

## **ATTACHMENT D - ACCD Security Access Requirements**

### **ACCD Contractor or SubContractor Access Requirements**

Authorized ID and access to those acting as a Contractor or Contractor's Subcontractor who are providing services at Austin Convention Center Department (ACCD) must adhere to the security requirements defined below. Violation of the applicable requirements below may result in the Contractor or its Subcontractor to be removed from ACCD facility or property.

1. Other than ACCD and in-house contractor employees, and unless other arrangements are made with the Contract Manager, persons conducting business with Austin Convention Center (ACC) are required to enter through the service entrance at the pedestrian gate on Red River St. and check-in at the Security Check-In inside the service yard or with the Security Operations Center. Persons arriving at ACC may also enter through the Administrative Offices entrance on Cesar Chavez Street. Persons conducting business with Palmer Events Center (PEC) are required to enter through the garage service entrance and check-in with the PEC Security Operations Center or PEC Administrative Offices. Any other means of access entry into the facilities are unauthorized.
2. Contractors, Contractor's Subcontractors or others who are providing services at ACCD shall be issued Temporary Badge/Access, which may be an ACCD Photo or Non-Photo ID Badge.
3. All persons not directly escorted by an ACCD employee must clearly display an access/ID device while on ACCD facility premises.
4. Use of ACCD access/ID devices to access any part of ACCD facilities for non-business purposes (events, shows, etc.) is prohibited.
5. Any ACCD employee may check an individual's status or contact Security Operations Center whenever observing person(s) in non-public areas of ACCD facilities who are not being directly escorted by an ACCD employee or who are not displaying any required access/ID devices.
6. Restricted areas of the facility with signs stating "Authorized Personnel Only", "Restricted Access", "Client Access Only" or "No Access" are off limits to all persons except those authorized.
7. Unless authorized by ACCD Management, exterior access into ACCD facilities using keys is prohibited.
8. Under no circumstances shall any person issued an access/ID device, allow another person entry into any ACCD facility using their access/ID device. This includes "piggy-backing" through access doors or gates. Any person with an ACCD ID badge or access device who allows another person to enter using their access privileges should bring the person directly to the Security Operations Center to be checked-in.
9. Due to security and safety concerns, Contractors and Contractor's Subcontractors conducting business at ACCD, are not allowed to walk through the open service yard vehicle gates to enter or exit the service yards. Entry and exit should be by way of the designated pedestrian gates and walkway using appropriate access/ID devices and check-in procedures.
10. Pedestrian traffic through ACCD's service yards and exhibit halls is restricted to authorized persons during event/show move-in and move-outs. Children under seventeen (17) are prohibited from ACCD service yards and exhibit halls during move-in and move-outs.
11. During periods where there is no move-in or move-out traffic in the service yards, only persons with legitimate business needs are allowed into the service yards.
12. Temporary badge/access devices issued to contractors, subcontractors or temporary workers must be returned to the Security Operations Center at the completion of the ACCD work assignment. Non-photo temporary badges must be returned at the end of the employees work shift/assignment. Failure to return temporary badges/access devices at the completion of work assignments may lead to future ACCD facility access restrictions.

**Attachment E-Austin Water Security Requirements**



**Austin Water**  
**FACILITY SECURITY PROCEDURE FOR**  
**CONTRACTORS**

**SP-1070**

**Austin Water**  
**Water and Wastewater Treatment Plants,**  
**Water Pump Stations and Reservoirs, and Lift Stations**  
**Service Centers and Administration Buildings**

**Facility Security Procedure for Contractors**

**SP-1070**

**Revision Record**

<b>Version</b>	<b>Date</b>	<b>Description- Affected Pages</b>	<b>Approved By</b>
<b>1</b>	<b>16 Sept 2014</b>	<b>Updated, included all facilities All pages</b>	<b>Rick Verardi Security Mgr.</b>
<b>2</b>	<b>16 Sept 2018</b>	<b>Updated decal issuing/valid dates</b>	<b>Rick Verardi Security Mgr.</b>
<b>3</b>	<b>24 Oct 2019</b>	<b>Updated Escorted access, removed decal, added ID Badges</b>	<b>Rick Verardi Security Mgr.</b>

**FACILITY SECURITY PROCEDURE FOR CONTRACTORS**

**SP-1070**

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## 1 SECURITY POLICY

Paramount to the Austin Water is:

- The production and delivery of adequate supply of safe drinking water to all customers
- Uninterrupted collection of wastewater, without spills, and
- Adequate processing of wastewater to be safely returned to the environment.

