



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221

September 29, 2021

Distribution

Subject: Revision 2 to *WIPP Visit Program Policy* (formerly known as “*WIPP Tour Program Policy*”)

Visits to the U.S. Department of Energy’s (DOE) Waste Isolation Pilot Plant (WIPP), which are highly valued by key decision-makers and centers of influence, directly benefit the mission and future of the WIPP project. For two decades, the WIPP Visit Program (formerly known as the “WIPP Tour Program”) has been a vital component of community, state, national, and international acceptance of the WIPP, as a safe, efficient, and compliant deep geologic repository for nuclear waste.

The WIPP Visit Program supports the WIPP Team by providing visitors, who are approved in advance, an opportunity to see America’s only operating repository for defense generated transuranic (TRU) waste and to learn about the project’s mission and commitment to the protection of employees, public, and the environment.

Nuclear Waste Partnership, LLC (NWP), the current WIPP management and operating contractor, and the DOE Carlsbad Field Office (CBFO) continue to support a safe, informative visitor program with increased emphasis on the following: the current realities of safety for visitors and employees; enhanced security requirements; potential impact to operations; operational priorities; and available resources.

The description of the program is provided in the enclosed revised *WIPP Visit Program Policy*, Revision 2, which supersedes Revision 1 of the *WIPP Tour Program Policy* issued through CBFO Memorandum CBFO:OOM:DG:MAG:13-1804:UFC 1410.00 on May 7, 2013.

Please direct any questions pertaining to the WIPP Visit Program to the NWP Communications Group at (575) 234-7512, or via email at infocntr@wipp.ws.

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Enclosure

Distribution: w/enclosure

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WIPP VISIT PROGRAM POLICY

(Formerly known as "WIPP Tour Program Policy")

Revision 2

Effective: September 29, 2021



Visiting the Waste Isolation Pilot Plant:

The Waste Isolation Pilot Plant (WIPP) is the nation's only deep geological repository for the permanent disposal of defense-related transuranic (TRU) waste.

The United States Department of Energy (DOE) recognizes the high level of interest in WIPP's unique mission and capabilities from stakeholders including: DOE sites and senior management; the nuclear industry; science and academia, government and regulatory organizations; and international agencies. WIPP visits are conducted for stakeholders to see the site and underground portion of the facility. These visits are held when impact to WIPP operations is minimal. WIPP is a hazardous industrial workplace and the safety of visitors and the WIPP workforce are the highest priority of the DOE. The following information pertains to visits of WIPP.

Introduction

This Policy defines the WIPP Visit Program and sets guidelines for the DOE Carlsbad Field Office (CBFO) and Nuclear Waste Partnership LLC (NWP) approval of site visits.

DOE security conditions are followed and enforced at WIPP; therefore, all visits must conform to approved policies and plans. Guidelines presented in this Policy facilitate the decision-making process for granting visit requests based on mutual benefit, visit schedules, operational priorities, available resources, and security risk assessments.

A virtual WIPP visit is available. The virtual visit is on the WIPP website at <https://wipp.energy.gov/about-us.asp>.

Background

WIPP is the only deep geologic facility for TRU waste disposal in the U.S. WIPP's unique operations and record of safety are of keen interest to stakeholders both in the U.S. and internationally. WIPP surface facilities support TRU waste handling activities and the underground waste disposal operations.

Goal of the WIPP Visit Program

The purpose of the WIPP Visit Program is to support the DOE by providing approved visitors an opportunity to see WIPP and learn about the project's mission and commitment to the protection of employees, the public, and the environment.

It is important for key decision-makers and centers of influence to see the WIPP facility firsthand. What they learn is invaluable to the WIPP's mission, the nation's nuclear future, and international repository development.

Controlled Items and Prohibited Practices at WIPP

Security requirements for WIPP are established to ensure visitor, employee and operational safety. These requirements include restrictions from bringing specific prohibited items during a visit to WIPP, and restrictions from specific practices.

Prohibited items include:

1. Weapons (including pocket knives with blade length over 2.5 inches), ammunition, explosives, illegal drugs, alcohol, and any other dangerous instruments or materials that could harm or damage people or property.
2. Recording devices (including cell phones and tablets), removable data storage devices (USB drives, thumb drives, etc.), and personal computers.

The WIPP Security office can store prohibited items for visitors' convenience during their visit. Personal property can be securely locked until the visit is over.

Prohibited practices include:

1. General photography or video recording at WIPP. As stated above, visitor cameras, video recorders and cell phones are not authorized at WIPP. Therefore, all recording devices must be secured prior to entering the WIPP facility.
2. Use of WIPP computer systems. Use personal computers or laptops, or plugging any device into WIPP systems.
3. Malicious, threatening or violent behavior.

Secure storage for computing, recording and other electronic devices is available in the WIPP Security office.

Prior authorization must be arranged before bringing any personal computing or electronic devices to WIPP, and for any photography, videography and recording. Prior authorization must be processed during the visit scheduling process.

Any individuals found with controlled items or witnessed conducting prohibited behavior will immediately be escorted off the WIPP site, officially ending their visit. Exceptions to this policy are only allowable with previous agreements in advance of visit date.

