

***CRAFT/UNION PERSONNEL
INSTRUCTIONS FOR GAINING
UNESCORTED ACCESS TO INDIAN POINT
ENERGY CENTER***



**Revision 0
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CRAFT/UNION PERSONNEL INSTRUCTIONS FOR GAINING UNESCORTED ACCESS TO INDIAN POINT ENERGY CENTER

The following are our “**Expectations and Requirements**” for In-Processing (badging) of craft/union personnel at the Indian Point Energy Center Nuclear Power Plants. These requirements apply to both outage and non-outage periods and are to ensure that the processing of personnel for unescorted access is completed in the most expeditious and cost effective manner. These requirements are mandatory and will be strictly enforced.

The end result of in-processing is the granting of unescorted access to individuals who meet regulatory and company requirements.

Failure to meet these requirements will result in individual delays and prohibitions with respect to starting and completing in-processing.

REQUIREMENTS

1. Each individual is expected and required to bring with them all necessary information to complete all required paperwork on that first day of in-processing. Individuals that do not have the information to complete the background package may be removed from the process and sent away from site.
2. Individuals will be required to provide current identification. This must be in the form of a valid, government identification (birth certificate, drivers' license etc.) preferably with a photo. Other forms of identification may be acceptable but you should check with Access Authorization personnel before arrival.
3. Individuals must know the name of the company they are being sent to work for at IPEC and the name of the point of contact for that company.
4. Individuals must report to Access Authorization no later than 7:00 AM on their scheduled day of in-processing. Only individuals scheduled on that day shall be processed that day (**personnel may not be substituted on the start day of in-processing**).
5. All paperwork must be submitted to Access Authorization three days prior to arrival. This ensures that the individuals expected on a particular date have their names on the Main Gate list. If an individual does not have their name on the Main Gate, list they will not be allowed access to the site. This will result in delays and possible rescheduling of their in-processing date.

INITIAL - individuals that have never or have not had unescorted access to a US licensed nuclear power plant within the past three (3) years. The individual will be required to complete a Personal History Questionnaire (PHQ / background packet) to cover the individual's activities, **with no gaps** in time for the previous three (3) years or back to the individuals eighteenth birthday, whichever is shorter as required by federal regulations.

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INFORMATION REQUIRED FOR COMPLETING BACKGROUND PACKET (PHQ)

Individuals will be required to comply with the following:

- Provide all periods of employments with name of employer, complete address, phone number and name of supervisor (if known) worked for within the past three (3) year period
- For all periods of unemployment individual must provide the name and daytime phone number of a source that knows of and can verify the individual's activities during these periods of unemployment. Samples of sources for verifying unemployment are, but not limited to spouse, co-workers, friends, relatives, etc. Local Union Halls and/or Business Agents should only be used if there is no one else that can verify your activities during periods of unemployment. **State unemployment offices will not verify this information and therefore can not be used.**
- Three listed personnel references must be provided with the names, addresses, daytime and evening and/or cell phone numbers.
- MUST disclose and list **all and any arrest** on the PHQ that may have occurred since their eighteenth birthday. All arrests including ones that charges were dropped, dismissed or otherwise disposed of must be reported. Failure to report an arrest that is discovered and verified will result in denial of unescorted access for that individual for unescorted access to IPEC.

Arrest – being arrested means: (a) being taken into custody by an authority of the law, including being taken to court or imprisoned; or, (b) being charged with a criminal offense without being taken into custody; or, (c) being convicted in a criminal proceeding for the violation of any law, regulation or ordinance (other than for convictions related to traffic citations or parking violations). An arrest includes any traffic violation involving alcohol/drugs.

Any individual with a current felony charge pending disposition or resolution or convicted of a felony offense within the previous five years will not be granted access authorization until the charge is satisfactorily resolved.

The denial will also continue as long as an individual is on active probation/parole as a result of the conviction.

UPDATE - An individual that has not had unescorted access within the past 365 days but within the past three (3) years will be required to complete an update background packet. The scope of the Background Investigation (BI) must cover their activities **with no gaps** in time since and including the last date of favorable unescorted access termination.

Follow the instructions above for completing the background packet with the exception that the individual only needs to go back to and including the last period of unescorted access for employment/unemployment and reporting of arrests.

REINSTATEMENT (R1Y 31-365 days) – An individual who last held unescorted access, which was

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terminated under favorable conditions within the past 365 days. Scope of BI must cover their activities with no gaps in time for the period of time since the last unescorted access was held.

Follow the instructions above for completing the background packet for employment/unemployment including reporting of arrests only back to and including the last period of unescorted access.

REINSTATEMENT (R30 30 days or less) –individuals who last held unescorted access that was terminated under favorable conditions within the past 30 days. No additional BI is required.

Copies of the PHQ'S to be used may be obtained from the site Access Authorization Office, the Security website or the Entergy web page.

