

Visitor Orientation

Please keep this pamphlet with you during your visit.



UCOR
United Cleanup Oak Ridge LLC



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Our safety culture

Safety is a prerequisite for all work being performed by UCOR and our subcontractors. We are committed to ensuring the safety of our employees and protection of the environment as we work to clean up the Oak Ridge Reservation (ORR). Our Integrated Safety Management System (ISMS) brings together environment, safety, and health (ES&H) into management and work practices at all levels. Employee involvement is a critical component of this system. We empower employees to stop work whenever they feel something is unsafe or are unsure. We embrace a questioning attitude amongst our UCOR team members and encourage feedback and participation at all levels of the company. As we look toward the many upcoming tasks and challenges, safety will always be the foundation on which we build our success—
Every Task, Every Activity, Every Time.

— Ken Rueter
*UCOR President and
Chief Executive Officer*



Visitor responsibilities

To support the United Cleanup Oak Ridge LLC (UCOR) safety and security efforts, visitors must read this pamphlet and comply with the standards and guidance it provides. If you have any questions about the contents of this pamphlet, check with your sponsor, escort, or other facility personnel.

Code of conduct

Solicitation

Solicitation and distribution of literature or other materials by non-employees for any purpose is prohibited onsite. Any non-employee violating this policy will be asked to leave the site premises.

Acceptable/Appropriate Footwear

UCOR operates in a variety of different work environments. The following information is to assist visitors and their sponsor or escort to make appropriate decisions about personal footwear based on the specific work environment. The work environments are classed as:

- Administrative/office environment
- Operating areas
- Heavy industrial areas

Please check with your host/sponsor/escort to ensure the proper footwear for areas you will be visiting



Emergency preparedness and response

Being prepared for an emergency can mean the difference between staying safe or sustaining critical, life altering injuries. This pamphlet will assist you in understanding your part in responding to an emergency. If you become ill or injured on the job, no matter how slight, you must report it to your escort. Other emergencies that must be reported: security incidents, suspicious activities or packages, active shooter, bomb threats, smell of smoke or visible smoke, fires, explosions, spills of any hazardous substance, chemical/radiological release, or natural disasters.

Planning for an Emergency

- Know your location.
- Be alert to your surroundings and the conditions.
- Know the nearest exit and how to reach it.
- Identify and know how to contact emergency response organizations.
- Be familiar with the locations of emergency equipment (e.g., fire extinguishers, automated external defibrillators (AEDs), fire alarm pull boxes).

Emergency Response

- In the unlikely event of an emergency, follow the directions of your site escort, or Local Emergency Supervisors. Do not return to your work area until permitted by authorized personnel. Remain alert for emergency vehicles and security personnel.
- Possible actions taken by the site in response to an emergency include evacuation to onsite or offsite locations, shelter in place, take cover, remain indoors, lock down, or any other actions directed by the ESWO Duty Officer.

IN ALL CASES, SAFETY IS THE FIRST PRIORITY!

Occupational safety and health

Zero Accident Philosophy and Culture

UCOR believes that all accidents are preventable. Accordingly, the company is committed to achieving and sustaining “Zero Accident Performance” through continuous improvement practices.

ISMS and Work Control Process

The objective of ISMS is to integrate safety and health and Environmental Compliance and Protection (EC&P) Program controls into all levels of the work. We do that by implementing the Integrated Work Control Program (ICWCP), so that workers, the public, and the environment are protected while our missions are carried out.

Pause/Stop Work Authorization

All UCOR and subcontractor employees are empowered with the authority and responsibility to pause/stop work. Without fear of reprisal, employees are encouraged to approach all work with a high degree of inquisitiveness and to satisfy themselves that it is safe to proceed.

Electrical safety

Only Qualified Electrical Workers (QEW) can perform electrical work on circuits of any voltage. The resetting of a tripped circuit breaker or “or Ground Fault Circuit Interrupter (GFCI) can only be performed by a QEW. GFCIs must be used for temporary power. DO NOT overload a circuit by plugging in too many appliances. Report electrical occurrences such as shocks, defective equipment, or other related electrical hazards.

Security inspections

Protective Force (ProForce) officers may conduct random inspections of all persons and vehicles to ensure that prohibited and controlled articles are not introduced, and that government or company assets are not removed without proper authorization, in addition to controlling for unauthorized entry.

