO = BNL Emergency Response Organization

E = BNL Essential Person

3. The BNL Site-specific Purple Badge is issued to subcontractors, guests and retirees requiring recurring access to the Laboratory site. Badges have one of the following indications in the right margin:

Subcontractors = S (**Note:** Subcontractors in the construction and service trades will have diagonal white stripes across the colored portion of the badge to enable ready identification for entry into the [Guest Information System \(GIS\)](#) contractors' database.)

Guests = G

Retirees = R

U.S.-citizen guest/retiree badges will display "USA" on the bottom-center of the badge.

The BNL Site-specific Purple Badge is not honored at any other DOE site.

The BNL Site-specific Purple Badge may be encoded for access to special areas at BNL.

4. The BNL household relative badge has a light green background, the sponsor's life number, and an expiration date on the bottom of the badge. This badge cannot be encoded.
5. BNL temporary identification passes are issued to short-term guests, service personnel, and other visitors with a short-term need to access the BNL site.

Proper Use of Badges

All employees, subcontractors, retirees, household relatives, and guests must wear their badges while on-site on the outermost garment above the waist. Badges must be surrendered upon termination of affiliation with the Laboratory.

The requirements of [Standard Practice Instruction \(SPI\) 5-09, Visits and Assignments of Foreign Nationals](#) must be followed for access to the BNL site.

Do not use badges for purposes not relative to the official business of BNL and the DOE.

Individuals terminating their employment or contractual obligation must surrender their badge to either the Personnel Security Office, Building 30, or the Human Resources Division, Building 185, at the time of their termination.

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Property Protection Areas

 Effective Date: **February 2004**

 Point of Contact: [Information and Personnel Security Supervisor](#)

Building Number	Building Name
30	Badging Office
50	Police Headquarters
T-86	Caged Areas
244	Locksmith Shop
449	And Substations
459	Computer Area
491	Brookhaven Medical Research Reactor (BMRR) Experimental Floor
515	Central Computing Room
725	Computer Room and Telephone Equipment Rooms
750	Vault Caged Area
860	Hazardous Waste Management Facility (HWMF)
911	Collider Accelerator Department (CAD) Equipment Area
1005A	Relativistic Heavy Ion Collider (RHIC) Cryogenic Control Room

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managed by Brookhaven Science Associates
for the U.S. Department of Energy

Memo

Date:

To: Personnel Security Office

From: Authorized Department/Division Representative

Subject: Facility Access

Please encode the badge for the individual listed below for access to (Building or Area Name), for (Insert detailed timeframe, such as 5 days/week, 0830 to 1700)

The applicable training for access to this facility has been completed.

Name of Individual: Life No.

Authorized By:

(Designated Authorized Signature)

Dept/Div: Lab. Extension:

For Personnel Security Office Use Only:

Activated by:

Date:

Level

Time Zone:

Exp. Date

HOUSEHOLD RELATIVE IDENTIFICATION BADGE APPLICATION

<p>Print Family Member's Name _____</p>	<u>SSD use only</u>
	badge # issue date exp. date destr.
Relationship to Sponsor: _____	_____
Print Sponsor's Name: _____ Life #: _____	_____
*****	comments: _____
<p>Sponsor is responsible for the proper use of the badge issued, including its Return to BNL Security when expired or no longer needed. Sponsor will ensure that BNL Security is notified if badge is lost or stolen. Both sponsor and Badgeholder have received BNL site safety information, and sponsor is responsible for informing badgeholder of pertinent site safety policies.</p>	
Sponsor's Signature _____	

EMPLOYEE/GUEST IDENTIFICATION BADGE APPLICATION

“Identification Card/Security Badge Application” forms (BNL Form F 2868B) are available through BNL stock. The sponsoring Department/Division issues the BNL employee/guest an application form with the appropriate fields completed. The form is presented to the Personnel Security Section in Building 30 for issuance of a photo ID Badge.

