



SUBCONTRACTOR SITE ACCESS GUIDELINES: On-site Construction



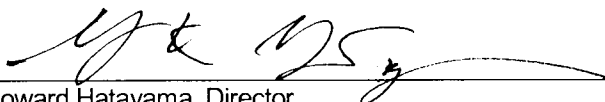
**Lawrence Berkeley National Laboratory
U.S. Department of Energy**

August 20, 2008

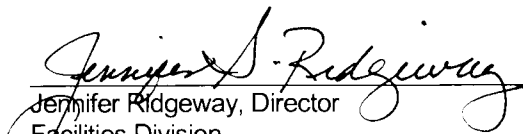
Subcontractor Site Access Guidelines: On-Site Construction

Prepared for Site Construction Management
August 20, 2008

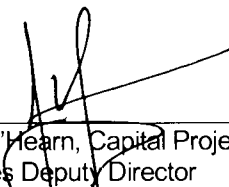
Version 1



Howard Hatayama, Director
Environment, Health & Safety Division
8/28/08
Date



Jennifer Ridgeway, Director
Facilities Division
8/28/08
Date



Jerry O'Hearn, Capital Projects
Facilities Deputy Director
9/3/08
Date



Steve Black, Small Projects
Facilities Deputy Director
8/28/08
Date

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1. Introduction



DOE O 142.3, Unclassified Foreign Visits and Assignments (June 14, 2006), was added to Lawrence Berkeley National Laboratory's Contract No. DE-AC02-05CH11231 on May 24, 2007. DOE O 142.3 defines a program for unclassified foreign national access to DOE sites, information, and technologies. Lawrence Berkeley National Laboratory (LBNL) follows the Order's graded approach for laboratories that do not perform classified work and at which no classified materials are stored. The following process has been developed for documenting the visits and/or assignments of subcontractors and lower-tier subcontractor employees from sensitive or terrorist-sponsoring countries who perform work on any LBNL DOE-affiliated site. Non-sensitive country foreign nationals who perform work at one of LBNL's Property Protection Areas (PPA) must also be documented according to DOE requirements.

2. Procurement: Subcontractor Clause

The LBNL Site Access Requirements clause will be added to all new and renewed on-site subcontracts.

LBNL Site Access Requirements

All subcontractor and lower-tier subcontractor employees requiring access to LBNL DOE-affiliated sites are subject to DOE restrictions. Subcontractor shall not assign foreign national employees to work at LBNL DOE-affiliated sites who were born in, are citizens of, are employed by, or represent a government, company, institution, or other organization based in a country on the Department of State's List of State Sponsors of Terrorism without prior written approval from DOE Headquarters. Requests for access must be submitted at least 180 days in advance to allow time for approval from the DOE. See <http://www.lbl.gov/ufva> for a list of terrorist-sponsoring countries.

LBNL is also required by DOE to document all foreign national employees who were born in, are citizens of, or are employed by a government, employer, institution or organization, of a sensitive country who require access to LBNL DOE-affiliated sites for 30 days or more (assignees). Such employees must identify themselves upon entry to any LBNL site. See <http://www.lbl.gov/ufva> for a list of sensitive countries and subcontractor requirements.

3. Subcontractor Site Access Guidelines: On-site Construction



Subcontractor employees who are hired to perform work at LBNL are processed through different channels depending on the type of work, i.e., construction, non-construction activities, and vendors. The following procedures constitute LBNL's subcontractor guidelines for on-site construction work, divided into two categories: 1) projects with on-site parking and 2) projects with off-site parking arrangements. The respective Facilities Project Manager (Facilities PM) is responsible for informing all subcontractors and lower-tier subcontractors of DOE foreign national requirements as well as parking and site access regulations. "Facilities Project Manager Guidelines," summarizes these requirements [Enclosure 1].

4. Projects with On-site Parking

4.1 Initial Screening and On-site Parking Process

This screening process applies to on-site construction projects and subcontractors who are assigned parking and/or laydown areas within LBNL boundaries or at LBNL off-site locations. A flow chart illustrating this process is included in the Attachments [Enclosure 2].



- 4.1.1 Facilities Project Manager (Facilities PM) or designee contacts Site Access to obtain parking permits for subcontractor crew.
- 4.1.2 Facilities PM has all members of the subcontractor crew fill out the *Contractor Parking/ID Request Form* [Enclosure 3], which includes citizenship and birth country information.
- 4.1.3 Facilities PM submits these forms to Site Access along with copies of each individual's driver's license.
- 4.1.4 Site Access logs each individual into the Construction Contractor Parking database with a corresponding parking authorization number.
- 4.1.5 Site Access completes a *Laydown Parking Permit* [Enclosure 4], noting the corresponding parking number for each individual.
- 4.1.6 The Facilities PM or designee picks up the *Laydown Parking Permits* or Site Access delivers them. This completes the process for subcontract employees who are U.S. citizens.
- 4.1.7 *Subcontractors: With On-site Parking* [Enclosure 5], which describes foreign national screening requirements and provides instructions for obtaining parking permits, is available on the [Subcontractor Website](#).

