

PROHIBITED & CONTROLLED ITEMS

IMPORTANT: Devices with Camera, Bluetooth and WIFI Hotspot capabilities are strictly prohibited from use at Pantex and Y-12 sites. The capabilities on the devices must be disabled when removed from personal vehicles on plant site. All activities involving controlled articles will be investigated and may result in disciplinary action, up to and including termination.

Prohibited Items

The following are items are **NEVER** allowed **ANYWHERE** on-site at Pantex, unless prior authorization has been received from the Safeguards & Security Division.

Any type or amount of the following: alcohol; ammunition; arrows; blackjacks; chemical dispensing devices for pepper spray, mace, etc.; clubs; controlled substances; compound bows; crossbows; drug paraphernalia, drugs (prescriptions are allowed as long as they are prescribed for the employee using them and Medical Dept. must be notified of medication use); explosives; explosive devices; fertilizer (bulk); firearms; illegal drugs; items that could be used to manufacture explosives; incendiary devices; knives with blade length exceeding 5 ½ inches; knuckles; nightsticks; nun chucks; stun guns; swords; technical surveillance equipment (i.e. any equipment specifically designed to clandestinely collect information); zip guns

Controlled Items

The following are examples of controlled items that are allowed on-site at Pantex, but **MUST** remain in personal vehicles in the Property Protection Area.

Any type or amount of the following: cameras (**AT NO TIME** are pictures to be taken **ANYWHERE** on plant site with any type of personal equipment); telephones (all types including cellular and satellite exception: government-owned cellular telephones); computer components; cellular wireless cards; wireless cards (exception: wireless cards issued for Pool Laptops in transit between 16-19 and your car); Bluetooth cards, devices, or adapters; any other computer component or peripheral; computers not owned by Pantex (exceptions for this category are given on a case-by-case basis by the Information Systems Security Site Manager (ISSM) or his designate); laptops/netbooks; smart phones/PDAs (i.e. iPhones); media players (i.e. iPods); tablets, pads, and slates (i.e. iPads); game devices (i.e. PSPs); any other device with a processor and storage; Global Positioning Systems (GPS) – (e.g., Portable (Transmit/Receive)); On-Star; personal software; radio frequency (RF) devices; (Note: key fobs ARE allowed except in Nuclear Explosive Areas); recording devices (optical, video, audio, or data); XM or Sirius radio receivers with recording capabilities; any privately owned device, electronic or optical, capable of recording, processing, storing or transferring audio, computer data, video or photos.

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 publically 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. UCNII, 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 (www.pantex.com)
- Approved for public release statements. If you have a question about whether or not the information has been approved for release, contact the Public Affairs Department.

If you have any questions pertaining to the content of the training please contact;

- Information Security at x6000

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

Adequate footwear, as defined in this policy, shall meet the following minimum criteria:

1. The entire foot shall be enclosed.
2. Shoe uppers shall be of leather or a comparable material.
3. The material shall be of sufficient strength and firmness to minimize potential for injury from a falling object.
4. Soles shall be of sufficient thickness to prevent penetration of metal particles, and shall be of leather or oil resistant material, i.e., rubber or neoprene.
5. Height of the heel shall not exceed two inches.
6. Diameter of the heel shall be at least one inch at the tread surface.

EMERGENCY NUMBERS

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