Name (Last, First, Middle Initial)		Card/Badge Number
Life/Guest No.	Clearance	
<input type="checkbox"/> Employee <input type="checkbox"/> Contractor	<input type="checkbox"/> Guest <input type="checkbox"/> Retiree	ACKNOWLEDGEMENT: Your photograph may be used for other official purposes within the Laboratory.
Date Issued		
Expiration Date		Applicant Signature
Organization	SSN: _____	CITIZENSHIP: _____
Department/Division Manager Signature		
BNL F 2868B IDENTIFICATION CARD/SECURITY BADGE APPLICATION		

FRONT OF APPLICATION FORM

Name (Last, First, Middle Initial)		Card/Badge Number
		Old: New:
Life/Guest No.	Organization	Clearance Level
Date Lost	Location	
I will endeavor to locate my lost card and, upon recovery, I will return it to the Safeguards and Security Division (Building 50) with an explanation of how and where I located it.		

		<i>Signature</i>
..... FOR OFFICIAL USE ONLY		
Card coded for Security areas: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Recovered:	Date Returned:	Date Destroyed:
LOST IDENTIFICATION CARD/SECURITY BADGE RECORD		

BACK OF APPLICATION FORM

CONTRACTOR IDENTIFICATION BADGE APPLICATION

“Contractor Identification Badge Application” forms (BNL Form F 3014CB) are available through BNL stock. These applications are used for those contractors requiring Contractor/Vendor Orientation training. The sponsoring Department/Division issues the contractor an application form with the appropriate fields completed. The form is presented to the Personnel Security Section in Building 30 for issuance of a photo ID Badge.

Name _____ (please print) Last First Middle Initial		Male _____ Female _____ Gender	Badge Number _____
Life No./I.D. _____	Clearance _____	Acknowledgement: Your photograph may be used for other official purposes within the Laboratory.	
Effective Date _____	Expected End Date _____	Citizenship Country _____	SSN _____
BNL Contact _____	Sponsoring Dept./Div. _____	Home Address _____ City _____ State _____ Zip Code _____ Country _____	Home Phone # (____) _____ - _____
BNL Dept./Div. Authorizing Signature _____	Print Authorizing Signature _____	E-mail Address _____	Emergency Contact's Name _____
Authorizer's Life # _____	Telephone Ext. _____	Company Name _____	Relationship to Employee _____
AUTHORIZER'S ARE RESPONSIBLE TO MAKE SURE THIS CARD IS COMPLETELY AND PROPERLY FILLED OUT!		Company Address _____	<input type="checkbox"/> Check box if same as employee
		City _____ State _____ Zip Code _____	Emergency Contact's Address _____
		Company Phone # (____) _____ - _____	City _____ State _____ Zip Code _____
		Company Fax # (____) _____ - _____	Emergency Contact's Phone # (____) _____ - _____
Training			
<input type="checkbox"/> Contractor/Vendor Orientation <input type="checkbox"/> General Employee Training Date Attended _____ Instructor's Initials _____			
BNL F 3014C		CONTRACTOR IDENTIFICATION BADGE APPLICATION	

FRONT OF APPLICATION FORM

Name _____ (please print) Last First Middle Initial			Lost Badge Number _____
Life. No. _____	Sponsoring Dept./Div. _____	Employer Name _____	Clearance Level _____
Date Lost _____		Location _____	
I will endeavor to locate my lost badge and, upon recovery, I will return it to the Safeguards and Security Division (Building 30) with an explanation of how and where I located it.			
			_____ <i>Signature</i>
FOR OFFICIAL USE ONLY			
Card coded for Security areas: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Date Recovered:	Date Returned:	Date Destroyed:
LOST CONTRACTOR BADGE RECORD		

BACK OF APPLICATION FORM

Samples of Temporary Identification Passes

ADHESIVE STICKER: Generally issued to visitors requiring one day or less site access, i.e., museum visitors Berkner Hall visitors, etc.

BROOKHAVEN NATIONAL LABORATORY	
VISITOR	
DATE:	_____
	<i>Monday</i>

LASER-CARD INSERTS WITH PLASTIC HOLDERS: Generally issued to visitors requiring multiple-day site access or attending a high level event. Preprinted for multiple-day visitors and special events.

