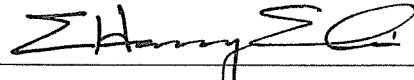


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
WATER SYSTEM IMPROVEMENT PROGRAM  
CONSTRUCTION MANAGEMENT PROCEDURES**

**SECTION: WSIP CONSTRUCTION  
MANAGEMENT**

**APPROVED:**



**PROCEDURE NO: 038  
TITLE: SITE SECURITY**

**DATE: 08/27/09**

**REVISION: 1**

**1.0 Policy**

The Site Security Procedure shall apply to all security sensitive projects designated as such by the SFPUC Homeland Security Department. The Contractor shall comply with SFPUC's protocol for personnel identification, site access control, contractor's delivery and special materials control for the duration of the work.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the contract under which the Work is executed.

**1.1 Personnel Removal**

Failure by Contractor personnel to comply with Site Security requirements may result in request for their removal from the work site.

**2.0 Description**

This CM Procedure provides project site security guidelines for coordination, monitoring, site access control and report status of the Contractor personnel, visitors, materials and equipment deliveries onto the work site and their enforcement, if required.

**3.0 Definitions**

**3.1 Badge Control**

The CM Consultant and Contractor personnel and all others directly associated with the project are issued individual SFPUC Photo-Identification Badges that will be valid either for the site access control for (a) duration of the project or (b) specific construction task timeline.

Individual badge must be returned at the end of each personnel assignment.

3.1.1 Visitors and delivery personnel are issued temporary badge passes. However, the Project CM has the authority to modify the Visitor / Delivery Badge Requirement Policy based on project office complex location and size or specific scope of work.

3.1.2 Badge control process shall be provided in accordance with Technical Specification No. 00819, Site Security.

### **3.2 Defined Facilities**

Defined Facilities are existing or new sites with defined perimeter boundaries. These facilities have designated entry/exit points, permanent perimeter barriers, site access control or posted restrictions.

Examples: New and existing treatment plant, pump stations and reservoirs.

### **3.3 Delivery Control Process**

3.3.1 Delivery Control process manages the flow of Contractor's materials and equipment into the work site. Delivery Control process includes advance schedule notification by Contractor Site Security Monitor to the Office Engineer.

Normally notification to CM Team should be noted on daily or weekly reports. However, special deliveries should be discussed with Project CM, if normal construction activities maybe impacted.

3.3.2 Contractor delivery requirements shall be provided in conformance with Article 15 of Technical Specification No. 01501, Access Control.

### **3.4 Open Sites**

Open Sites are defined as WSIP Projects located within SFPUC Right-of-Way properties which traverse public access areas or work sites in the public Right-of-Way (streets).

Examples: Buried pipelines and tunnels which extend over long distances. These transmission systems can not be enclosed by perimeter security fencing, refer to Section 5.3.4.

### **3.5 Site Access Control**

3.5.1 The Site Access Control is the Contractor's responsibility to control work site entry and exit by project labor force, visitors and deliveries. Site Access Control procedural components may include individual badge identification, manned inspection posts, advance entry clearance approvals by SFPUC management and physical perimeter (fencing) barriers, among others.

3.5.2 Specific Project Site Access Control requirements shall be provided in conformance with Article 1.5 of Technical Specification No. 00819 Site Security, and Articles 1.3 and 1.5 of Technical Specification No. 01501, Access Control.

### **3.6 Special Materials**

3.6.1 Special Materials are identified as those restricted for use and storage at the SFPUC facilities. Permission to use explosives must be obtained by SFPUC Senior Management in writing to allow their entrance and use on these project work sites.

3.6.2 Special materials can be characterized as flammable, gaseous, corrosive, radioactive or explosive. Except for explosive, the other special materials have been accepted for use and storage without special permission provided that the precautions stated in the Material Safety Data Sheets (MSDS) Sheets are exercised.

Typical materials such as paint, petroleum products, etc. are flammable, gaseous and corrosive. Some special testing tools have radioactive components.

## **4.0 Responsibilities**

The Site Security Responsibility Matrix –General Guidance is provided on Attachment 38 – 1.

### **4.1 Chief Operating Engineer**

The Chief Operating Engineer, SFPUC Operations, coordinates work at all defined facility work sites with the Project CM or OE. The Chief Operating Engineer shall be notified of all security issues including the proposed use and storage of special (explosives) materials at the work site.

### **4.2 Contractor**

The Contractor is responsible for work site security and provides the designated Contractor Site Security Monitor personnel who coordinate the site security activities with the Office Engineer for most projects.

4.621 Site Security shall be the Contractor's responsibility from commencement of Work through final completion.

### **4.3 Contractor Site Security Monitor**

The Contractor Site Security Monitor is the designated Contractor personnel who are responsible for administration, coordinating and reporting all security related issues to the Office Engineer.