Prohibited and controlled items

Signs about prohibited articles are posted at UCOR facilities. Prohibited articles are identified as:

- Explosives
- Dangerous weapons, as defined by 18 United States Code (USC) § 930, Possession of firearms and dangerous weapons in Federal facilities.
- Instruments or material likely to produce substantial injury to persons or damage to persons or property.
- Controlled substances (e.g., illegal drugs and associated paraphernalia, but not prescription medicine).
- Other items prohibited by law.

You are prohibited from taking controlled articles into identified security areas (e.g., limited areas [LAs], vault-type rooms [VTRs]) without prior approval. Controlled articles are items capable of recording information or transmitting data, such as:

- Cell phones
- Smart watches/fitness trackers
- Laptops/tablets
- USB memory drives
- All wireless/Bluetooth-enabled devices (e.g., Bluetooth, Wi-Fi)
- Two-way radios
- Infrared devices
- Scanners (radio frequency)
- All cameras (including webcams)
- Microphones
- Medical devices with data transmission capabilities (e.g., Bluetooth, Wi-Fi)

Medical Devices

UCOR personnel, subcontractors, and/or visitors fitted with electronic medical devices are authorized to enter UCOR security areas when approved by the Facility Security Officer (FSO) under direction from the Oak Ridge Office of Environmental Management (OREM) Official Designated Federal Security Authority (ODFSA) and United States Department of Energy (DOE) Technical Security program personnel.

Motor vehicle safety

Safe vehicle operation at all UCOR work areas is required. During inclement weather, adjust vehicle speed, following distance, and be vigilant of hazardous conditions.

Driver Responsibilities

- Possess a valid state driver’s license.
- Obey the posted speed limit.
- Give pedestrians and heavy equipment the right of way.
- Fasten seat belts and require ALL passengers to wear their seatbelts before operating the vehicle.
- Be alert while driving and avoid distractions.
- Exit the roadway and park in a safe location before using a cell phone or handheld radio.
- Perform a vehicle walkaround.
- Sound the horn twice prior to initiating the first move forward or backward (unless vehicle is equipped with backup alarm).



Passengers Responsibilities

- Wear seat belt and remind others to do the same.
- Do not distract the vehicle operator.
- Be engaged and alert to help identify potential hazards.
- Be a guide.

Pedestrian Responsibilities

- Be “defensive walkers” and obey the rules of the road.
- Ensure you are seen before entering a crosswalk.
- Act as a guide in work areas when asked.

