

Any comments, questions, or suggestions on this newsletter are welcome. Please contact Paul Ruehs, Security Awareness Program Manager, Office of Headquarters Security Operations

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The Proper Use of Paper Burn Bags for Bulk Destruction

The Office of Headquarters Security Operations has conducted recent reviews of Burn Bags containing both classified waste and controlled unclassified information (CUI) waste. These reviews indicated that many Headquarters (HQ) employees are disposing of items inappropriate for destruction in the DOE HQ Classified and CUI waste system. Destruction of classified and CUI waste is expensive. Therefore, only waste that is either classified or contains CUI should be entered into the destruction process.

Bulk non-accountable classified waste and CUI waste is accumulated in Burn Bags prior to being transported to and stored in the Forrestal and Germantown Burn Bag rooms to await final destruction.

Red-striped Burn Bags are used for sorting and transporting classified waste and plain brown Burn Bags are used for CUI waste. Before any such waste material is placed in either bag, the material must be sorted and prepared as follows:

- Sort all **non-accountable classified** waste material into separate red-striped Burn Bags for paper, plastic or metal. Similarly, sort all CUI waste material into one of three different plain brown Burn Bags for paper, plastic or metal. (**Note: accountable classified matter [e.g., Top Secret, Sigma 14, Special Access Program, UK accountable, etc.] requires two-person witnessed destruction and is NOT eligible for bulk destruction.**)



As such, it may not be stored in bags in the Burn Bag Room awaiting destruction. See the current Headquarters Facilities Master Security Plan [HQFMSP] located at <http://www.hss.doe/hqsecop/hqfmSP/> for additional information concerning the destruction of accountable classified waste. Section 514, *Destruction of Classified Matter, is the relevant section.*)

- The name, routing symbol, telephone number, and room number of the person responsible for the Burn Bag, and the type of matter (e.g., paper, plastic or metal) contained within, must be clearly marked on the side of each bag for identification purposes. The weight of each bag may not exceed 15 pounds for Burn Bags collected in Germantown and 10 pounds for Forrestal Burn Bags.
- Prior to placing paper waste material into a Burn Bag, all binders, file folders, page separators, paper clips, heavy duty staples, metal and plastic fasteners, etc. must be removed. Only stripped down waste paper may be placed in the Burn Bag for paper waste. All other materials are strictly prohibited. This means that individual pages of documents must be separated from files, folders, binders, etc. prior to being placed into a Burn Bag.
- Similarly, only authorized plastic and/or metal waste material may be placed in designated plastic or metal Burn Bags after proper sorting.
- Personally-owned, non-official waste material may not be included in the Burn Bags.**

- Unclassified items such as food products, soda cans, paper plates, etc. may not be placed into the Burn Bags.
- Bulk classified and CUI waste material is required to be destroyed to exacting national standards; some as small as 1 mm x 5 mm. Meeting these requirements is both labor intensive and extremely costly. As such, this destruction method must be reserved for only authorized and properly sorted government waste material.
- Placing unauthorized items into Burn Bags will result in increased environmental pollutants, premature aging and/or failure of the Department's destruction equipment, and significantly increasing the Department's overall waste destruction costs.

Properly sorted and labeled Burn Bags may be delivered to the Forrestal and Germantown Burn Bag collection points as listed below:

- * Forrestal Building - - Room GI-007 between 3:00 p.m. and 4:00 p.m., Mondays, Wednesdays and Fridays.
- * Germantown Building--Room R-002 between 9:30 a.m. and 10:30 a.m., Mondays, Wednesdays and Fridays.

Once collected, some bags will be randomly spot-checked and any that do not meet the sorting/preparation requirements described above will not be accepted. Additionally, Security Infractions may be issued to individuals who repeatedly fail to follow these instructions.

For additional information, consult the HQFMSP or call (301) 903-9990.

