

IDENTIFICATION OF PROHIBITED & CONTROLLED ITEMS

IMPORTANT:

- **ELECTRONIC DEVICES** with Bluetooth, Wi-Fi Hot-spot capabilities are strictly prohibited from use in all areas of the Pantex Plant. Must be disabled before entering security areas.
- **WEARABLE DEVICES** (Sport Trackers, Fitbit, Apple and other wearable smart device) are NOT authorized for use in the LA, PA, or MAA. Bluetooth and Wi-Fi hotspot capabilities must be disabled.
- **CELLULAR PHONES** are allowed in the GAA and PPA. Personal and/or Government-Issued Smart-Phones are not authorized in the LA, PA, or MAA. Government-Issue Blackberry phones are allowed in the LA only. **Exception** U.S. Government (USG) Managed Mobile Devices are authorized for use in JCDC General Access Areas (GAA), PPA, and LA. They are **NOT** authorized in Technical Security Areas defined as "Tier 0" areas (e.g., Sigma Processing Areas) and all conference rooms approved for classified discussions.

All activities involving controlled articles will be investigated and may result in disciplinary action, up to and including termination.

Prohibited Items

Prohibited articles are not permitted on U.S. Department of Energy (DOE)-controlled property, nor are they allowed to be stored in personally or government-owned vehicles while those vehicles are on the Y-12 National Security Complex (Y-12) or Pantex Plant (Pantex) sites.

- Alcohol
- Controlled Substance
- Dangerous Weapons to include pocketknife with a blade length over 5 1/2 inches
- Explosives
- Instruments or material designed to produce substantial injury to persons or damage to property
- Road Flares (heavy-equipment trucks no more than 5 emergency flares)
- Chemical Irritants
- Portable Fuel Tanks
- Lighters
- Personally Owned Thumb Drives
- Other items prohibited by law

Controlled Items

Controlled articles are items that are allowed on DOE-controlled property, but restricted from use in specified security areas.

- Personally owned electronic devices are not allowed in the Limited Area (LA), Protected Area (PA), or Material Access Area (MAA).
 - Note: Personally owned electronic devices with Wi-Fi HotSpot capability must be disabled. For those devices where this capability cannot be disabled, those devices must remain in the Property Protection Area (PPA) in your personally owned vehicle.
- Bluetooth devices are not allowed in the LA, PA, or MAA.
- Personally owned wearable electronic devices (FitBit, Apple Watches, etc.) are not allowed in the LA, PA, or MAA.
- Personally owned cell phones are not allowed in the LA, PA, or MAA.
 - Wi-Fi Hotspot and Bluetooth must be disabled
- Personally owned cameras are not allowed in the LA, PA, or MAA.
- Pictures are not allowed to be taken ANYWHERE on plant site.
- Recording Devices (optical, video, audio, or data) are not allowed anywhere on plant site

All transmitting devices require an approved PX-740, *Request For Installation, Modification, Or Relocation Of Electromagnetic Radiation Emitting Equipment*. **Exceptions** must have an approved PX-3429, *Technical Security Request For Use Of Potential Technical Surveillance Equipment Pantex*, attached to the PED.

OPSEC & PUBLIC INFORMATION RELEASE

You are reminded that only those Pantex employees that have been specifically designated to speak for Pantex to the media are authorized to do so. If you are contacted by any media personnel for your comments on Pantex information, you are directed to refuse the request, and recommend that they contact the Pantex Public Affairs Department (WI 02.04.08.01.01).

If you are asked to publically contribute to a professional publication about Pantex information, you must submit the content and justification for review by submitting a PX-2209 (WI 02.02.04.06.01).

Information found in the public domain to be sensitive to Pantex or Pantex employees will be handled according to Federal Law, DOE Orders, and the Pantex Employee Manual (MNL-00018). Acts of misconduct, neglect and/or unauthorized public disclosures about Pantex are strictly prohibited and may result in criminal and/or civil penalties.

Violations may also result in disciplinary action by the Company up to, and including, discharge.

To Summarize:

- You are prohibited from disclosing Pantex information publicly unless you have been specifically designated to speak for Pantex to the media.
- You are prohibited from placing Pantex information in the public domain to include social media sites including, but not limited to, Facebook, Myspace, LinkedIn, and/or Twitter.
- If requested to provide content for a professional publication or to speak at a public event, you must have the content reviewed by submitting a PX-2209 and have it approved.

Pantex information not approved for public release may include but is not limited to:

- Classified information
- Controlled Unclassified Information (CUI), (e.g. UCNI, OOU, ECI or PII)
- Information pertaining to Security (Capabilities, Weaknesses, Events, Equipment, etc.)
- Information pertaining to plant production (Schedules, problems with meeting goals, etc.)
- Rumors

Here are some guidelines for what is allowed for public release: (In all cases, elaboration is not allowed without a formal review)

- Basic information about Pantex and your role in the organization (Job Title/Organization)
- Any information found on the Pantex Plant public website (<https://pantex.energy.gov/>)
- Approved for public release statements. If you have a question about whether or not the information has been approved for release, contact the Communications Department.

If you have any questions pertaining to the content of the training please contact Information Security at 477-6000.

WELCOME



Cleared Orientation

WELCOME

SMOKING POLICY

You may smoke inside your personally owned vehicle, but your used smoking materials must remain within the vehicle. Otherwise, smoking is allowed only in designated smoking areas where electric lighting devices are installed. No devices that can produce an open flame may be carried into the Limited Area, Protected Area or Material Access Area at Pantex (matches, lighters).

