The Contractor is responsible for determining the number of workers that will need to be badged and permitted (if applicable) for a project. The information that follows outlines the steps required to obtain the appropriate access to Bonneville Power Administration (BPA) network and/or facilities/sites. Any questions should be directed to your BPA Contracting Officer’s Representative (COR).

**BADGING**

**IDENTIFY ACCESS REQUIRED**

* **Physical Access Only (LSSO Badge):** Physical access to BPA facilities/sites only (not energized access); no network/IT access.
* **Physical and Logical Access (DOE Security Badge):** Unescorted physical and logic access to BPA facilities/sites and network. May include ProjectWise access.
* **ProjectWise Access Only:** Access to ProjectWise only; no physical or computer/IT network access. Requires Memorandum of Understanding (MOU).
* **Energized Access:** Unescorted access toBonneville substations, including substation control houses, all buildings included as part of the substation perimeter or contained within the substation, the high voltage switchyard having energized equipment connected to the high voltage power system, and telecommunication sites. Workers applying for an energized access permit must meet the minimum qualifications as defined in the [Rules of Conduct Handbook](https://www.bpa.gov/energy-and-services/customers-and-contractors/buying-or-selling-products-and-services) (ROCH).

**INITIATE**

**ONBOARDING**

* Onboarding will be facilitated by the BPA COR or their delegate. To initiate onboarding, complete the [Contractor Onboarding Request Form](https://www.bpa.gov/energy-and-services/customers-and-contractors/buying-or-selling-products-and-services) and email it to your COR and the Supplemental Labor Office (SLMO) at [supplementallabor@bpa.gov](mailto:supplementallabor@bpa.gov).
* BPA will distribute the necessary forms to the onboarding worker via DocuSign. Workers must complete each form in a timely manner, carefully following the instructions provided.
* After the onboarding forms are complete, BPA’s Personnel Security Registrar (PERSEC) will send an email to the onboarding worker with instructions for completing the PIV process. Workers should follow the instructions provided and schedule an enrollment appointment with USAccess within the timeframes defined.
  + **NOTE:** Geographic locations for enrollment centers are limited. If a PIV center is not within 100 miles of the worker’s location, please contact PERSECRegistrar@bpa.gov to make other arrangements.
* At the PIV appointment, workers must present two valid pieces of ID and will have their photograph and fingerprints taken.
* Note: Geographic locations for appointments are limited. If a PIV center is not within 100 miles of the worker’s location, PERSEC will include instructions for the worker to request alternative arrangements.

**PERSONAL IDENTITY VERIFICATION APPOINTMENT**

* Once the badging process is complete, workers will be contacted by their BPA COR or SLMO to schedule pick up of their badge and/or complete required training (if applicable).

**COLLECTING THE BADGE**

* Maintaining Physical Access:
  + Annually: Complete hard copy NERC CIP training
* Maintaining Physical/Logical Access:
  + Within 30 calendar days of start: Complete online new hire training (approx. 4 hrs)
  + Every 90 calendar days: Complete all required BPA quarterly training (approx. 2 hrs)
  + Every 25 calendar days: Log into BPA network at least once every 25 days to maintain access
* Maintaining ProjectWise Access (if applicable):
  + Every 80 calendar days: Log into ProjectWise at least once every 80 days to maintain access

**BADGE MAINTENANCE**

If Energized Access is required, please proceed to page two for additional steps necessary to obtain a permit.

**REVOKE & OFF-BOARDING**

* Must be done within 4 hours if employment status changes.
* Refer to page 3 for instructions.

For certain projects and scopes of work, it may be necessary to request a permit for unescorted energized access to BPA energized facilities. Permits should only be requested if the Contractor employee has a recurring business need to enter an energized facility, and has the Contractor Officer’s Representative (COR) approval. No person shall enter a BPA energized facility unless they have a permit issued in accordance with the procedure in the Rules of Conduct Handbook (ROCH), or are escorted by a person with an active permit.

The following steps outline the criteria and process to apply for, maintain and revoke a permit. **Please note,** **contract workers must apply for a badge prior to initiating a permit request, and must receive a BPA-issued badge prior to permit approval.**

**PERMITTING**

To maintain a permit, all applicable maintenance activities in the Badge Maintenance section must be completed in addition to the following:

* Permitted contract workers should expect to receive an email from [the](mailto:SupplementalLabor@bpa.gov) COR or delegate to notify them of permit expiration.To renew a permit, the Contractor must re-submit the Energized Facility Non-CFTE Attestation Application during the identified renewal cycle.
  + Renewals occur between March 1st and May 31st of odd-numbered years regardless of the date the original permit was issued.
* If reinstating energized access that was previously revoked, the Contractor must fill out an Energized Facility Non-CFTE Attestation Application and select the “Reinstate Energized Access” checkbox. When complete, the Attestation Application will be submitted to the COR or their delegate for review.