5. Projects with Off-site Parking Arrangements

5.1 Initial Screening and Off-site Parking Process

This screening process applies to on-site construction projects and subcontractors who have pre-arranged parking and/or laydown areas outside LBNL boundaries. Subcontractor crews gather at designated pickup points and are bused to the construction site. See Enclosure 6 for flow chart illustrating this process.

- 5.1.1 Facilities Project Manager (Facilities PM) has all members of the subcontractor crew fill out a *Subcontractor Registration Form* [Enclosure 7], which includes citizenship and birth country information.
- 5.1.2 Facilities PM must submit *Subcontractor Registration Forms* to Site Access for all crew members before they are cleared for work. Site Access screens forms for foreign national requirements and prepares a daily roster of approved employees. This completes the process for subcontract employees who are U.S. citizens.
 - 5.1.2.1 Anyone who fails to return the form by the project start date must be registered and screened for citizenship and birth country at the pickup point. **NOTE: Same-day registration may cause delays with shuttle bus transit to LBNL.**
 - 5.1.2.2 Delays may occur if the individual is from a sensitive country requiring access for 30 days or more or if required documents are not provided.
 - 5.1.2.3 Terrorist-sponsoring country foreign nationals will not be allowed to work without **PRIOR** written approval from the DOE Under Secretary for Science.
- 5.1.3 Facilities PM should notify truck delivery companies in advance of DOE foreign national access requirements and whenever possible, pre-screen truck delivery drivers using the *Subcontractor Registration Form*. Drivers who have not filled out the required forms in advance will be screened at the gates.
 - 5.1.3.1 Delays may occur if the individual is from a sensitive country requiring access for 30 days or more or if required documents are not provided.
 - 5.1.3.2 Truck drivers from terrorist-sponsoring countries will be **denied access and will be turned around at the gates.**
- 5.1.4 *Subcontractors: With Off-site Parking* [Enclosure 8], which describes registration and foreign national screening requirements, is available on the [Subcontractor Website](#).

6. Foreign Visits and Assignments Screening Process

6.1 Sensitive Country Process

If a member of the construction crew is identified as a citizen of, was born in, or is employed by a company or organization of a sensitive country, the following procedures must be followed:

- 6.1.1 Site Access contacts the Foreign Visits and Assignments (FVA) Administrator, who determines whether FVA processing is required. (DOE O 142.3 only requires processing for sensitive country foreign nationals who are working for 30 consecutive calendar days or more.)



- 6.1.2 If the employee is scheduled to work for 30 days or more, the Facilities PM provides a completed copy of the *DOE FACTS Questionnaire: Subcontractor On-Site Access* [Enclosure 9] and copies of immigration documentation to the FVA Administrator. The FVA Administrator enters this information into the DOE Foreign Access Central Tracking System (FACTS) database and notifies the Facilities PM and Site Access that the employee can begin work.
- 6.1.3 If the sensitive country foreign national is working for less than 30 days, no additional processing is required.

6.2 Terrorist-sponsoring (T-5) Country Process

If a member of the construction crew is identified as a citizen of, was born in, or is employed by a company or organization of a terrorist-sponsoring country, the following procedures must be followed:



- 6.2.1 FVA Administrator informs the Facilities PM and Site Access that the employee cannot work or be allowed on site for any length of time until LBNL receives written approval from the DOE Under Secretary for Science.
- 6.2.2 The terrorist-sponsoring country approval process may take 6-8 months and involves extensive background checks, LBNL subject matter reviews and approvals, and DOE Headquarters approval. The Under Secretary for Science is the final approval authority.
- 6.2.3 Due to the long approval process, the Facilities PM must find a replacement for this T-5 individual either permanently or temporarily (see below).
- 6.2.4 If the Facilities PM decides to proceed with an access request, the FVA Administrator will begin the DOE approval process.