Site access requirements

Administrative Facilities

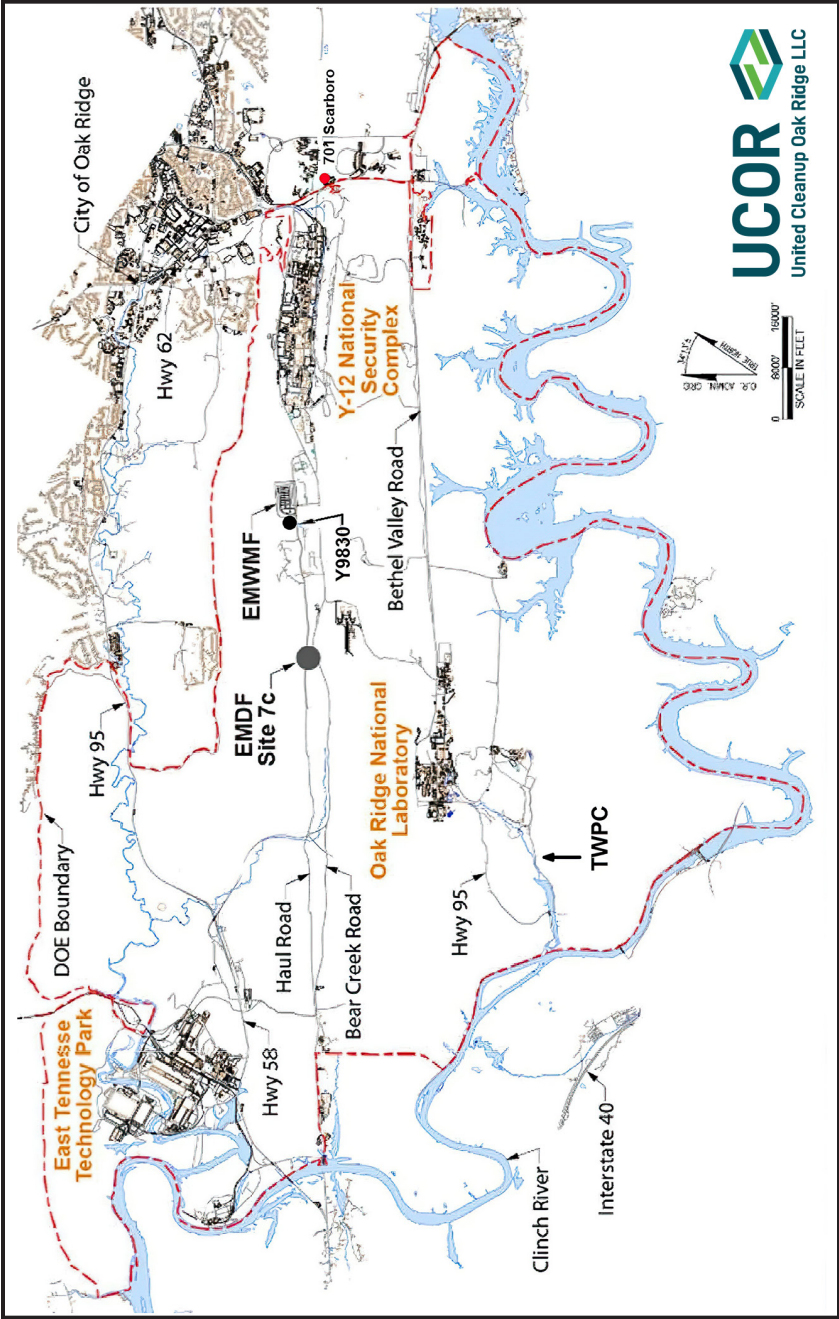
Administrative Facilities include Cleanup Campus/Leased Facilities (701 Scarboro Road, 90 and 100 Union Valley Road, 105 Mitchell Road), ETTP/Heritage Center Facilities (K-1225, and K-1036).

Visitors requesting access to UCOR facilities/areas must have an approved UCOR Visitor Request Form submitted 24 hours prior to the planned visit. The Visitor Request Form must be approved by an appropriately cleared UCOR-authorized approver.