Brookhaven National Laboratory
Control Number _____
Name
Authorized Date(s) of Visit
Contact Person and Extension

HAND-WRITTEN BLUE CARDS: Generally issued to visitors requiring access to the site multiple days or multiple times in one day, when notification was not received in a timely manner. Also issued to individuals who have lost their BNL ID badge.

<u>Brookhaven National Laboratory</u>	
BROOKHAVEN SCIENCE ASSOCIATES	
Upton, N.Y. 11973	
Name:	_____
No: _____	Expires: _____



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Definitions: Badges, Passes, and Vehicle Identification

Effective Date: **February 2004**

Point of Contact: [Information and Personnel Security Supervisor](#)

Term	Definition
access authorization	An administrative determination that an individual is eligible for access to classified matter or is eligible for access to, or control over special nuclear material.
access control	Process of permitting authorized access or denying unauthorized access to information, facilities, or designated areas through physical barriers, security program, procedures, and other means.
card reader	Equipment located at designated area entrances capable of reading data encoded on the identification badge.
contractor	An organization or individual (contractor, sub-contractor, consultant on a Personal Services Agreement, or vendor) that works or provides a service, under contract to the Laboratory other than for on-site services, such as the cafeteria, service station, child development center, and the credit union.
controlled access facility	Any area where the perimeter of the building, structure, or room is protected by security in depth.
encoding	Incorporation of specific data regarding access onto the magnetic stripe of the identification badge.
guest	Any non-employee who visits the Laboratory for whom the Laboratory establishes and maintains a permanent record. A permanent record may be required if the visitor meets one or more of the following conditions: 1) Visits a facility for which training is required; 2) Visits a facility requiring the use of a radiation monitoring device; 3) Visitor or accompanying family member is a foreign national; 4) Visitor is expected to spend more than three days at the Laboratory.

	A guest is assigned a BNL guest number.
Limited area	A type of security area having boundaries defined by physical barriers, used for the protection of classified matter and special nuclear material.
PIN	A four-digit personal identification number sometimes required for card reader access.
Property Protection Area	Facility or portion thereof that has access controls to prevent unacceptable loss or destruction of valuable property and/or disruption of essential services or research.
subcontractor	An individual employed by a contractor organization, who works or provides a service at the Laboratory, including contract-labor job shoppers, telephone contractors, food service, gas station, and banking personnel. This does not include people who make routine deliveries, for example, Federal Express, UPS, RPS.

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Revision History: Badges, Passes, and Vehicle Identification

 Point of Contact: [Information and Personnel Security Supervisor](#)

Revision History of this Subject Area

Date	Description	Management System
September 2004, Minor 1.1	Building 937, Tunnel Area, was deleted from the Property Protection Areas exhibit. Building 30, Badging Office, was added.	Safeguards and Security
February 2004	<p>This subject area describes the procedures for issuing and displaying Laboratory identification (ID) badges and vehicle authorization placards.</p> <p>The Laboratory site is the property of the United States Government and is under Federal jurisdiction. Those requiring access to the Laboratory (i.e., employees, guests, subcontractors, retirees, visitors) are provided with some form of Identification badge or pass and vehicle authorization. Laboratory identification is required for entrance to or while on the Laboratory site and is acceptable as verification of eligibility for participation in the Laboratory's recreation program.</p> <p>This subject area replaces the following:</p> <ul style="list-style-type: none"> Section IV. Lab Identification 	Safeguards and Security

Badges/Cards, and Section VI,A.,B. Private Vehicles, of Standard Practice Instruction (SPI) 5-01 Site Security Administration;

- Chapter I - Asset Protection, Section 1.2 Access Control, and 1.6 Vehicle Inspections, and Chapter V, Section 5.21, Laboratory Identification Badges/Cards, and Section 5.22, Secure Area Access (Encoded Security Badge) of the Security Manual;
- The section Issuing Identification Badges and Vehicle Stickers in the Guests and Visitors Subject Area.

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