

Visitor Security Procedure - Main Campus

All visitors visiting Main Campus must enter through the front lobby entrance of Building C.

Sign-in/Registration

Visitors shall not enter the facility through the North or South entrances.

Visitors over the age of 18 must show an official photo ID. If the ID is a federal ID (smartcard (PIV card) or military ID) the visitor is not required to proceed through the magnetometer. All other forms of ID will proceed through the magnetometer before being processed by the security guard at the front desk.

At the lobby desk, the security officer will verify the ID.

If the visitor has a federal ID, they will complete and sign the Visitor's Log. The security officer will phone the employee on whom the visitor is calling on and inform them they have a visitor in the main lobby. Once their visit is confirmed, the visitor is not required to wear a visitor's badge or be escorted in/around the facility. Upon their departure, the visitor must stop by the security officer's desk and properly sign out. It is the employee's responsibility to ensure that this process is thoroughly completed.

If the visitor does not have a federal ID, they will complete and sign the Visitor's Log. The security officer will phone the employee on whom the visitor is calling on and inform them they have a visitor in the main lobby. If the point of contact cannot be reached, the visitor will be asked to leave the facility. Once the visitor's point of contact is contacted, security will issue a visitor's badge which must be worn in plain sight at all times. The visitor must be met in the lobby and escorted by a cleared RTP employee at all times while inside the facility. Upon their departure, visitors must be escorted to the security guard's desk to properly sign out and return their visitor's badge. It is the employee's responsibility to ensure that this process is thoroughly completed.

EPA employees from other Regions who are visiting RTP for two or more consecutive days or their duties require recurring visits to RTP may have general access programmed on their EPASS badge upon endorsement by a "RTP Host" employee. The RTP Host is a cleared EPA federal employee assigned to RTP. The RTP Host shall send an email to the local security manager requesting a visiting employee receive general access to the campus. The email must contain the following information: visiting employee's name, access that is required, start and end dates of the visit, the purpose of access, and

Procedures

Walk-Through Metal Detector

- The security officer posted at the walk-through metal detector (a.k.a. magnetometer) will instruct each visitor to place their package, bag, purse, backpack, laptop, laptop case, etc, onto the roller of the X-Ray machine, before walking through the metal detector
- The security officer will then request the visitor walk through the metal detector. If the alarm sounds, after walking through, the security officer will request the visitor remove all items from all pockets and put them into a small plastic receiving basket. The visitor will walk around the metal detector station to the front side and re-enter the metal detector station. If the alarm sounds a second time the security officer will use a hand held metal detector to determine the location of the item. The security officer will use the hand held metal detector and pass over the visitor from shoulder to foot, right to left, and front to back. Once the item is located and cleared, the visitor can proceed
- Pregnant women can go through the metal detector. It poses no risk to the mother or baby. There is no X-Ray or radiation involved with this technology, only a magnetic field that detects metal objects
- **Note:** *If a pregnant visitor is uncomfortable with the Magnetometer process, they may request the security officer use a hand held metal detector*

X-RAY Baggage Machine

- The security officer posted at the X-Ray Baggage Machine will request the visitor place their package, bag, purse, backpack, laptop, laptop case, etc, onto the roller of the X-Ray unit. If a suspicious or unauthorized item is detected by the X-Ray unit, security will take the bag and its owner aside so they can inspect the contents of the bag. If no unauthorized items are found, security will allow the person to proceed. If unauthorized items are found, security will escort the visitor and their bag to the security guard's office where the security supervisor will be notified
- Firearms are not authorized in Federal buildings. If a firearm is detected on a visitor or in a visitor's belongings, the visitor will be detained at the security guard desk and security personnel will notify the Durham County Sheriff's Department for

the host's contact information. The security manager will review and approve access based on the justification provided by the RTP Host. Once approved by the security manager, the RTP Host may take the visiting employee to the Badge Office in C220A. Before access is granted the Badge Office will verify the visiting employee's EPASS badge certificates and OASIS record. If everything is valid the Badge Office will place general access on their EPASS badge for the duration of their visit.

Visiting EPA employees who have received general access to RTP on their EPASS previously do not require a Badge Office visit to regain access to the campus. Once a future visit is confirmed the RTP Host can email the local security manager requesting their profile be activated in the badge system. Please notify the security manager 5 days prior to the visit to allow ample time for processing.

assistance

- Any introduction of an incendiary or explosive device into a federal building is unlawful. If either item is detected during or after the screening process, the visitor (and their belongings) will be escorted from the facility and detained while security personnel notify Durham County Sheriff's Department for assistance