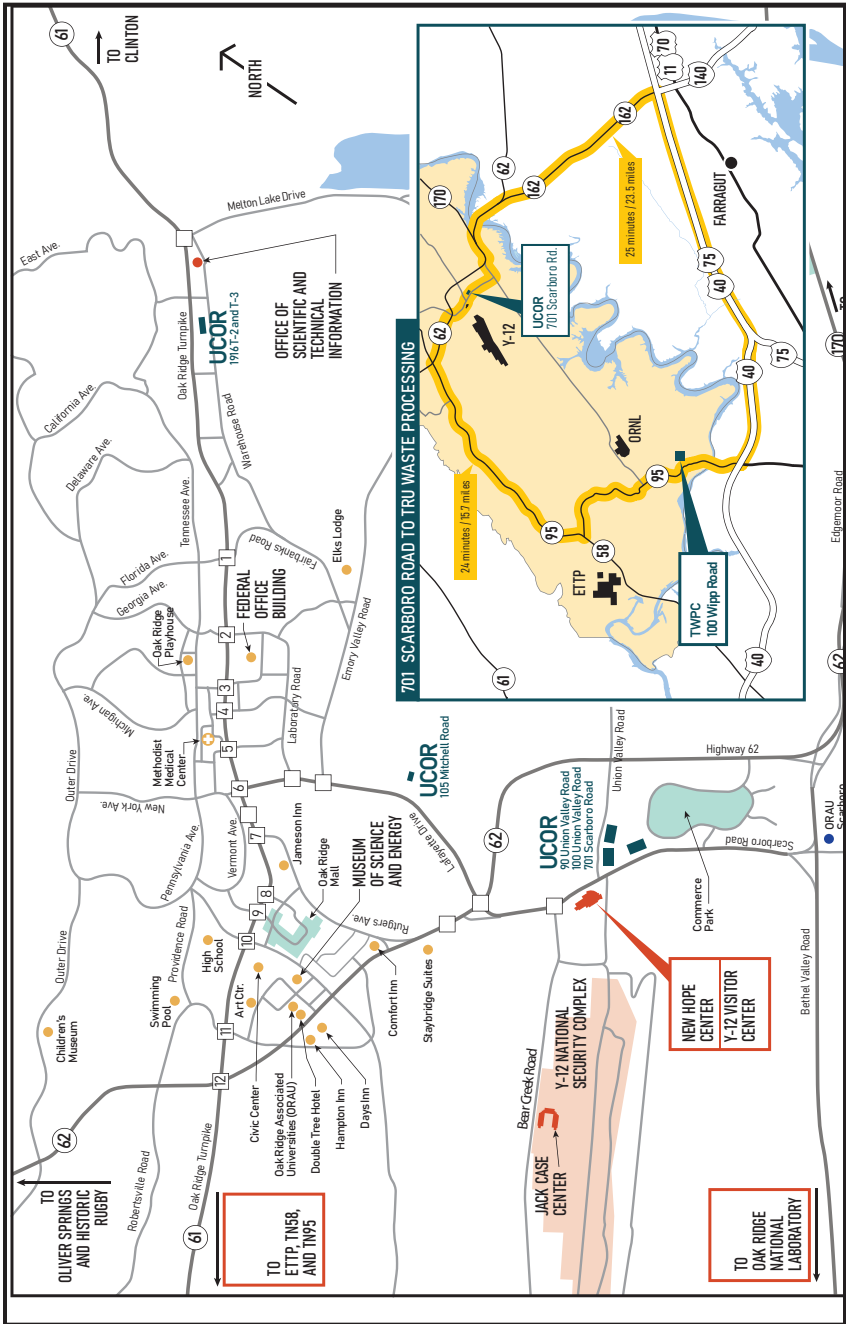
Visitor badges can only be obtained at the 701 Scarboro Road facility. Visitor badges must always be visible and positioned below the neck and above the waistline on the outermost garment. Visitor badges must be returned to Visitor Control upon completion of the visit.

Visitor Control will send a list of approved visitor requests to the 701 Scarboro Road receptionist daily. Visitors requesting access into the 701 Scarboro Road facility will call the receptionist from outside the building. The receptionist will verify that the visitor is on the approved list. Approved visitors will be directed to Visitor Control to obtain a visitor badge. Visitors not approved will be denied access and the receptionist will attempt to contact the visitor’s UCOR point of contact.

