

Contractor Access

Contractor's Guide to Badging and Permitting

Badging and Permitting may take up to 6 weeks. To streamline the process and procedure, please be familiar with the requirements outlined below. Awarded contractors will receive a full onboarding package upon award.

STEP 1: IDENTIFY ACCESS REQUIRED

Identify the types of access the contractor personnel will require to complete the objectives identified in the Statement of Work or specifications. Personnel Security Access types include:

• Physical Access Only

- Performing work at Bonneville facilities/sites (not energized facilities) who do not need access to Bonneville's computer/IT network to perform contract requirements
- Once the PIV/Credentialing process has been completed, the contractor personnel will be issued a Local Site Specific Only (LSSO) badge

• Physical and Logical Access (DOE Security Badge)

- Routine work requiring unescorted physical and logical access to perform work, regardless of duration of performance period
- USAccess DOE Security Badge enrollment is required during this PIV/Credentialing process
- May include ProjectWise access

• ProjectWise Access Only

- Applies to workers, who will not need Bonneville physical or computer/IT network access to perform contract requirements
- Requires Memorandum of Understanding (MOU)

• Energized Access (Unescorted)

- Applies to work performed in 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.
- A person applying for a permit must meet the minimum qualifications as defined in the Rules of Conduct Handbook (ROCH) and pass the applicable written exam
- The ROCH can be found under Vendor Policies and Reference Documents at the following link:
<https://www.bpa.gov/Doing%20Business/prodserv/Pages/default.aspx>

STEP 2: BADGING PROCESS

- Onboarding will be facilitated by your Contracting Officer's Representative (COR), or their delegate. Contractor employees must complete several onboarding forms, which will be distributed electronically by the COR, or their delegate. If using DocuSign, this process will be facilitated electronically through your DocuSign envelope.



- Each contractor employee needing unescorted access will need to complete each form following the instruction on the form. Submit completed forms as directed. For all questions regarding submittals, contact the COR.
- Once applicable forms are submitted, contractor employees will receive an email with additional steps.
 - Employees should expect to see additional email requirements from USAccess, if fingerprinting is required
 - Employees should expect to see additional email instructions from Supplemental Labor if an MOU is required for ProjectWise
 - Employees should expect to see additional email instructions from DocuSign if training is required
- Once the badging process is complete, employees will be contacted by their COR or Supplemental Labor to schedule pick up of their badges and/or to complete required training.

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STEP 3: PERMITTING PROCESS

- Permits are required for unescorted access to Bonneville energized facilities for work or observation. There are four permit levels:
 - Access Permit (Supplemental Labor CFTE only)
 - Non-Electrical Worker Permit (NEWP)
 - Restricted Electrical Worker Permit (REWP)
 - Electrical Worker Permit (EWP)
- Identify the permit type requested and review the associated requirements via the Rules of Conduct Handbook.
- Contractor employees will fill out and sign the Energized Facility Attestation Application, distributed by the COR or their delegate. Attestation Applications are to be signed by contractor employee supervisor or contract signatory, and then submitted to the COR or their delegate. If using DocuSign, this process will be automated through your DocuSign envelope.
- Once a completed Attestation Application is received by Substation Operations, contractor employees should expect to receive a confirmation notification email, which includes a permit checklist outlining permitting requirements, as identified in the Rules of Conduct Handbook.
- Contractor employee must schedule a permit exam and substation tour directly with the Chief Operator. Contact information can be found in the Appendix in the ROCH. For any questions, contact the COR or their delegate.
- Note: Energized Access will not be granted until the complete badging process and background check has been completed.

STEP 4: BADGING & PERMIT MAINTENANCE

- Contractor employees must maintain current NERC training annually. Depending on the type of access, training may be completed electronically or via hard copy.
- Contractor employees should expect to receive an email from the COR or a delegate to notify them of expiring NERC training.
- To renew a permit, the applicant must take and pass the necessary permit exam 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

- Permitted contractor employees should expect to receive an email from the COR or delegate to notify them of permit expiration.
- If reinstating energized access that was previously revoked, the contractor employee must fill out an Attestation Application and select the “Reinstate Energized Access” checkbox. When complete, the Attestation Application will be submitted to the COR or their delegate.

STEP 5: REVOKE & OFF BOARDING

- If at any time during the course of work, badged contractor employees change 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, or retirement.
- Email: Revoke@bpa.gov 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 Contractor Employee 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