The Utility shall provide high quality physical security at all its facilities and shall initiate, implement, enforce, and update as needed, specific rules and procedures to protect property, personnel, equipment, and material against unauthorized entry, trespass, damage, sabotage, or other acts that might threaten the security of essential facilities, the quality of the drinking water, or the quality of treated wastewater.

## 2 SECURITY PROCEDURE

### 2.1 PURPOSE

The purpose of this Procedure is to provide Contractors and Subcontractors with standard operating methods, directives and instructions in accordance with the Utility's mission to protect its assets.

### 2.2 SECURITY PROCEDURE MAINTENANCE

The maintenance and updating of this Facility Security Procedure is the responsibility of the Security Manager with input from the Treatment Program Division Managers and Facilities Management.

This Facility Security Procedure will be reviewed and updated at least yearly. A record of all revisions will be maintained at the front of all copies.

### 2.3 RESTRICTED AREA ACCESS POLICY

#### 2.3.1 Unescorted Access

Unescorted access is granted to contractors that have completed the "Application for Authorization to Enter Secured Austin Water Facilities" (Appendix B) and clear the background security check. An Austin Water technology badge or identification badge will be issued.

#### 2.3.2 Escorted Access

Escorted access is allowed provided an Austin Water employee physically escorts the visitor and is present with the visitor at all times. Contractors scheduled to work on site are **NOT** eligible for Escorted Access while working on site and must apply for Unescorted Access (see 2.3.1 above).

The exception for escorted access is for those that will be on site for a short period of time, usually under one hour, such as deliver drivers. All others on site must have an escort.

In the event of an unplanned facility emergency that requires an immediate response from a contractor, that contractor may be granted temporary access to the facility. The contractor must be met at the facility entry point by an Austin Water employee escort, must sign the visitor guest log (which will include the name of AW employee escorting the contractor), and must remain in the presence of the escorting AW employee for the duration of the visit.

## 2.4 CONTRACTOR'S BASIC SECURITY RESPONSIBILITIES

### 2.4.1 Read-and-Follow Requirement

All Contractors and Subcontractors shall read and follow this Procedure. The Contractor's Project Manager and Site Superintendent, and all Subcontractors' on-site Supervisors will be required to sign the "" (Appendix A) attesting to the fact that they have read and understood this Procedure. The "Contractor's Acknowledgement" signed by the Contractor's Project Manager and Site Superintendent shall be delivered to the Utility at the Pre-construction Conference, and before any access is permitted to the work site. The "Contractor's Acknowledgement" signed by the Subcontractors' Project Managers and Site Supervisors will be delivered to the Utility at least **two (2) weeks** before the Subcontractor requires access to the site.

All Contractor's and Subcontractors' employees are expected to be thoroughly knowledgeable in the contents of this Procedure. Contractors and Subcontractors shall instruct their employees on the provisions and requirements of this procedure and shall emphasize the importance of their compliance. **Any person's failure to follow any of the provisions or requirements of this Procedure shall be removed from the job site and lose access privileges.**

### 2.4.2 Basic Security Functions

The basic security functions of Contractors and Subcontractors shall center on the protection of water and wastewater quality, personnel, and the Utility and Contractors' property. These basic functions will involve securing and monitoring the project site, controlling access, preventing unlawful entry, unlocking and locking buildings, and enforcing Utility rules, policies, procedures and directives.

Contractors and Subcontractors shall provide deterrence against fire, theft, vandalism, and trespass and shall assist in the elimination of safety hazards and security breaches. In some cases, Contractors and Subcontractors will be called upon to assist in the detection and detention of persons guilty of trespassing on or committing offenses on Utility property. Uniformed officers from the Austin Police Department and local Sheriffs' Departments shall provide the enforcement support for criminal acts committed on Utility property.

Contractors and Subcontractors shall accurately report and record all transgressions and incidents.

## 2.5 APPLICATIONS FOR AUTHORITY TO ENTER FACILITIES, BACKGROUND SECURITY CHECKS AND IDENTIFICATION BADGES

### 2.5.1 Applications for Authority to Enter Facilities

The Contractor shall submit an "Application for Authorization to Enter Secured Austin Water Facilities" (Appendix B) for each of their employees and their Subcontractors' employees before that employee is allowed to enter the project site. All information requested on the application shall be provided, including required signatures. Each application submitted shall be an original document. Copies or facsimiles are not acceptable.