6. All individuals will be required to provide positive, valid identification to in-processing personnel upon request. Identity shall be verified by comparing official **photo** identification (e.g., driver's license, passport, government identification, US military ID; State, Province, or county issued certificate of birth; etc. If the individual does not have acceptable photo identification then they will be required to produce other forms of non photo identification such as non photo driver's license, union card, other government issued ID, US health insurance/prescription card, ATM card with pre-printed name and signature. **Failure to produce acceptable ID will result in the individual not being permitted to complete in-processing.**

OTHER ACCESS REQUIREMENTS:

1. Individuals requiring psychological testing shall be administered one at the site as part of initial in-processing activities. The individual will be notified should it be determined that a psychological interview is required. An interview will be scheduled for the individual typically prior to their completion of in-processing. Any refusal to submit to a psychological interview will be deemed as a withdrawal of unescorted access request and individual will be directed to report to their employer. **Individuals who are not cleared by the Psychologist will not be permitted to complete in-processing.**
2. Individuals requiring a Pre-Access Drug Screen (FFD Testing) must fully cooperate with the testing process. It is imperative that individuals be ready and able to promptly provide a urine sample when they report to the FFD testing facility to avoid unnecessary delays. Once an individual has entered the testing facility they will not be able to leave until the testing process has been completed. **Failure to stay in the testing facility may be considered a refusal to test and a violation of the FFD Program resulting in denial of access.**

Any deliberate attempt to evade the detection of substance abuse (subversion or adulteration) shall be deemed a violation of the Entergy Nuclear Northeast Fitness for Duty Program. A violation of this type will be considered an issue of trustworthiness and reliability and shall result in permanent denial of access to all Entergy facilities.

Any individual pending results of the Pre-Access Drug Screening may be allowed to complete all other training and in-processing. Upon receipt of a negative test result, the individual may be cleared for unescorted access upon satisfying all other access requirements.

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A first confirmed FFD violation, for a contractor shall result in immediate denial of access for a minimum of 3 years. After a 3 year period, submission of proof of rehabilitation and approval of the Medical Review Officer is required prior to consideration of application for unescorted access.

3. Any individual that has any drug/alcohol related criminal history, including DWI's and DUI's, previous denial of unescorted access for any reason at another licensee, or a record determined by the Supervisor Investigations/FFD to be suspect will be subject to additional inquiry prior to being granted unescorted access. Therefore this individual should arrive on site with the appropriate documentation (i.e. dispositions of court case, rehabilitation for drug and/or alcohol related problem, etc.)

If the individual arrives on site without their information or needs additional documentation, they will be required to provide such information. (The individual will not be allowed to leave on the first day to obtain the information). If the information is not provided prior to the completion of in-processing the individual will be placed in a hold status until the requested information has been provided. Any individual placed in a hold status will not be granted access and instead directed to report to their employer. Upon receipt of the requested information Access Authorization Personnel will review and evaluate the information provided and make a determination as to the individual's eligibility for unescorted access.

If the individual fails to provide the requested documentation he/she will not be permitted to continue in-processing and will not be granted access to the IPEC site.

4. The individual must pass "Plant Access Training" (PAT) with a score of 80% or better prior to being granted unescorted plant access. To achieve access to radiological controlled areas, the individual must successfully pass "Plant Access Training – Radiation Worker Training" PAT-RWT with an 80% or better. Individuals who fail with a score of 60% or greater, may be remediate or allowed to re-test in accordance with training procedures. Individuals who fail a second time will be reported to their site sponsor/designee for further action.

Personnel who require Plant Access Training will be scheduled for training based on trainee experience. Experienced personnel will take the appropriate exam(s) after reviewing plant specific information.

5. In-processing hours will normally be from 7:00 a.m. to 3:30 p.m. However, during outages these times will be extended as needed to complete the in-processing activities. **Start times will be strictly enforced.** Once in-processing has started (orientation and directions being given), individuals arriving late **will not** be permitted to begin the process unless previous notification (such as car trouble) has been made to the Access Authorization Office and an alternative starting time has been established.
6. It is expected that individuals remain in the training building until they have completed all in-processing requirements for badging. If it is deemed essential for an individual to enter the plant prior to being issued a badge then, they will access the plant on a Visitor/Escort Badge with prior

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notification to Access Authorization.

Only upon satisfactory completion of all applicable screening and training requirements will the individual be cleared for unescorted access and their Photo ID badge activated by Access Authorization for entry into the plant.

7. All individuals leaving site upon completion of current job assignment **MUST** surrender their IPEC photo ID badge prior to exiting the site.

ADDITIONAL GENERAL INFORMATION

- All individuals will be expected to comply with company safety regulations and procedures
- All individuals will be expected to wear safety, steel toe shoes, when working in areas that require foot protection at IPEC as required by the Safety department procedures
- All individuals on site are subject to behavioral and post accident for-cause testing
- All individuals and vehicles are subject to search by Security personnel at any time
- Smoking is in designated areas only

If you have any questions or need further assistance, please call, Sharon Quinn at (914) 788-2193, Craig Worrall at (914) 788-2569 or Ed Hojnacki at (914) 788-2072.