“Piggybacking” or “Tailgating” is not allowed



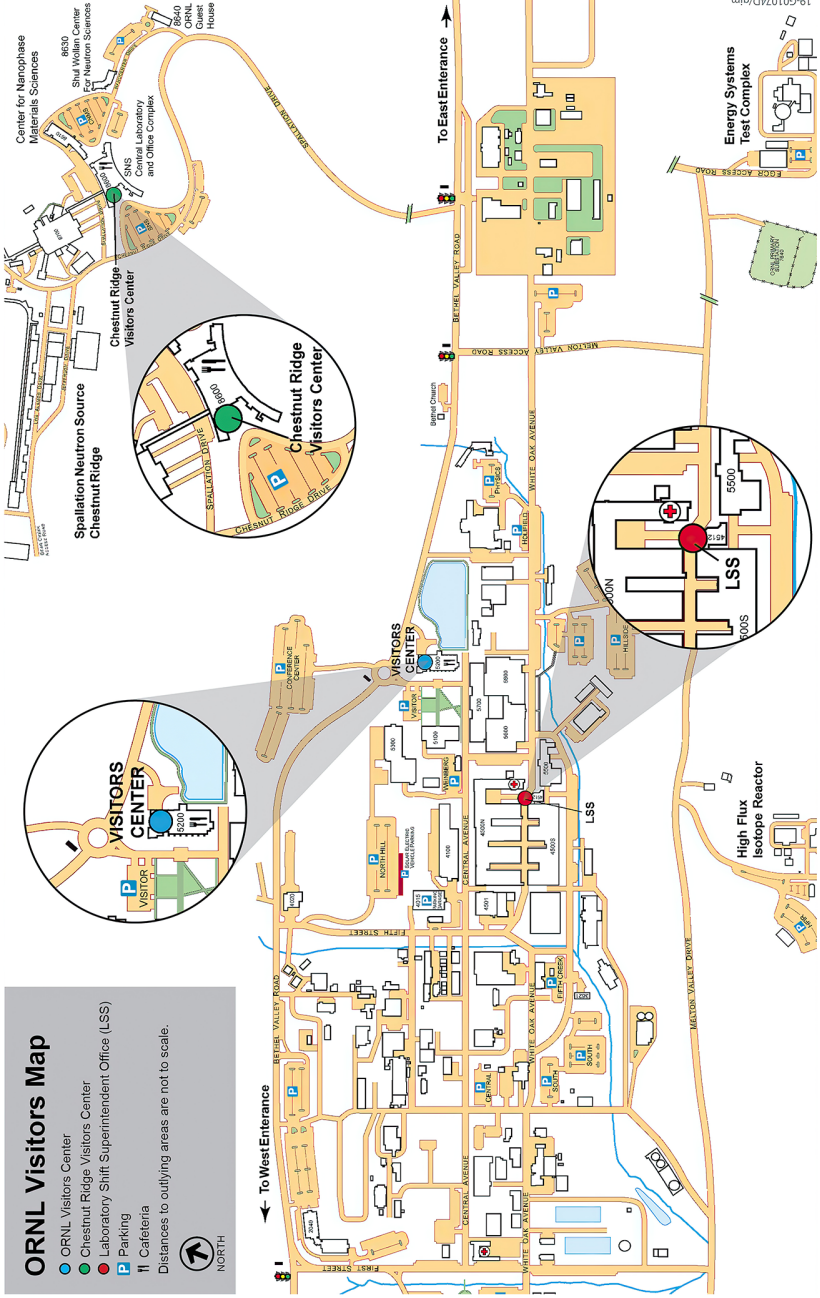
Map 1 | Oak Ridge Reservation



Map 2 | Oak Ridge

ORNL Visitors Map

- ORNL Visitors Center
 - Chestnut Ridge Visitors Center
 - Laboratory Shift Superintendent Office (LSS)
 - P Parking
 - ☺ Cafeteria
- Distances to outlying areas are not to scale.



Map 3 | ORNL

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Site access requirements

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East Tennessee Technology Park (ETTP) and Bear Creek Valley

The ETTP, or Heritage Center, includes the K-1064, K-1070-B, K-1070-C, and K-1070-D burial grounds. The Environmental Management Waste Management Facility (EMWMF) and Y-9830 Nuclear Related Recycle Material Above Grade Storage Facility (AGSF) are in the Bear Creek Valley.

ETTP (Heritage Center)

Access to the burial grounds is approved by the facility manager (FM) or designee. Escorted and unescorted access depends on your need to know and having a clearance level commensurate to security area's classification level. Personnel must sign a Facility Access Visitor Log each time they enter and exit a LA.

Bear Creek Valley

Access to EMWMF and Y-9830 AGSF is approved by the FM or designee upon verification of clearance and need to know.

EMWMF. Authorized personnel enter the EMWMF LA through a ProForce-staffed portal. Personnel not enrolled in the badge reader must sign in and out on the Facility Access Visitor Log.

The Property Protection Area (PPA) consists of the office complex, parking lots, leachate tank farm, contact water ponds, and contact water tanks. Uncleared personnel may access the PPA without escort.

Y-9830 AGSF. This is an LA located just west of the EMWMF. Whether an escort is needed depends on the individual's "need to know" and clearance level commensurate to security area's classification level. Personnel entering the Y-9830 AGSF must sign in and out on the Facility Access Visitor Log.

Emergency contact numbers are listed on the back of this pamphlet. Keep this pamphlet with you at all times.

Consolidated Service Center (CSC): 1916-T2 and -T3

The CSC and UCOR Safeguards and Security manage the access control system at 1916-T2 and -T3 for entry. This shared responsibility ensures personnel and government-owned property are protected. UCOR uses PACS for access into UCOR-leased facilities at 1916-T2 and -T3. The CSC maintains the access control system into the VTR at 1916-T2.

