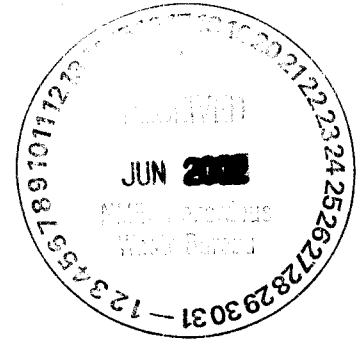
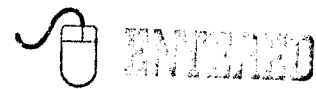




**Department of Energy**  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221  
June 13, 2002



Mr. Steve Zappe, Project Leader (WIPP)  
Hazardous Waste Permit Program  
Hazardous Waste Bureau  
New Mexico Environment Department  
2905 E. Rodeo Park Drive, Bldg. 1  
Santa Fe, NM 87505-6303

Subject: Security Badge Requirements - General Employee Training, Security Briefing,  
Non-Disclosure Agreement

Dear Mr. Zappe:

The purpose of this letter is to respond to your e-mail of June 3, 2002 regarding conditions that NMED employees must meet to obtain a clearance issued by the Waste Isolation Pilot Plant (WIPP) (enclosure 1).

Mr. Holmes has been granted an "L" Clearance as of May 14, 2002. Mr. Holmes has stated that he currently holds a badge (uncleared) for Los National Laboratory (LANL). To have issuance of the "L" clearance badge by WIPP occur, Mr. Holmes must:

1. Travel to WIPP;
2. Surrender the LANL badge;
3. Take General Employee Training class (or completing the self paced training materials) and pass a comprehensive test on the subject matter;
4. Receive a Comprehensive Security Briefing and complete testing on the briefing material;
5. Sign a Classified Information Non-Disclosure Agreement, Form SF-312, with the appropriate witness.
6. Be photographed and have the picture badge with "L" Clearance issued on completion of the above steps.

To maintain the badge for admittance to WIPP, a less comprehensive refresher course must be completed for GET on a yearly basis or the badge is withdrawn until such time as this requirement is completed. This must be done at WIPP, but can be completed in conjunction with a site visit. The preparation for the refresher course can be completed by reviewing self-paced training materials.

A security briefing update must also be completed once per year. As this is DOE wide requirement and applicable to all DOE facilities, it may be possible to have this completed at other DOE sites such as Los Alamos National Laboratory or Sandia National Laboratory, with confirmation of course completion submitted to WIPP security from the testing location.



Mr. Steve Zappe

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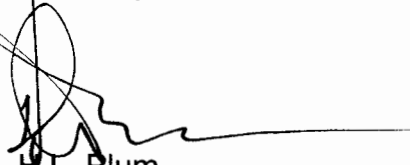
June 13, 2002

Uses of the badge are limited and are explained in the security briefing, but does include clear guidance that this badge is only to be used for admittance to DOE facilities, it is not an Identification Badge for use at non-DOE facilities, and that when not in use for entrance to and when present on DOE facilities, it is not to be openly displayed. In addition, please note that possession of a badge that allows entrance to DOE facilities does not allow total freedom of movement on a DOE facility without escort for a variety of safety and other associated concerns. Further, loss of the badge must be reported as soon as it is noted.

I am unaware of any additional requirements at this time. These requirements are, however, subject to change to meet ever changing security needs to address possible issues of national security.

If you have any further questions, please contact me at (505) 234-7462.

Sincerely,

A handwritten signature in black ink, appearing to read 'H.L. Plum', with a long horizontal flourish extending to the right.

H.L. Plum  
RCRA Compliance Manager

Enclosure

cc: w/enclosure  
P. Ritzma, NMED  
J. Bearzi, NMED