Each application shall be accompanied by a complete background security check. Each employee's application and background security check shall be submitted at least **five (5) working days** prior to the first day that employee is to work on the secured site to allow for adequate review of the documents. Each background check submitted shall be an original document. Copies or facsimiles are not acceptable.

### 2.5.2 Background Security Checks

The Contractor shall submit a "Criminal History Records Check Disqualifying Criminal Offenses" (Appendix C) and provide a current **fingerprint based** background security check for each of their employees and their Subcontractors' employees, submitted along with the "Application for Authorization to Enter Secured Austin

Water Facilities” (Appendix B). The background check must be performed by either the United States Federal Government (FBI) or the Department of Public Safety from the employee’s home state (the state in which the employee resides and from whom they obtained their driver’s license or identification card). The background security check for a non-US citizen shall be performed by their native country’s national law-enforcement agency (e.g. a Canadian citizen shall submit a background check performed by the Royal Canadian Mounted Police).

The results of each background check shall be dated and submitted as an original, certified official document from the agency performing the check, and shall bear all appropriate letterheads, seals, and signatures. The background check shall clearly indicate the agency performing the check and include their address and telephone number. Background checks performed less than one year prior to the subject Contract’s Notice-to-Proceed will be acceptable. The results of background checks may be audited at any time.

### 2.5.3 Security Identification Badges

Austin Water utilizes two methods of Security ID Badges

**ID Badge:** This badge is issued to contractors working at a facility that require access to the facility grounds via the entrance gate. An example would be long term contractors. Badges are given an **expiration date** set to expire at a date determined by Security Management. Badges are issued for a maximum of two years.

**Technology Badge:** This badge is issued to contractors working at a facility that require access to secured buildings on an AW site. Examples are the cleaning crew, security guards, and contractor superintendents supervising multiple job sites. Badges are given an expiration date set to expire at a date determined by Security Management. Badges are issued for a maximum of two years. **Technology Badges are issued at the discretion of Security Management.**

Authorization to enter protected facilities and the issuing of an ID Badge or Technology Badge shall require a review of the background security check and approval from Security Management.

A new background check is required prior to the issuance of another Badge after the previous one expires.

### 2.5.4 Identification Badge Control and Handling

All personnel on the job site shall maintain the Security Identification Badge on their person at all times. The Badge should be displayed on their outer clothing in a clear manner. Arm band ID holders are acceptable.

Security Identification Badge holders will take reasonable care to protect their badge from unauthorized use. Badge holders will not allow others to use their badge.

In the event that a Security Badge holder discovers that their badge has been lost, the badge holder shall immediately report the loss to the Contractor’s Site Superintendent, who will immediately report the loss to the AWU Project Manager, and to the AWU Plant Superintendent (at treatment plants) or the AWU Operation Manager at the South First Support Center (512-972-0502) (for pump stations and reservoirs).

### 2.5.5 Revoking Access Authorization

Authorization to enter and/or work on any Austin Water site is at the sole discretion of the Utility and may be revoked at any time.

Authorization to enter secured Utility sites shall be revoked immediately for the following reasons:

- The badge holder ends their employment with the Contractor or Subcontractor

- The badge holder allows another person to use their badge, or the badge holder permits, or allows another person without a badge to enter a secured site.
- The badge holder acts without authorization to defeat any security device at any secured site.
- The badge holder's actions (or inaction) result(s) in damage to Utility facilities or threaten(s) the quality of the drinking water.
- The badge holder has been involved in a criminal action on site and has been determined as a threat to any persons or property at this site.

Personnel in the following positions may revoke Access Authorization:

- AWU Director and Assistant Directors for Treatment and for Engineering
- AWU Division Heads, Plant Superintendents, and Supervisors in the Treatment Program Area
- AWU Security Manager
- AWU and Consultant's Project Managers
- City of Austin Public Works Project Managers
- Contractor's Project Manager and Site Superintendent

If a person in one of the positions listed above ever believes that another person's Access Authorization should be immediately revoked to eliminate or mitigate a threat to site security or the security of the water, they shall contact the Project Manager or the Contractor's Site Superintendent. The badge shall be taken from the person and they shall be escorted from the work site.