6.3 Non-sensitive Country Process (PPA Access Only)

If a member of the construction crew requires cardkey access to a Property Protection Area (PPA) and is identified as a citizen of, was born in, or is employed by a company or organization of a non-sensitive country, the following procedures must be followed:

- 6.3.1 Non-sensitive country foreign nationals are not included in DOE O 142.3 requirements unless they require unescorted, cardkey access to one of LBNL's Property Protection Areas. These foreign nationals must be entered into the DOE FACTS database prior to the start of work or no later than the first day of access. A list of PPAs is available from the FVA Administrator or on the [FVA website](#) (LDAP protected).

- 6.3.2 If the employee requires access to a PPA, Site Access or the designated Security Access Manager (SAM) authorizer contacts the FVA Administrator. If the SAM authorizer approves the access request, the Facilities PM submits a completed copy of the *DOE FACTS Questionnaire: Subcontractor On-Site Access* [Enclosure 9] and copies of immigration documentation to the FVA Administrator. The FVA Administrator enters the information into the FACTS database and notifies the Facilities PM and Site Access that the employee can begin work.

7. Substitutions

On any construction project, crew substitutions are inevitable. This document includes the following procedures for handling substitutions due to illness, reassignments, or other last-minute circumstances. The Facilities PM is responsible for notifying all subcontractors and their employees in advance of DOE foreign national requirements so delays at the gates or pickup locations can be avoided. Whenever possible, the Facilities PM is responsible for immediately notifying Site Access when the subcontractor plans to send a substitute employee so the standard subcontractor process can be followed.

7.1 Substitute Contractors with On-Site Parking

- 7.1.1 If substitute employees arrive at LBNL without advance notification, the security officer at the gate notifies Site Access, which screens for citizenship and birth country. The Facilities PM is responsible for verifying employment status. Once Site Access determines that there are no FVA issues, the substitutes are provided with temporary parking permits and granted access.
- 7.2.1 **Sensitive Country Process:** If a substitute employee is identified as a sensitive country foreign national, the Site Access Manager verifies the length of the assignment with the Facilities PM.
- 7.2.1.1 If the assignment is less than 30 days, no further action is required.
- 7.2.1.2 If the assignment is longer than 30 days, the FVA Administrator initiates the sensitive country process and enters the substitute into the DOE FACTS database. The substitute is provided with a temporary parking permit. Once the substitute provides the required immigration documentation, he/she is issued a *Laydown Parking Permit* by Site Access.
- 7.3.1 **Terrorist-sponsoring Country Process:** If a substitute employee is identified as a terrorist-sponsoring country foreign national, Site Access contacts the FVA Administrator and the Facilities PM.
- 7.3.1.1 The substitute is escorted to the Site Access Office, informed of DOE requirements, and escorted off-site. The Facilities PM must find a replacement. If the Facilities PM decides to proceed with a formal DOE access request, the FVA Administrator begins the process.

7.2 Substitute Contractors with Off-site Parking

- 7.2.1 The Facilities PM is responsible for notifying all subcontractors and their employees in advance of DOE foreign national requirements so delays at the gates or pickup locations can be avoided. Whenever possible, the Facilities PM is responsible for immediately notifying Site Access when the subcontractor plans to send a substitute employee so the standard subcontractor process can be followed.
- 7.2.2 If substitute employees arrive at the off-site pickup point without advance notification, they must register before being allowed access to the construction site. Delays may occur if the employees are from sensitive countries. If the employees are from terrorist-sponsoring countries, they will be **denied access to the construction site**, and the Facilities PM will need to find replacements.
- 7.2.3 Substitute truck delivery drivers, who have not registered in advance, will be screened at the gates. Delays may occur if the drivers are from sensitive countries. Drivers from terrorist-sponsoring countries will be **denied access and turned around at the gates**.

7.3 Non-sensitive Country Process (PPA Access Only)

- 7.3.1 Access to LBNL's Property Protection Areas (PPA) requires documentation of all foreign nationals, including those from non-sensitive countries. Foreign national substitutes may experience lengthy delays since validation of immigration documentation (i.e., a visa and passport for non-immigrants or a green card and passport or driver's license for permanent residents) is required **prior** to access. To avoid such delays, the Facilities PM should notify all subcontractors and their employees working on a PPA-related project of additional pre-screening processes for non-U.S. citizens.
- 7.3.2 If a substitute is identified as a non-sensitive country foreign national and requires unescorted, cardkey access to one of LBNL's Property Protection Areas, Site Access notifies the SAM authorizer and the FVA Administrator. The Facilities PM must submit a completed *DOE FACTS Questionnaire: Subcontractor On-site Access* and required immigration documentation for the substitute before he/she can begin work.