**ROCH & CSHRPS REQUIREMENTS**

* For the full policy and procedure governing access and movement within BPA energized facilities, please see the [Rules of Conduct Handbook](https://www.bpa.gov/energy-and-services/customers-and-contractors/buying-or-selling-products-and-services) (ROCH).
* For full safety requirements and applicable safety guidelines for entering an energized facility, please see the [Contractor Safety and Health Requirements for Prime and Subcontractors](https://www.bpa.gov/energy-and-services/customers-and-contractors/bonneville-purchasing-instructions) (CSHRPS).

**SUBSTATION SAFETY VIDEO**

**IDENTIFY THE PERMIT TYPE REQUIRED**

* All personnel entering an energized facility are required to view the Safety Orientation video located at the following internal link: [Pages - Contractor Safety (bpa.gov)](https://connection.bud.bpa.gov/workplace-resources/safety/Pages/Contractor-Safety.aspx).
* For contract workers without network access, a link to the video will be provided in the Attestation Application. Contact your COR for access information.
* Permits are required for unescorted access to BPA energized facilities for work or observation. There are two permit levels authorized for contract workers:
* **Substation Entry Permit (SEP):** Allows unescorted access into, out of and movement within energized facilitiesto perform predefined work not affecting the electrical operation of the power system.
* **Electrical Worker Permit (EWP):** Allows unescorted access into, out of and movement within energized facilities for the performance or supervision of work on the high voltage power system.
* Review the associated requirements for each permit type in the ROCH.
* Contract companies are required to complete the Energized Facility Non-CFTE Attestation Application which will be distributed by the BPA COR or their delegate via DocuSign.
* The BPA COR and Substation Operations will review the submitted Attestation Application. Contractors will receive an email once energized access is approved. Energized Access will not be granted until the badging process and background check have been completed.
* For any questions regarding the Attestation Application, contact your BPA COR.

**ATTESTATION APPLICATION**

**PERMIT MAINTENANCE**

**REVOKE & OFF-BOARDING**

* Must be done within 4 hours if employment status changes.
* Refer to page 3 for instructions.

The process below outlines the notification BPA requires when a contract worker’s employment status changes. It is **critical** that Contractors adhere to the process outlined below. Failure to do so may result in NERC-CIP violations and/or fines.

**REVOKING, SUSPENDING & OFF-BOARDING**

* If at any time during the course of work, badged contract workers change their employment status, it is the Contractor’s responsibility to notify the Access Revocation Team, **within 4 hours** of the change, any time, seven days a week.
  + Change in employment status includes:
    - Termination
    - Resignation
    - Changing employers
    - Project completion with no future work scheduled
    - Retirement
  + Contract worker or their employer shall notify the COR in advance if contract worker is knowingly switching Contractor employers with no gap in service to work on another BPA-awarded projects. If switching employers, a new attestation application will need to be completed.
  + Contract workers may maintain access between projects, as long as the gap in service **does not exceed 90 days**, employment remains the same and all required credentials are maintained (PRA, training, etc.). If exceeding 90 days, the Contractor may suspend access if known future projects are guaranteed.
  + If project delays exceed the 90 day suspension timeframe, the contractor shall suspend access and follow the revocation requirements below, indicating a suspension is needed.
* Email: [Revoke@bpa.gov](mailto:Revoke@bpa.gov) and CC [SupplementalLabor@bpa.gov](mailto:SupplementalLabor@bpa.gov) and your COR **OR** Call: 503-230 LOCK (5625) and provide the following information:
  + The name of the individual
  + The date/time of the change
  + The type of change (separation, reassignment, etc.)
  + The contracting company the individual works for (if applicable)
* Contractor or contract worker must return badges and keys via FEDEX/UPS to the COR, SLMO, or Substation Operator within **24 hours** of employment status change to the following address:

Bonneville Power Administration

Mail Stop: NSP – 4400 – LL

Attn: SLMO Access Revocation

905 NE 11th Avenue

Portland, OR 97232

**REVOKE, SUSPEND &**

**OFF-BOARDING**

If you have questions about any of the processes outlined in this reference guide, please contact your BPA COR.