Entry and Exit Inspections

Entry inspections are conducted to prevent the introduction of Prohibited Articles into Headquarters (HQ) facilities while exit inspections are performed to prevent the unauthorized removal of classified information and government property. Permanently badged individuals are subject to random selection for both entry and exit inspections when using the electronic badge reader to either enter or depart a HQ facility. Individuals who are issued temporary badges cannot use the electronic badge reader and are inspected upon entry and are subject to inspection upon departure. All visitors and their hand carried articles are inspected upon entry and are subject to inspection upon departure from a HQ facility.

During Security Hours (8 p.m. to 6 a.m. and on weekends/holidays), all employees, contractors, and visitors will be inspected upon entry and are subject to inspection upon departure from the facility. All visitors are required to report to the Reception Desks in the Forrestal, 955 L'Enfant Plaza, and/or Germantown main lobbies.

Vehicles entering the Forrestal and Germantown facilities are subject to inspection. In general, the vehicles of all visitors are inspected upon entering the facility. The vehicles of DOE-badged employees are inspected on a random basis. The frequency of vehicle inspections changes based upon the current Security Condition (SECON) at the time of arrival, and the selection rate established by the Office of HQ Security Operations.

All hand carried articles (i.e., briefcases, purses, parcels or other containers) are subject to inspection by Protective Force officers. Hand carried articles are also subject to visual inspection by Protective Force officers at any time while inside a HQ building or while on DOE property. Protective Force officers will not open wrappers or packages containing classified matter; however, when they are suspicious of the contents of a classified package, a member of the HQ Physical Protection Program may be contacted to inspect the package.

When there is probable cause to believe that the contents of a package may contain evidence of a crime, that package may be inspected as directed by the HQ Physical Protection Program Manager with the concurrence of the Director, Office of HQ Security Operations, time and circumstances permitting. Items mailed to HQ facilities are irradiated at an off-site location to prevent the introduction of biohazardous material into HQ facilities.

Be Aware
Think Operations Security

During recent Operations Security (OPSEC) assessments of Headquarters, the following discrepancies were noted. Several computers, in unoccupied offices, did not have their screens locked. Unauthorized personnel could access e-mail accounts, personal data, and stored electronic files and they could have easily downloaded electronic files using data devices and walked away with sensitive or personal information. Other deficiencies found were unprotected access to CUI documents and unattended purses (making it easy for someone to take pictures of or scan credit cards, checks from check books, drivers' licenses and other valuable information and personal data). To keep your information secure, you should: challenge all personnel that you do not know to ensure they have a legitimate reason to be in your area and, when left unattended, lock computer screens to prevent unauthorized access to workstations, printed information, and sensitive electronic files. Lock office doors when leaving to prevent unauthorized entry and inadvertent access. Make it a habit to periodically collect all documents, papers, notes, and drafts that are no longer required and destroy by appropriate means.

New DOE Badges

As part of the HSPD-12 implementation, the old DOE standard badges have been replaced with either an HSPD-12 credential or a new style Local Site Specific Only (LSSO) badge as seen below:



The LSSO badge is issued to individuals awaiting the initial issue of the HSPD-12 badge or a replacement for a previously issued HSPD-12 badge. A sample of a temporary paper badge is pictured below:



The new DOE HQ temporary badge is constructed of paper and is disposable after use. This badge is much more secure than the old hard plastic temporary badges because they are printed with the holder's picture, name, access level and expiration date. The LSSO badge cannot be used to gain access at non-HQ locations so the individual will need to ensure that they coordinate with the host of the site they are visiting to obtain a local badge for the duration of the visit. For further information, contact (202) 586-2569.

Emergency Telephone Numbers

Forrestal, Germantown & 955 L'Enfant buildings **dial extension 166**
270 Corporate, Cloverleaf, & 950 L'Enfant buildings **dial 9-911**

Be sure to address security concerns and questions to your Headquarters Security Officer (HSO); however, if you would like more information on these or other security related subjects, please call (301) 903-9990.