8. Quality Assurance

This subcontractor process for on-site construction was developed as part of a Corrective Action Plan, stemming from a Security Incident involving unauthorized access to LBNL by a terrorist-sponsoring country foreign national. The following quality assurance program establishes procedures to verify that the above processes are being followed by the Facilities Project Managers and the various subcontractors working at the LBNL main site or its off-site locations.

The Directorate-Facilities-Site Access Focus Group, which evaluates parking patterns at the Lab especially during periods of construction, will conduct random checks outlined below and will document a representative sampling of crew members to verify compliance.

8.1 Contractors with On-site Parking

- 8.1.1 A representative from the Directorate-Facilities-Site Access Focus Group will conduct an impromptu survey and collect a representative sampling of workers on-site that day by: 1) Requesting a list of names from the Facilities PM or 2) Visiting the construction site and obtaining the workers' names directly.
- 8.1.2 The FVA Administrator will check those names against the subcontractor database and verify that each individual has filled out a Contractor *Parking/ID Request* and has been properly screened through the Foreign Visits and Assignments Program.

8.2 Contractors with Off-site Parking

- 8.2.1 A representative from the Directorate-Facilities-Site Access Focus Group will conduct a random survey and collect a representative sampling of names of workers on-site that day by: 1) Requesting a list of names from the Facilities PM or 2) Visiting the off-site pickup point and obtaining the workers' names directly.
- 8.2.2 The FVA Administrator will check those names against the subcontractor database and verify that each individual has filled out a *Subcontractor Registration Form* and has been properly screened through the Foreign Visits and Assignments program.

9. Subcontractor Site Access Responsibilities Website

Subcontractor guidelines for DOE foreign national requirements and parking and site access regulations are available on the Subcontractor Site Access Responsibilities website (<http://www.lbl.gov/ufva>). This site is available to subcontractors. Downloadable on-site and off-site parking information sheets are provided for quick reference.

10. Attachments

1. Facilities Project Manager Guidelines
2. Subcontractor Process With On-site Parking (flow chart)
3. Contractor Parking / ID Request
4. LBNL Laydown Parking Permit
5. Subcontractors: With On-site Parking
6. Subcontractor Process With Off-site Parking & Pickup Location (flow chart)
7. Subcontractor Registration Form
8. Subcontractors: With Off-site Parking
9. DOE FACTS Questionnaire: Subcontractor On-Site Access



FACILITIES PROJECT MANAGER GUIDELINES



INITIAL SCREENING: ON-SITE PARKING PROJECTS

- Prior to start of work, Facilities PM must submit *Contractor Parking/ID Request Form* to Site Access for all subcontractors along with copies of driver's licenses
- Site Access conducts foreign national screening and contacts Foreign Visits & Assignments Administrator if DOE foreign national reporting is required
- Site Access prepares *Laydown Parking Permits*
- Facilities PM distributes parking permit cards to subcontractors

INITIAL SCREENING: OFF-SITE PARKING PROJECTS

- Prior to start of work, Facilities PM must submit to Site Access *Subcontractor Registration Form* for all subcontractors
- Site Access conducts foreign national screening and contacts Foreign Visits & Assignments Administrator if DOE foreign national reporting is required
- Site Access prepares daily roster of approved workers
- Facilities PM must inform subcontractors that they need to provide photo ID at pickup point before boarding shuttle buses

FOREIGN NATIONAL ACCESS:

- **Sensitive Country:** Facilities PM must submit *DOE FACTS Questionnaire: Subcontractor On-site Access* and copies of immigration documents for sensitive country foreign nationals who require access for more than 30 days
- **Terrorist-sponsoring:** Facilities PM must notify all subcontractors that foreign nationals from terrorist-sponsoring countries will be turned away at the gates or pickup locations without **PRIOR** DOE Headquarters approval (6-8 month process). Truck delivery drivers from these countries will be turned away at the gates or pickup locations
- **NOTE:** Naturalized U.S. citizens are exempt

SUBSTITUTIONS:

- Facilities PM must notify subcontractors of DOE foreign national requirements in advance to avoid delays at the gates or pickup locations
- Same-day registration and screening process may cause **lengthy delays**
- Substitutes from sensitive or terrorist-sponsoring countries are subject to the above foreign national access requirements

ADDITIONAL INFORMATION:

- (510) 486-7572 (Foreign Visits/Assignments) or 486-4855 (Site Access)
- For information on foreign national access requirements & list of countries, see <http://www.lbl.gov/ufva>