## **2.6 FACILITY SECURITY AND ACCESS CONTROL**

### **2.6.1 Access to Facilities**

Access to Utility facilities shall be limited to:

- City of Austin Public Works or Austin Water employees who possess appropriate unescorted access authorization by the Utility and have a valid Security Identification Badge.
- Contractor's and Subcontractors' employees who possess appropriate access authorization(s) and possess and wear a proper Utility-authorized Security Identification Badge. All Contractor's and Subcontractors' employees will follow Utility procedures while on the site.
- Contractor's or Subcontractors' supplier delivery personnel. Delivery personnel may be permitted access to complete material deliveries and will not be required to obtain a Security Identification Badge. Delivery personnel shall be closely escorted within the secured site by the Contractor's Site Superintendent and shall be permitted access only for the time required to unload the material being delivered. Under no circumstances will any delivery personnel be allowed to remain on site for longer than one hour. If delivery of any material or equipment is projected to require more than one hour's time, an "Application for Authorization to Enter Secured Water Treatment Facilities", complete Background Security Check, and Security Identification Badge will be required for all personnel associated with making that delivery.
- Visitors who have been authorized in advance, in writing, by the Plant Superintendent or Division Manager. (Persons who perform work on the site or deliver equipment or materials to the site are not considered to be visitors) Visitors who have been authorized such access must be closely escorted within the Utility facility by a Utility employee who possesses the appropriate access authorization and Security Identification Badge. The Entry gate guard staff shall maintain a Visitor Register to record all visits. The Visitor Register shall record the name of each visitor, their employer, date of the visit, arrival and departure times, the purpose of visit and the name of the escort. This Visitor Register shall be made available at every project progress meeting and shall be delivered to the Utility Project Manager at the

end of the project. Visitors do not require an ID badge. Contractors are not eligible for access to the facility as a visitor except for pre-bid meetings.

### **2.6.2 Site Security Requirements**

All Utility facilities shall be kept secure at all times. The following provisions, at a minimum shall be maintained:

- An eight-foot high perimeter fence shall be maintained without gaps or holes, with gate(s) locked with a tempered chain and padlock. A security guard may also be employed if desired by the Contractor or required by other sections of the Contract.
- All perimeter door(s) (if present) shall be locked and alarmed.
- Other installed security devices (if present) such as motion detectors, fence monitors and CCTV cameras shall be operational.
- All classified material (if present) within shall be properly stored.

During the Contractor's working hours, the Contractor's Site Superintendent shall maintain an active cellular telephone to enable the Utility's Plant Superintendent or the Central Security Operator to contact him/her in the event that a security alarm is triggered on the job site. If an alarm is triggered and the Plant Superintendent or the Central Security Operator is unable to contact the Contractor's Site Superintendent to ascertain the reason for the alarm, law enforcement officers will be summoned to the site.

At the beginning of each day that the Contractor or a Subcontractor performs work on a pump station or reservoir site, a Supervisor authorized by the Contractor (and previously identified to the pump station or reservoir Central Security Operator) shall open the security gate to the site as follows:

- Place a telephone call to the Central Security Operator (512-972-0502) before unlocking the gate.
- Identify themselves and advise the Central Security Operator that they are at the site entrance, identify where on the site they intend to work, and advise that they are about to open the gate. The Central Security Operator will disarm any alarms that might be triggered by the gate opening or by employees working in the areas identified. The Central Security Operator will advise the Supervisor placing the call when the alarms are disarmed.
- Unlock the gate, enter the site, and lock the gate or post a guard to assure that only authorized personnel wearing required, proper Security Identification Badges may enter.

At the end of every work day at a pump station or reservoir site, when the last employee has left the job site, the Contractor's Site Superintendent shall place a call to the Central Security Operator to advise that everyone has left the site, that the security gate is locked, and that the alarms should be rearmed.

### **2.6.3 Combinations and Key Controls**

Knowledge of the combination of locks and access to any keys will be limited to designated individuals assigned to work in the associated facilities. All combinations will be changed regularly at times designated by the Division Manager, and whenever it is suspected the combination has been compromised.

Facility keys are cut to fit a number of cylinders. If a key shared with the Contractor is lost, all similar lock cylinders, whether present on the site or off the site, will be re-keyed by the Utility, at the expense of the Contractor.