Visit Categories

High Priority Visitors (HPV)

- Government officials/representatives
- Native American Tribal representatives
- Regulators and WIPP oversight agencies

Business Needs Visitors (BNV)

- Organizations/agencies performing work at the WIPP
- Corporate officials
- Organizations that work with WIPP regarding policy, training, or memorandums of agreement
- Interviewees for potential hire
- Universities/agencies performing research at the WIPP
- CBFO and NWP subcontractors not routinely performing work at the WIPP

Non-Standard Visitors (NSV)

- Media personnel employed/contracted by bona fide media outlets
- Community leadership and special interest groups with a vested interest in the WIPP
- Nuclear industry groups interested in waste management information exchange
- General public

NSV visits are approved on an "impact vs. benefit" basis to ensure the proper allocation of project resources.

Science and Foreign National Visitors (FNV)

- Representatives from non-U.S. governments and international agencies
- Academic institutions engaged in repository development, underground laboratory science, and environmental management

NON-U.S. Citizens

Request for a Foreign National Visit initiates the Unclassified Foreign Visits & Assignment (UFV&A) process by the WIPP Security UFV&A coordinator. Foreign national visitors must submit a completed UFV&A form allowing for 60 days (from the time the completed security requirement form is returned to the NWP Communications Department) prior to the requested date of visit. All foreign national visitors shall have a host who is responsible for completing

prerequisite visit information and a post-visit report. Only WIPP personnel who have completed Foreign Visit & Assignments Training (FIT 130-DE) may escort foreign national visitors.

Scheduling a Visit

Visit requestors must contact the WIPP Visit Coordinator at (575) 234-7512, or another member of the NWP Communications Department (infocntr@wipp.ws) to determine if there are other circumstances that might preclude a visit, such as planned maintenance work or operational priorities. All DOE visits/visitors are considered work site visits and, as such, these visits/visitors are exempt from coordinating with the WIPP Visit Coordinator. Visitors under the age of 18 will be required to have a signed parent/guardian consent form. Additionally, visitors must physically be able to use personal protective equipment and to egress the underground in emergency situations.

Before a visit is scheduled, all requests are reviewed to ensure availability of date requested and verify minimal operational impacts.

Visit requests can be denied or canceled at any time based on the sole discretion of CBFO/NWP.

In order to meet operational commitments and ensure the safety of our underground visitors, underground visits are only conducted with prior authorization.

Visit requests should be submitted a minimum of 14 days in advance of the desired visit date allowing for the planning and approval process. Requests that do not meet the two-week deadline requirement will be reviewed on a case-by-case basis.

As previously noted, if the visitor(s) is/are a foreign national, a completed UFV&A form must be submitted in advance of the visit to allow for 60 days lead time following receipt of the completed form.

Underground visits are limited to a maximum of 10 participants.

Visit participants are required to follow WIPP safety and security policies without exception, possess valid photo identification, and wear appropriate attire as described in the pre-visit agenda.

Dosimeter Requests

Visitors are provided a dosimeter upon request, or when required based on areas being accessed.

Roles and Responsibilities

The CBFO Manager, NWP President and Project Manager, and NWP Operations Manager provide broad overarching management of the overall WIPP Visit Program and approval is required in order to make exceptions to this visit guidance.

The CBFO Security Officer is the Officially Designated Federal Security Authority (ODFSA) for the WIPP and provides oversight of WIPP Safeguards and Security programs.

The NWP Safeguards & Security Manager is the Officially Designated Security Authority (ODSA) for the WIPP and oversees Protective Force operations.

The Foreign Visit & Assignments Coordinator reports to the ODSA and performs screening for all foreign visit requests.

The NWP Communications Department administers the WIPP Visit Program.

The CBFO Public Affairs Manager is the CBFO monitor of the WIPP Visit Program.

Requirements for Site Access

Before leaving home, visitors are advised to bring the required personal items (IDs, proper clothing/sturdy closed-toed footwear, not high heels) with them to ensure visitor access is uneventful and seamless.

Upon arrival at the WIPP Site, visitors enter the Site Security Badging Office along with their escort. Visitors must present security with approved government-issued identification.

Acceptable forms of identification include:

- State-issued Real ID driver's license*
- Passport
- Military ID
- HSPD-12 Badges

Visitors possessing IDs from a state identified at the link below are required to show a secondary form of identification. This can include a social security card, voter registration card or concealed carry card.

NWP Communications Department or Security Department can provide additional information pertaining to acceptable identification.

*** Not all driver's licenses are accepted. Refer to <http://www.dhs.gov/real-id-enforcement-brief> for a list of states that do not meet the requirements.**

Escorted Visitors (Site)

Visitors escorted by a badged WIPP employee are required to complete the following training. They must also wear the visitor badge issued to them by security at all times (between the neck and the waist).

- Surface safety briefing (surface facilities access only)
- Surface and Underground safety briefing (surface and underground access)
- Self-rescuer user training (for underground access)
- Pre-job briefing (for visitors performing work)

Unescorted Visitors (Site)

- General Employee Training (GET) 300
- Additional training may be required based on specific job/functions to be performed while onsite
- Must wear issued visitor badge at all times

Required Attire

Visitors to the WIPP site are required to meet specific clothing requirements to be granted access. Requirements include:

- Sturdy closed-toed shoes
- No dresses or shorts in the underground, or at capital project locations
- No high-heels

Additional safety equipment is required for underground access and other specified areas at the site. This equipment is provided to visitors and may include:

- Hardhat
- Safety glasses
- Reflective vest
- Work gloves
- Shoe caps
- Hearing protection
- Self-Rescuer (for underground access)