PRE-SCREEN IN ADVANCE: AVOID COSTLY DELAYS

Subcontractor Process With On-site Parking

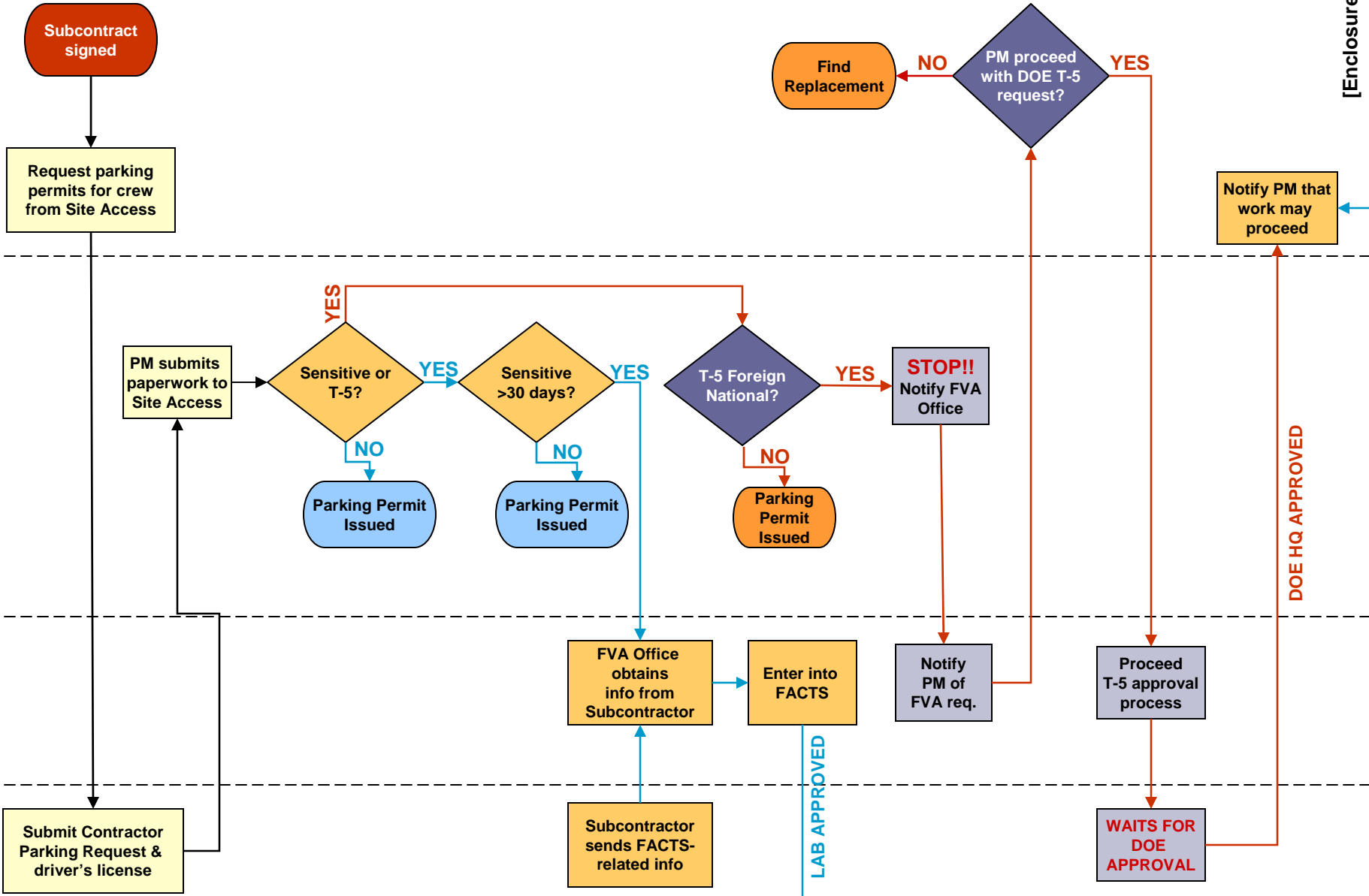
[Enclosure 2]

Facilities PM

Site Access

FVA Office

Subcontractor





Contractor Parking/ID Request

Name _____ (Print) Permit Expiration Date _____
(day/month/year)

Company _____ (Print) LBNL Host _____

Type of Permit Requested: Parking Permit ID

Citizenship _____
(Country)

Birth Country _____
(If not US citizen)

Vehicle Information: (Print)

Make _____

Model _____

Color _____

Vehicle License _____

I understand that the temporary parking permit issued to me is valid for parking in an authorized laydown area only. This permit or an ID pass must be shown when entering LBNL. Vehicle parking permits must be displayed on dashboard when parked. **Violations will result in loss of parking privileges.**

Signature

Date

FAX completed forms to (510) 486-7117. For vehicle permits, a copy of a valid driver's license is required. For ID passes, a copy of a valid photo ID is required.

