

Contractor Access

Contractor's Guide to Access and Permitting

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). NOTE: If onboarding a Foreign National, notify the COR as additional paperwork and lead time will be required.

ACCESS

IDENTIFY ACCESS REQUIRED

- **Physical Access Only:** Physical access to BPA facilities/sites only (not energized access); no network/IT access.
- **Physical and Logical Access:** Unescorted physical and logical access to BPA facilities/sites and network. May include ProjectWise access.
- **Energized Access:** Unescorted access to Bonneville 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 \(ROCH\)](#).

INITIATE ONBOARDING

- Onboarding will be facilitated by the BPA COR or their delegate. To initiate onboarding, complete the [Contractor Onboarding Request Form](#) and email it to your COR and the Supplemental Labor Office (SLMO) at 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.

PERSONAL IDENTITY VERIFICATION APPOINTMENT (PIV)

- 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 enrollment appointment, workers must present two physical and current pieces of [compliant ID](#) and will have their photograph and fingerprints taken. If using a state-issued driver's license or ID card, it must be [REAL ID](#) compliant. See tips for the enrollment appointment at the end of this document.

ONBOARDING COMPLETE

- Once the onboarding process is complete, workers will receive an email from HSPD12Admin@usaccess.gsa.gov with instructions to schedule an appointment to pick up their badge.
- Once the badge is received, the BPA required training will need to be completed within two weeks.

ACCESS MAINTENANCE

- **Maintaining Physical Access:**
 - Annually: Complete Required Training Self Study Guide
- **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

REVOKE & OFF- BOARDING

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

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



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 have an active badge and complete NERC CIP training prior to initiating a permit request.**

PERMITTING

ROCH & CSHRPS REQUIREMENTS

- For the full policy and procedure governing access and movement within BPA energized facilities, please see the [Rules of Conduct Handbook](#) (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](#) (CSHRPS).

SUBSTATION SAFETY VIDEO

- All personnel entering an energized facility are required to view the Safety Orientation video located at the following link: [BPA Substation Safety and Security Video](#)

IDENTIFY THE PERMIT TYPE REQUIRED

- 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 facilities to 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.

ATTESTATION APPLICATION

- 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.

PERMIT MAINTENANCE

- 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 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.

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

REVOKE, SUSPEND & 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 if 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 and CC 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

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



Below are some important tips and action items to make sure the enrollment appointment goes as smoothly and quickly as possible.

ENROLLMENT APPOINTMENT TIPS

1. **REAL ID Compliant Identification Required**

Workers must present two physical and current (not expired) forms of [compliant identification](#); at least one must be a primary form of ID. If using a state-issued driver's license or ID card as a Primary ID, it must be [REAL ID](#) compliant.

2. **No Temporary IDs**

Temporary IDs (paper copy) cannot be used. Workers must wait until they have received their official ID to attend the enrollment appointment.

3. **Enrollment IDs and Paperwork Must Match**

Workers must validate that the name on their IDs match each other as well as the onboarding paperwork that was submitted.

4. **Linking Documentation**

If the names on the IDs or paperwork do not match, workers must bring the appropriate [linking documentation](#) to explain the name change(s).

5. **Photos and Hats**

Workers should refrain from wearing hats to the enrollment appointment. Hats may not be worn in badge photos and sometimes, the Enrollment Center Operator may not advise the applicant to remove it. If this occurs, the photo may need to be taken again at a later date, resulting in onboarding delays.

Candidates may wear religious head coverings if applicable. The face must be visible, but hair can be covered.

6. **Print Enrollment Appointment Information**

Workers should print their enrollment appointment information and have it handy when checking in at the enrollment center. When candidates visit a Shared Enrollment Site, they need to ensure they are in the right place and are clear about what they are there for, otherwise, they could be turned away. Having a printed copy of the enrollment appointment information can help if there are any questions.

