18 - SECURITY

Title: Security **Doc. No.** 2015-MMTS-18

Approval Signatures and Date

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☐ Initial Release	☐ Annual Review/No Revision Required	☐ Annual Review/Update (see history below)

***NOTE:** This document will be reviewed at least annually to ensure its suitability.*

Revision History

Rev. No.	Change description	Author
1	Change description Crosswalk Between NDEP CAPP Review Comments (dated 2014-12-09, 2015-01-30 and 2015-02-26) and Mercury Storage and Transfer Program Document Contents March 10, 2015	Burton Packard and Renee Rodriguez

NOTE: Hard copies of this document may not be the current version. Refer to the "IAmTheKey" to verify the current version.

Reference Documents

Document number	Document title

18.1. PURPOSE

This procedure describes the actions taken to permit entry at the beginning of a shift and the actions taken to ensure the security of the MMTS and its contents.

NOTE: Actions required to ensure the security of the MMTS and its contents must be in accordance with the Guard Services (GS) procedure for securing the mercury-containing warehouses.

18.2. SCOPE

This procedure covers start of shift (entry) and end of shift (exit) steps for staff (Facility Manager, shift supervisor, Flask Handling Area workers and/or Drum Handling Area workers) at the MMTS.

1. Perform actions required to enter the MMTS at the start of the shift.
2. Perform actions required to secure the MMTS at the end of the shift.

NOTE: This procedure also covers access controls for visitors to the MMTS. This procedure does not cover security requirements (entry/exit) for the storage warehouses for forklift operators.

18.3. OPERATIONS

Entry to the MMTS will be controlled by limiting access to door keys and by use of an automated (monitored) alarm system when facility staff is not present. The facility will be locked except when operating staff are present. Keys will be assigned to the Facility Manager and shift supervisors. Other support staff (such as FES, fork lift operators, electricians, and technicians) must contact the Facility Manager for entry. The automated alarm system will be monitored at the Guard Operation Center; guards will respond any time alarms indicate there has been an unauthorized access. Access by visitors is controlled; visitor entry/exit information is documented in a logbook kept in the Computer/Communications Office.

18.3.1. Open at Start of Workday

At the start of a workday, the Facility Manager or designee shall notify the Guard Operations Center prior to entry and unlocking the MMTS.

NOTE: The Facility Manager or designee shall be notified if an element of the procedure fails.

18.3.2. Close at End of Workday

At the end of a shift, the Facility Manager or designee shall notify the Guard Operations Center prior to locking the MMTS and activating the MMTS alarm system.

NOTE: The Facility Manager or designee shall be notified if an element of the procedure fails.

18.3.3. Visitor Access

MMTS staff ensures that visitors sign in and out of the MMTS and record the information on a logbook maintained in the Computer/Communications Office.

18.4. RECORDS

- Access alarms (unauthorized entry) date/time stamp

Visitor logbook

18.5. FORMS

VISITOR LOGBOOK				
Visitor Name	**Company**	**Date**	**Time in**	**Time out**