Oak Ridge National Laboratory (ORNL)

Access to ORNL is managed by the site's prime contractor. To gain entry, an ORNL sponsor must submit your name to the daily approved visitor list for ProForce personnel. Upon arrival at one of the Bethel Valley Road entry stations, you must present a driver's license or passport to verify you are on the list.

Follow the signs directly to the ORNL Main Visitor Center or the Chestnut Ridge Visitor Center to receive a visitor badge or to enroll your Homeland Security Presidential Directive-12 (HSPD-12) credential. If you receive an ORNL proximity card, you can access your building by placing the card near the proximity reader. If you arrive and are not on the list of registered visitors, your ORNL host or sponsor will then have to verify your visit with ORNL Security.

Transuranic Waste Processing Center (TWPC)

Facility access personnel, located at building 7880NN, screen all visitors before allowing entry and provide an access badge. As a visitor, you must sign the Facility Access Visitor Log. If you are driving a personal vehicle, you must present a valid driver's license. As a visitor, you agree to follow all site requirements communicated to you. At the end of each visit, you will scan the visitor badge to exit the site and return it to security personnel in 7880NN, or place it in the drop box located at 7880NN.

Y-12 National Security Complex (Y-12)

UCOR visitors and personnel must become acquainted with the security and safety rules at Y-12. Individuals are not allowed in certain areas and must obey all posted signs. Access to Y-12 is authorized and managed by Consolidated Nuclear Security, LLC (CNS). UCOR personnel are authorized and enrolled in the access control systems at the New Hope Center on Scarboro Road.

Environmental policy statement

UCOR is committed to incorporating sound environmental management, protection, sustainability, and justice considerations in all business decisions, work processes, and activities as part of our DOE contract. The environmental policy provides a framework for setting objectives and includes a commitment to continually improve the environmental performance of our operations. Our commitment to protect and sustain human, natural, and cultural resources is inherent in our mission to complete environmental cleanup safely.

Radiological controls

Visitors are not allowed into radiological areas, radioactive material areas, or radiological buffer areas within controlled areas without an escort. Additional entry requirements may apply. It is up to your sponsor to ensure you meet these requirements.

- Obey all radiological signs and postings.
- Do not enter radiological areas unless escorted and properly trained.
- Contact your sponsor or escort if you have any questions or concerns.

Emergency contacts

After notifying 911/ORNL Laboratory Shift Superintendent (LSS)/Y-12 Plant Shift Superintendent (PSS)/TWPC Control Point, contact UCOR Emergency Service Watch Office (EWSO): 865-574-3282

Location	Personnel must report all emergency incidents by:
Bear Creek Valley: EMWMF Y-9830 (AGSF)	<ul style="list-style-type: none"> • Call 911 using a cell phone You MUST inform 911 that you are trying to reach the City of Oak Ridge. • Radio (K PSS OPS)
Cleanup campus/leased facilities: 90 Union Valley Road 100 Union Valley Road 701 Scarboro Road 105 Mitchell Road	<ul style="list-style-type: none"> • Call 911 using a landline or cell phone. • When calling by cell phone: You MUST inform 911 that you are trying to reach the City of Oak Ridge.
Buildings 1916-T2 and 1916-T3	<ul style="list-style-type: none"> • Call 911 using a landline or cell phone. • When calling by cell phone: You MUST inform 911 that you are trying to reach the City of Oak Ridge. • Calling Oak Ridge Operations Center (OROC) at 865-576-1005
ETPP (Heritage Center): K-1225 & K-1036 K-1064 Burial Grounds K-1070-B, -C, -D Burial Grounds	<ul style="list-style-type: none"> • Call 911 using a cell phone You MUST inform 911 twhat you are trying to reach the City of Oak Ridge. • Radio (K PSS OPS)
Y-12 and ORRL	<ul style="list-style-type: none"> • Call the Y-12 Operations Center/PSS at 865-574-7172. • Radio (Y PSS)
ORNL	<ul style="list-style-type: none"> • Call the LSS at 865-574-6606. • Radio (X LSS)
TWPC	<ul style="list-style-type: none"> • Call the Control Point during normal hours at 865-576-3969. • Call the LSS at 865-574-6606, or 911 by landline, or Emergency Call Box

For all locations, a fire alarm pull box may be activated (if available)
(Do not use for active shooter)