### **2.6.4 Operation of Access-Controlled Doors at Remote Facilities**

Entry to all remote facilities will be coordinated with the Central Security Operator. Many facilities include an access-control door. An access-control door may be used by authorized Security Identification Badge holders for entry and exit using the following procedure:

**Entry procedure:**

1. Contact the Central Security Operator (512-972-0502) and request permission to enter. Hang up the telephone.
2. The CSO will call back the person requesting to enter (on their previously authorized number) and verify the request.
3. The CSO will unlock the door or request that the person's Security Identification Badge be presented to the exterior card reader.
4. Unlock the deadbolt (if present)
5. Enter PIN
6. Open door
7. Enter
8. Close the door

**Exit procedure:**

1. Press crash bar
2. Open door
3. Exit
4. Close the door
5. Lock the deadbolt (if present)
6. Contact the CSO and request that the door be locked, advise them that the site's alarms need to be re-armed
7. The CSO shall lock the door and re-arm all alarm devices
8. The CSO shall call back and ask the requestor to verify that the door is locked

**2.6.5 Tailgating**

Tailgating is the entry of multiple individuals through an access-controlled door or gate without closing the door (or gate) between entries. Tailgating is allowed by authorized ID Badge holders provided that each presents their badge to the card reader or person controlling access prior to entry. Tailgating by unauthorized individuals or anyone not possessing an authorized ID Badge is not allowed.

**APPENDIX A:**

**CONTRACTOR’S ACKNOWLEDGEMENT  
AUSTIN WATER  
FACILITY SECURITY PROCEDURES FOR CONTRACTORS**

**PROJECT NAME:** \_\_\_\_\_

**CIP/PROJECT NUMBER:** \_\_\_\_\_

By signing this document, I acknowledge that I have received a copy of the Austin Water **SP-1070 FACILITY SECURITY PROCEDURE FOR CONTRACTORS** and that I have read it and understand its contents. Furthermore, I agree to follow all the provisions contained therein.

**CONTRACTOR:** \_\_\_\_\_

PROJECT MANAGER:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

SITE SUPERINTENDENT:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**SUBCONTRACTOR:** \_\_\_\_\_

PROJECT MANAGER:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

SITE SUPERINTENDENT:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**SUBCONTRACTOR:** \_\_\_\_\_

PROJECT MANAGER:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

SITE SUPERINTENDENT:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**APPENDIX B:**

**APPLICATION FOR AUTHORIZATION  
TO ENTER SECURED AUSTIN WATER FACILITIES  
(CONTRACTOR EMPLOYEE)**

**Date of Application:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Estimated Project End Date:** \_\_\_\_\_  
mm dd yyyy

**PROJECT:** \_\_\_\_\_ **Cip /Proj No** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**SUBCONTRACTOR:** \_\_\_\_\_

**SITE(S) TO BE ACCESSED:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_  
Last Name First Name Middle Name

Job Title: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street / Apt No.  
 \_\_\_\_\_  
City State Country Zip Code

Telephone Nos.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Birth date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Home Work mm dd yyyy

Birth place: \_\_\_\_\_  
City County State Country

Driver's License: \_\_\_\_\_  
Number Class Exp Date (mm-dd-yr) Issuing State or Country

Signature: \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_  
Last Name First Name M.I.

Job Title: \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

Signature: \_\_\_\_\_

**AUTHORIZATIONS:**

**CONTRACTOR'S PROJECT MANAGER:** \_\_\_\_\_  
Print Sign

**UTILITY'S PROJECT MANAGER:** \_\_\_\_\_  
Print Sign

**SITE / DIVISION MANAGER:** \_\_\_\_\_  
Print Sign

**AUTHORIZED FOR BADGE PREPARATION:** \_\_\_\_\_  
Security Management

Background Check Completed / Submitted: Date \_\_\_\_\_ ID Badge // TECH Badge Date Audited: \_\_\_\_\_

**APPENDIX C:**

**Criminal History Records Check Disqualifying Criminal Offenses**

An individual has a disqualifying offense if the individual has been convicted of, or found not guilty of by reason of insanity, any of the disqualifying crimes listed in this paragraph in any jurisdiction during the 10 years before the date of the individual’s application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