For Security Use Only:

Date Issued: _____

Permit #: _____

Expiration Date: _____



Lawrence Berkeley National Laboratory
LAYDOWN PARKING PERMIT
Authorization to Park in Designated Laydown Area Only

Issued To: _____

Laydown Area: _____ Valid Through: _____

This permit must be displayed on Dashboard
This permit is non-transferable and must be returned upon request

Authorized by: _____ Site Access, x4855 # _____



Lawrence Berkeley National Laboratory
LAYDOWN PARKING PERMIT
Authorization to Park in Designated Laydown Area Only

Issued To: _____

Laydown Area: _____ Valid Through: _____

This permit must be displayed on Dashboard
This permit is non-transferable and must be returned upon request

Authorized by: _____ Site Access, x4855 # _____



Lawrence Berkeley National Laboratory
LAYDOWN PARKING PERMIT
Authorization to Park in Designated Laydown Area Only

Issued To: _____

Laydown Area: _____ Valid Through: _____

This permit must be displayed on Dashboard
This permit is non-transferable and must be returned upon request

Authorized by: _____ Site Access, x4855 # _____

Permit Specifications:

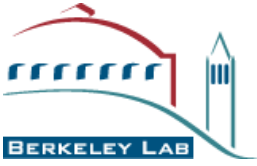
1. Permit must be displayed on dashboard with this side facing down.
2. All vehicles parked on Laboratory property are required to display a valid Laboratory permit.
3. Parking permitted in Designated Laydown Area **Only**.
4. The duplication, sale, transfer, alteration or loan of Laboratory parking permits is prohibited.
5. Parking vehicles at the Laboratory for prolonged periods is not permitted without prior approval of the Site Access Office.

Permit Specifications:

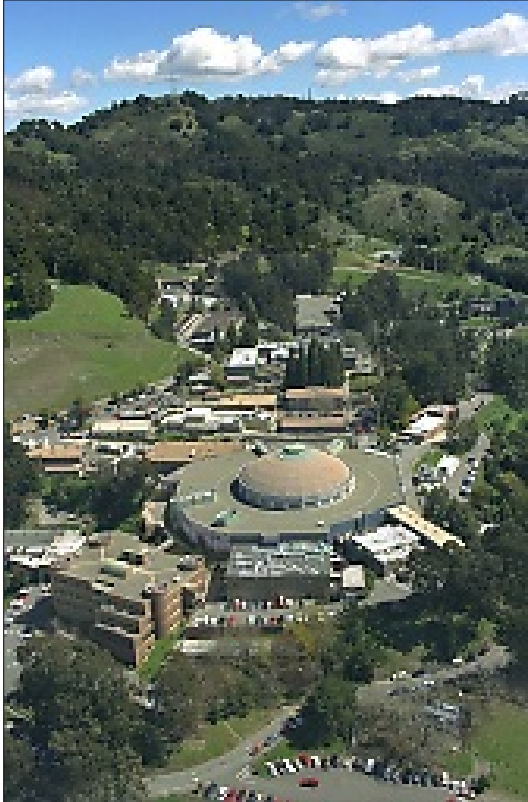
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4. The duplication, sale, transfer, alteration or loan of Laboratory parking permits is prohibited.
5. Parking vehicles at the Laboratory for prolonged periods is not permitted without prior approval of the Site Access Office.



SUBCONTRACTORS: With On-site Parking



PARKING & SITE REQUIREMENTS

- Park in designated spaces or laydown areas **ONLY**
- Display parking cards on dashboard
- Follow flagger & pilot car instructions
- Drive cautiously on narrow roadways
- Observe posted speed limits
- Watch for pedestrians, bicyclists, & wildlife

Share the Road Safely

INITIAL SCREENING (prior to access):

- Obtain *Contractor Parking/ID Request Form* from Facilities Project Manager (Facilities PM)
- Submit completed form and copy of driver's license to Facilities PM
- Site Access Office conducts initial screening and prepares *Laydown Parking Permits*
- Facilities PM distributes parking permit cards to subcontractors

FOREIGN NATIONAL ACCESS:

- Foreign nationals from **sensitive** countries who require LBNL access for 30 days or more must also submit *DOE FACTS Questionnaire: Subcontractor On-site Access* and copies of immigration documents before access can be granted [Contact Facilities PM for form]
- Foreign nationals from **terrorist-sponsoring** countries will **not** be granted access to LBNL without **PRIOR** DOE Headquarters approval (6-8 month process). Truck delivery drivers from these countries will be **turned away** at the gates
- **NOTE: Naturalized U.S. citizens are exempt**

