

	Terminating Workforce - Identification Badges	SOP #	VO1
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## **Procedure for the Collection and Destruction of Terminated Workforce Identification Badges**

### **1. PURPOSE**

The purpose of this procedure is to provide guidance and instruction on the collection and destruction of Fermilab identification (ID) badges from terminating workforce.

### **2. SCOPE**

ID badges are considered access control devices; therefore, this procedure is to ensure that ID badges are collected, disabled and destroyed in a timely manner.

### **3. BACKGROUND**

A Fermilab employee goes through a regular checkout procedure coordinated by Workforce Development and Resource Section (WDRS). All non-employees such as Users, Sub-Contractors, and Authorized Guests are issued a badge for a period of time requested by their point of contact (POC) but no longer than a one-year period. Their POC is responsible for collecting the ID badge or notifying the Badging Office in writing (email) of a termination. Once a person is terminated in FermiWorks, their access is terminated in downstream systems. The Badging Office is responsible for ensuring the badge access system is consistent with FermiWorks record.

### **4. DEFINITIONS**

Access Control Device – Any card, key, tag or sticker that allows access to the Fermilab Site or to individual buildings.

Point of Contact (POC) – An FRA approved individual who is accountable for the daily activities of the individual they are escorting.

Employee - An individual who is employed and is fully paid by Fermi Research Alliance, LLC.

Users – Individuals who access Fermilab facilities and resources for the purposes of advancing the scientific mission of the laboratory and whose work generally requires unescorted and/or after-hours access to non-public areas.

Authorized Guest – An individual who does not generally have business with the laboratory but is approved to access Fermilab facilities such as Fermilab

Children's Center, Fermilab Village Housing, or Receptions. Guests are permitted to access external, non-public areas (including after-hours access to the site) and a controlled subset of card/key-controlled facilities.

Sub-Contractor – An individual working via a Procurement-managed subcontract with FRA and registers with Badging Office.

## 5. RESPONSIBILITIES

Environmental, Safety, Health, & Quality Chief Safety Officer is responsible for the overall security program at Fermilab.

Security Chief is responsible for ensuring that all Security personnel follow and understand this process.

Security Personnel is responsible for following this process and collecting expired ID badges at the point of entrance.

Workforce Development and Resource Section (WDRS) is responsible for terminating the employee in FermiWorks.

Terminating Employees are responsible for returning ID badges to their manager during their exit interview.

Batavia Badging Office is responsible for collecting ID badges ensuring the badge access system is consistent with FermiWorks record and managing the destruction of badges.

Sanford Underground Research Facility (SDSTA) Security is responsible for setting expiration dates in their ID card system.

Fermilab's South Dakota Services Division (SDSD) Administrative Staff is responsible for notifying the Batavia Badging Office and SDSTA Administrative Services Office of a termination and follow SDSTA's termination process.

User's Office is responsible for submitting returned badges from terminating workforce to the Badging Office.

Point of Contact (POC) is responsible for collecting ID badges issued to workforce who have completed their work or are no longer associated with the lab.

Sub-Contractor – are responsible for returning ID badges to their POC once work has been completed.

Users - are responsible for returning ID badges to their POC, Badging Office, Users Office, or Security staff.

Authorize Guest - are responsible for returning ID badges to the appropriate Fermilab Facilities Office, Badging Office, Users Office, or Security staff.

## **6.0 PROCEDURE**

### Employee

- All employees are terminated in FermiWorks and the process is managed within FermiWorks. The terminating employee will turn in all assigned access control devices including the ID badge to their Manager/Supervisor. The system generates a notification for the Badging Office to disable the badge.
- When an employee does not report to WDRS for his/her exit interview, WDRS will notify the employee in writing to return all access control devices including ID badge. FermiWorks manages the termination process and sends a notification to the Badging Office to have the badge disabled. If the employee does not return the ID badge within 30 days of termination, the Badging Office will initiate a Loss of Government Property Security Report.
- If an employee passes away, WDRS will terminate the employee in FermiWorks. The termination process is managed in FermiWorks and sends a notification to the Badging Office to have the badge disabled. WDRS will work with the family and the supervisor in attempting to recover the ID badge. The Badging Office will initiate a Loss of Government Property Security Report if the badge is not received within 30 days.
- WDRS will initiate a leave of absence in FermiWorks. The system will send a notification to the Badging Office to have the badge disabled if the employee is going on a leave of absence greater than 90 days.

### User's Office

- If a User notifies the User's Office of their termination, the User's Office will request the ID badge be turned in to their office on the day of departure. If the badge is not submitted on the termination date the User's Office will notify the Badging Office in writing (email). The Badging Office will disable the card and will work with the POC to collect the badge. If the badge is not returned within 30 day of termination, the

Badging Office will initiate a Loss of Government Property Security report.

#### Batavia Badging Office

- The Batavia Badging Office will ensure that all ID badges that are turned in due to terminations are disabled in the access system. Badging Office staff will check the weekly Termination List email issued by WDRS/Records Office against the Pegasys Card Access database and confirm that terminated personnel's ID Badges are shown in the "inactive" or "disabled" status. The Staff will "disable" such badges. They will maintain and update the Proximity Badge Daily Issuance Log.

#### SDSTA Security

- SDSTA Security will ensure all expiration dates are entered in their ID system.

#### SDSTA Administrative Services Office

- Will inform SDSTA Security Office of the termination dates.

#### Fermilab's South Dakota Services Division (SDSD) Administrative Staff

- Will notify the Batavia Badging Office and SDSTA Administrative Services Office in writing (email) of a termination and will follow SDSTA's termination process.

#### POC

- The POC will inform Sub-Contract personnel, Users, or Authorized Guests that they are responsible for returning their ID badge to the Badging Office or their POC on the termination day.
- The POC will collect ID Badges and return them to the Badging Office when such personnel end their association with Fermilab.
- The POC must report unexpected terminations to the Badging Office in writing (email) the same day of termination.

#### Security Personnel

- Security Personnel will collect expired badges and submit them to the Badging Office.

#### Sub-Contractor

- If Sub-Contractor notifies the Badging Office of their termination the Badging Office will request the ID badge be turned in to their office on the day of departure. If the badge is not submitted on the termination date, the Badging Office will disable the card and work with the POC to collect the badge. If the badge is not returned within 30 day of termination, the Badging Office will initiate a Loss of Government Property Security report. If the Sub-Contractor notifies their POC, the POC will collect the ID Badge and turn it in to the Badging Office.

#### User

- If User notifies the Badging Office of their termination the Badging Office will request the ID badge be turned in to their office on the day of departure. If the badge is not submitted on the termination date, the Badging Office will disable the card and work with the POC to collect the badge. If the badge is not returned within 30 day of termination, the Badging Office will initiate a Loss of Government Property Security report.
- If the User notifies their POC, the POC will collect the ID Badge and turn it in to the Badging Office.

#### Authorize Guest

- If Authorize Guest notifies the Badging Office of their termination the Badging Office will request the ID badge be turned in to their office on the day of departure. If the badge is not submitted on the termination date, the Badging Office will disable the card and work with the POC to collect the badge. If the badge is not returned within 30 day of termination, the Badging Office will initiate a Loss of Government Property Security report.
- If the Authorize Guest notifies their POC, the POC will collect the ID Badge and turn it in to the Badging Office.

## 7.0 REFERENCES

- Policy on Access to Fermilab
- Employee Exit Process
- ES&H Terminating Personnel