

ARCS PROCEDURE	PROCESSING REQUEST FOR ACCESSING TWP FACILITY	PRO(OPS)-038.000 29 January 2004 Page 1 of 2
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Processing Request for Accessing TWP Facility

I. Purpose:

This document describes how to process requests for accessing TWP facilities submitted through the ARM Site Access Request System (SARS). The steps outlined here are intended for administrative purposes at the TWP Office (TWPO).

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Site Visit (Physical Site Access)

1. The ARM Site Access Request System (SARS) notifies TWP site manager of a request to visit a TWP facility (Manus, Nauru or Darwin).
2. Site manager approves/disapproves the visit request.
3. Site manager asks TWPO administration personnel to obtain necessary arrangements (i.e., plane tickets, accommodation, visa, etc.).
4. Site manager notifies local TWP facility Officer-in-Charge (OIC) of visit dates.
5. Site manager conducts ES&H briefing.

B. Site Research Computer Access (Cyber Access)

1. The SARS notifies TWP site manager of a request for an access account on computer at TWP facilities ("TWP r1-twpc1" for Manus, "TWP r1-twpc2" for Nauru, "TWP r1-twpc3" for Darwin).
2. Site manager approves/disapproves the account request.
3. Argonne National Laboratory Data System mentor approves/disapproves the account request. If approved, data system mentor sets up an account.

V. References:

1. Foreign Pre-Travel Procedure, PRO(TWPPO)-068.

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2. Foreign Pre-Travel Procedure, PRO(TWPPO)-069.
3. Foreign Site Visit Safety Procedure, PRO(OPS)-035.

VI. Attachments:

None.