SUBSTITUTIONS:

- Substitutes must submit *Contractor Parking/ID Request Form* to Facilities PM prior to start date
- Substitutes who have not been pre-screened must be processed by Site Access before they can begin work
- Same-day registration and screening process may cause **lengthy delays**
- Substitutes from sensitive or terrorist-sponsoring countries are subject to the above foreign national access requirements

PRIMARY POINT OF CONTACT:

- Contact your Facilities PM for specific project information, forms, and report-to-work instructions

ADDITIONAL INFORMATION:

- (510) 486-7572 (Foreign Visits/Assignments) or 486-4855 (Site Access)
- For information on foreign national access requirements & list of countries, see <http://www.lbl.gov/ufva>

Subcontractor Process With Off-site Parking & Pickup Location

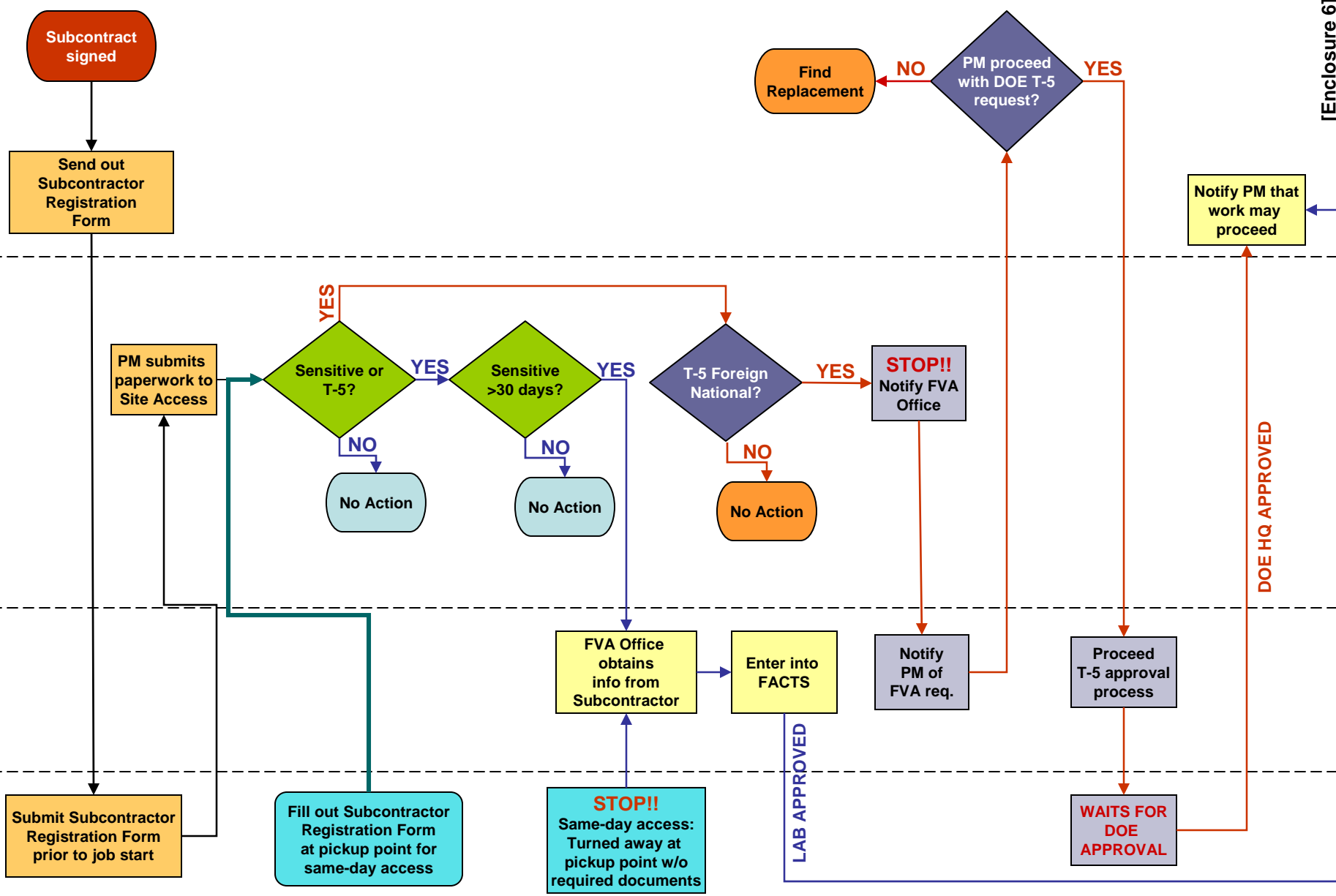
Facilities PM

Site Access

FVA Office

Subcontractor

[Enclosure 6]





ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

Subcontractor Registration Form

Maki Tabata, Foreign Visits/Assignments Administrator, (510) 486-7572
Sam C. Houston, Site Access Manager, (510) 486-4855

Name: _____ (Print) Company: _____ (Print)

LBNL Project: _____ (Print) LBNL Host: _____ (Print)

Citizenship: _____ (Print) Birth Country: _____ (Print)
(IF NOT A US CITIZEN)

Assignment Dates: From _____ to _____

Signature

Date

Site Access Use Only:

Date Cleared: _____

Comments: _____



SUBCONTRACTORS: With Off-Site Parking



INITIAL PARKING & FOREIGN NATIONAL SCREENING (prior to access):

- Obtain *Subcontractor Registration Form* from Facilities Project Manager (Facilities PM)
- Submit completed form to Facilities PM before project start date
- Site Access Office pre-screens registration forms and prepares daily roster of approved workers

FOREIGN NATIONAL ACCESS:

- Foreign nationals from **sensitive** countries who require LBNL access for 30 days or more must also submit *DOE FACTS Questionnaire: Subcontractor On-site Access* and copies of immigration documents before access can be granted [Contact Facilities PM for form]
- Foreign nationals from **terrorist-sponsoring** countries will **not** be granted access to LBNL without **PRIOR** DOE Headquarters approval (6-8 month process). Truck delivery drivers from these countries will be turned away at LBNL gates or pickup locations.
- **NOTE: Naturalized U.S. citizens are exempt**

SUBSTITUTIONS:

- Substitutes must submit completed *Subcontractor Registration Form* to Facilities PM prior to start date
- Substitutes who have not been pre-screened may encounter **lengthy delays** to complete same-day registration and screening processes before they can begin work.
- Substitutes from sensitive or terrorist-sponsoring countries are subject to the above foreign national access requirements. Substitutes from terrorist-sponsoring countries will **not** be allowed on-site without **PRIOR** DOE approval. Truck delivery drivers from these countries will be **turned away** at LBNL gates or pickup locations.

PRIMARY POINT OF CONTACT:

- Contact Facilities PM for specific project information, forms, and report-to-work instructions

ADDITIONAL INFORMATION ON FOREIGN NATIONAL ACCESS REQUIREMENTS:

- (510) 486-7572 (Foreign Visits & Assignments) or 486-4855 (Site Access)
- For information on foreign national access requirements & list of countries, see <http://www.lbl.gov/ufva>



DOE FACTS* Questionnaire: Subcontractor On-Site Access

Lawrence Berkeley National Laboratory (LBNL) is a Department of Energy (DOE) funded national laboratory. DOE requires that LBNL gather and document selected information on non-U.S. citizens (including Permanent Residents) from terrorist-sponsoring or sensitive countries who require access and/or perform work on LBNL premises.

Failure to supply the Foreign Visits & Assignments Office with the requested information will preclude you from having access to Laboratory facilities.

NAME: _____

	First	Middle	Last	Suffix (Jr., etc.)
Are you a Citizen of the United States?				
• If yes, skip questions 1-5, sign and date the form.				<input type="checkbox"/> Yes <input type="checkbox"/> No
• If no, answer the following questions, sign and date the form:				
1) Are you an Immigrant ("green card" holder)? If yes, please provide the following information on your green card and passport:				<input type="checkbox"/> Yes <input type="checkbox"/> No
1.a) Green card number:	_____			
Green card expiration date:	_____			
Passport number:	_____			
Passport issuing country:	_____			
Passport expiration date (Please include even if expired):	_____			
2) Are you a Non-Immigrant (on a visa)? If yes, please provide the following information on your visa and passport:				<input type="checkbox"/> Yes <input type="checkbox"/> No
2.a) Visa number:	_____			
Type of visa:	_____			
Visa expiration date:	_____			
Passport number:	_____			
Passport issuing country:	_____			
Passport expiration date:	_____			
3) Place of Birth:	_____		_____	
	(City or Region)		(Country)	
4) Date of Birth:	_____			
5) Gender:	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
Subcontractor Signature:	_____			Date: _____
Project Manager/Designee Signature:	_____			Date: _____

Facilities Use: Fax form to 486-5535 or mail to FVA Office, MS: 48R0120 PRIOR to start date.			
Host/Supervisor:	_____	Project:	_____
Access Dates:	From: _____	To:	_____
Job Responsibilities:	_____		

*Foreign Access Central Tracking System