TRAFFIC SAFETY

Pantex encompasses a fairly large area that requires driving vehicles, so traffic safety is a major concern. Always wear your seatbelt. Because of special safety requirements, it is essential to obey all posted speed limits. Traffic monitoring is in effect. While a vehicle is in motion, cellular phone use by the driver is prohibited. If you are approached by any vehicle with flashing warning lights, pull over, stop completely, and let the vehicle pass. Remain stopped until all vehicles have passed. If you are following a group of vehicles with flashing lights, remain at least 300 feet behind. Never attempt to pass a convoy of vehicles or any vehicles with flashing lights!

EXCLUSION AREAS

Exclusion Areas are specific physical locations where people are not protected from explosives hazards which can cause serious injury or death. For this reason, no personnel are allowed in active Exclusion Areas during explosives operations. You will recognize an active Exclusion Area by a combination of the following physical barriers and visual/audible warnings:

- Gates blocking your way
- Chains blocking your path
- Roadblocks
- Warning signs (Danger, Hazardous Operation, Do Not Enter While Lights are Flashing or Area Barricaded)
- Flashing lights
- Sounding horns

Basically, if you approach an area where the gates are closed and posted with signs, chains are across the way and posted with signs, road blocks are in place, or warning lights and/or horns are flashing and sounding... DO NOT ENTER, and DO NOT ALLOW others to enter. Should you observe someone in an active Exclusion Area, advise them to leave the Exclusion Area immediately, then notify the Operations Center at x5000.

RADIATION AREAS

Radiological postings are used to alert personnel of potential exposure to radiation. Personnel shall follow all radiological signs, postings, and labels. If personnel require entry into a radiological area, a dosimeter and further training may be necessary. Prior to entry, contact Radiation Safety Department at x5243 for access to Radiological Areas.

CHEMICALS

Visitors and contractors must not bring any hazardous chemicals onto the Plant site without prior approval from Hazard Communication.

SECURITY BADGES

Badges must be worn, photo side out, at all times while on the Pantex site. The badge must be completely visible and worn above the waist on the outer most piece of clothing. If you have lost your badge or it is stolen, please contact Access Control, Bldg. 16-12, x3908 or x3909, or the Operations Center at x5000.

ESCORT PROCEDURES

If you are escorted while on site, it is your responsibility to stay with the person escorting you at all times and you are expected to comply with your escort's directions.

EMERGENCY PREPAREDNESS

Announcements are often made over the Plant loudspeaker system by the Emergency Operations Center (EOC) concerning weather warnings or instructions for off-normal events. The following are common protective actions that may be directed for Pantex personnel and visitors:

- Avoid the Area
- Shelter for Hazardous Material Release
- Shelter for Severe Weather
- Shelter for Security Event
- Evacuation

These actions may be used individually or in combination, as the situation warrants. Please follow the instructions of Pantex Personnel if you have any questions as what to do in the event of a drill and/or emergency. If Personnel Accountability Procedures are announced, please contact the EOC at x5000.

BARRIERS

Pantex generally has many construction sites across the plant at all times of the year. Barricading at construction sites is not necessarily universal and visitors should respect the boundaries of all types of construction barriers. Visitors without a specific work associated need should never approach an open excavation. Never cross a barricade without specific approval.

BUILDING ACCESS

Some facilities require a Q clearance for entry. Please follow all postings regarding facility clearance level.

SECURITY

The Pantex Plant is responsible for maintaining the safety, security, and reliability of the nation's nuclear weapons stockpile, and is entrusted with protecting a great quantity of classified information. Be aware that security procedures at the Plant are rigorous.

FOOTWEAR

Footwear shall meet the following requirements for entry into the Property Protection Area (PPA), Limited (LA), Protected (PA), or Material Access Areas (MAA):

- Heel height 2-1/2 inches or less, as measured at back of the heel.
- Heel width (side to side) 1/2-inch or more as measured at the tread surface.
- Foot fully enclosed.
- Non-skid soles shall be of sufficient thickness to prevent penetration.

Additional footwear requirements are defined for entry into specific facilities or areas and must be adhered to. Footwear such as sandals, flip flops, rubber sandals, open-toed, and high heels (greater than 2-1/2 inches in height and heel less than 1/2-inch diameter or width) shall not be worn in the Pantex facilities.

Exception: John C. Drummond (JCDC) and other designated office areas. Footwear in the JCDC and other designated office areas in the PPA or directly within/direct access to the Limited Area shall meet the requirements above with the following exceptions:

- Footwear may include sandals as long as the upper part of the toes and heel are enclosed.
- Footwear with an open or "Peep Toe" style are acceptable.
- Employees are expected to wear footwear that is appropriate to a professional office environment.
- Specific work tasks in these facilities may require more substantial footwear depending on the hazards involved.
- Flip flops are not considered acceptable.

In inclement weather, employees are expected to wear footwear appropriate to the conditions. Line management, supervisors, subcontract technical representatives, and visitor hosts are responsible for communication and implementation of this policy and are to reinforce the importance of wearing safe and appropriate footwear. Personnel who have medical restrictions or special circumstances as it pertains to this policy will need to obtain site specific guidance on proper footwear from the Occupational Medicine Department (OMD).

EMERGENCY NUMBERS

General Emergency x5000
Medical/Ambulance x3333
Fire Department x3333
Chemical Spill x5000
Security x5000