<b>1</b>	Felony involving burglary.	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>13</b>	Murder.	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>2</b>	Felony involving theft.	<input type="checkbox"/>	<input type="checkbox"/>	<b>14</b>	Assault with intent to murder.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>	<b>15</b>	Espionage.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Felony involving possession or distribution of stolen property.	<input type="checkbox"/>	<input type="checkbox"/>	<b>16</b>	Rape or aggravated sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Aggravated assault.	<input type="checkbox"/>	<input type="checkbox"/>	<b>17</b>	Kidnapping or hostage taking.	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Felony involving bribery.	<input type="checkbox"/>	<input type="checkbox"/>	<b>18</b>	Treason.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	Terrorist threat.	<input type="checkbox"/>	<input type="checkbox"/>	<b>19</b>	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Armed or felony unarmed robbery.	<input type="checkbox"/>	<input type="checkbox"/>	<b>20</b>	Class A Criminal Mischief (500 or Above).	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	Felony involving willful destruction of property.	<input type="checkbox"/>	<input type="checkbox"/>	<b>21</b>	Criminal Trespass at Critical Infrastructure Facility.	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	Felony involving importation or manufacture of a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>	<b>22</b>	Burglary of Vehicle	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Extortion.	<input type="checkbox"/>	<input type="checkbox"/>	<b>23</b>	Engaging in Organized Criminal Activity	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Felony arson.	<input type="checkbox"/>	<input type="checkbox"/>	<b>24</b>	Conspiracy or attempt to commit any of the criminal acts listed on this page.	<input type="checkbox"/>	<input type="checkbox"/>

By signing below I certify that I do not have any of the above listed disqualifying criminal offenses.

Also signing below indicates my understanding that I have a continuing obligation under Title 49, CFR, Parts 1542.209 and 1544.229 to disclose to Austin Water within 24 hours if I plead guilty or nolo contendere (“no contest”) to, have an adjudication withheld, have been convicted or found not guilty by reason of insanity to any of the disqualifying crimes listed on this application or the federal security regulations.

Also signing below indicates the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

**PRINT NAME**

**SIGNATURE**

**DATE**

## ATTACHMENT F- ABIA SECURITY REQUIREMENTS

### WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):

- A. **Airport Security:** Access to the premises must be strictly controlled. Officers, employees, or agents of the Contractor shall never enter a restricted or operational area of the airport without the express permission of ABIA or any governmental bodies having jurisdiction. Contractor assumes full liability from any such unauthorized incursions.
- B. **Security Badges:** Contractor and employees assigned to work on this contract shall be required to obtain a security badge which must be worn at all times while within security restricted areas of ABIA premises. Security badge access will be limited to the minimum amount of access portals necessary. All Contractor employees, subcontractors or agents must comply with all airport and related Federal security restrictions. Violations may result in the Contractor receiving a TSA fine and/or the dismissal of the employee from the ABIA premises. Contractor shall reimburse ABIA for any fines or penalties assessed against ABIA that are attributed to the Contractor's non-compliance.
- C. **Background Investigation:** An application for each security badge can be obtained from the Airport Security and I.D. Section. A minimum ten (10) year background investigation and fingerprinting will be conducted on all applications for security badges. The City of Austin, Department of Aviation shall incur the costs of fingerprint check and administrative fee for Contractor personnel that require access to the airport site.
- D. **Badge Fees:** The City of Austin, Department of Aviation shall incur the cost of the airport security badge, for each Contractor employee, subcontractor or agent assigned to work on this contract and requires access to the airport site. Contractor is responsible for replacement costs and any other fees associated with lost security items. Any lost, stolen, or misplaced security badges will be replaced at an additional cost to the Contractor as follows: 1st replacement - \$65; 2nd replacement - \$90; 3rd replacement - \$115; etc. Upon expiration of this contract, the Contractor shall return all security badges to the Airport Security and I.D. Section. Loss or failure to return a non-expired security access badge or other security item will result in a fee of \$500.00 per badge to be deducted from contract payment after the contract has expired/closed.
- E. Each employee, subcontractor or agent who receives an airport security badge will be required to attend and successfully complete an Airport Safety and Security Training and Familiarization class, approximately one (1) hour in length, at no cost to the Contractor.
- F. The Contractor shall comply with all other security requirements imposed by the City. The City will provide the Contractor with written notice of any revision to the security requirements. Contractor shall ensure that all employees and subcontractors are kept fully informed of all security requirements and shall update employees, subcontractors and agent as those requirements are revised.