These duties shall include:

- Enforcement of Site Security requirements and restrictions to the Contractor labor force

- Contractor's badge control administration and implementation
- Materials deliveries protocol and coordination
- Perimeter security fencing monitoring, inspection and reporting
- Site access control report log
- Preparation and submittal of security status documents

4.3.1 Contractor Site Security Monitor shall be on-site and available at all times while work is being performed.

#### **4.4 Office Engineer (OE)**

The Office Engineer may be the designated SFPUC personnel by the Project CM to execute the all or partial specific site security duties;

- Administers requests for new and replacement personnel Photo ID Badges.
- Receives Contractors and Visitors Daily Sign-in Log.
- Notified by Contractor of major materials and equipment deliveries to work site.
- Coordinates Contractor's request for materials and equipment storage on work site.
- Reviews Contractor's initial request for special photographs and digital images.
- Reviews and coordinates approval of final special photographs and digital images.
- Reviews site security summary of Contractor's Monthly Report.
- Participates in resolution of any site security issues.
- Coordinates with SFPUC Homeland Security Representative, as applicable.
- Reviews contract submittals for site security status.
- Coordinates with Contractor Site Security Monitor on security policy enforcement issues, prior to involvement of Project CM.

#### **4.5 Project Construction Manager (Project CM)**

The Project CM has overall responsibility to ensure the Contractor is executing and following the security requirements of the contract. However, the daily security coordination activities may be designated to others.

#### **4.6 SFPUC Homeland Security Department and Representatives**

4.6.1 The SFPUC Homeland Security (HLS) Department determines security requirements for existing and construction sites. The

SFPUC will define the requirements and responsibilities for security for CM Consultants and Contractors. These requirements and responsibilities will be included in each contract.

4.6.2 The SFPUC Homeland Security Representative(s) are personnel who represent the Manager of Homeland Security. Prior to construction duties may include the following:

- Review of proposed Contractor's Site Security Monitor(s) Qualifications.
- Request for Contractor background check through the Department of Justice, refer to Section 5.1.4.
- Review of Contractor's Site Security Plan.
- Review and approval of Contractor's photograph or digital imagery requests, refer to Section 5.3.1.1.
- Review of Contractor's submittals such as Key Plan, refer to Section 5.5.
- Review and approve Contractor's request to use explosive materials, refer to Section 5.2.6.

4.6.3 During Construction, HLS Representatives may perform the following duties:

- Monitor and audit conformance to contract security requirements.
- Lead all investigations into security breaches that may occur.

4.6.4 The HLS Representative will interface directly with the Regional Project Manager and with the Project CM's for project specific security issues during construction.

#### **4.7 SFPUC Plumbing Supervisors II**

The SFPUC Plumbing Supervisors II represent and coordinate work with the Project CM for SFPUC Operations at remote, open work sites for WSIP Projects including Hetch Hetchy Operations.

### **5.0 Implementation**

#### **5.1 Personnel and Visitors – Access Control**

The Contractor Site Security Monitor is responsible for the coordination and activities of Contractor personnel and their visitors at the work site.

##### **5.1.1 Contractor Personnel**

- 5.1.1.1 Field Personnel must submit request and receive photograph badge identification before granted entry onto work site.

- 5.1.1.2 Staff Visitors must submit advance (24 hours minimum) request through the Contractor Site Security Monitor to the Office Engineer for work site visit. Request shall state nature of visit. Temporary one-day pass provided upon approval.
- 5.1.1.3 Vendor Representative Visitors must submit advance (24 hours minimum) request through the Contractor Site Security Monitor to the Office Engineer for work site visit. Request shall state nature of visit. Temporary one-day pass provided upon approval and escorted to meeting.

#### 5.1.2 CM Consultant Personnel

- 5.1.2.1 CM Consultant Team Personnel must submit request and receive photograph badge identification before granted entry onto work site.
- 5.1.2.2 CM Consultant Team Visitors must submit advance (24 hours minimum) request to the Office Engineer for work site visit.

#### 5.1.3 SFPUC Personnel

- 5.1.3.1 CMB Personnel must possess their SFPUC Employee Identification Badges while working on the work sites.
- 5.1.3.2 Non CMB Visitors must possess their SFPUC Employee Identification Badges at the work sites.

#### 5.1.4 Background Checks

- 5.1.4.1 For security sensitive project with concurrence of Homeland Security Representative and upon request of Project CM, the Contractor Site Security Monitor shall provide such information as necessary and allowed by law for a Department of Justice background check on any person who enters the work site.
- 5.1.4.2 The Contractor Site Security Monitor provides all confidential information directly to the Project CM who is responsible for its intended use.

### 5.2 **Materials, Equipment and Vehicles Control**

- 5.2.1 Materials Delivery: Refer to Technical Specification No. 01501 for specific details.
  - 5.2.1.1 The Contractor Site Security Monitor is designated as the contract point with the Office Engineer on construction delivery control issues.

- 5.2.1.2 The Contractor personnel manning the site access check-point receives and reviews the Bill of Lading or other similar shipment documents which is logged and forwarded to the Contractor Site Security Monitor.
- 5.2.1.3 Upon confirmation, the Contractor personnel directs or escorts the vehicle driver to work site destination.
- 5.2.2 Equipment Site Entry
  - 5.2.2.1 The Contractor Site Security Monitor is designated as the contact point with the Office Engineer on equipment site entry issues.
  - 5.2.2.2 The monthly report shall include use, location and necessary required duration of major equipment on site.
- 5.2.3 Vehicle Entry onto Site
  - 5.2.3.1 If the CM staff believes specific or random vehicle search is justified, then vehicles are subject to search in conformance with Article 1.6 of Technical Specification No. 00819, Site Security. CM Staff shall not conduct searches, but may call SFPUC Homeland Security.
  - 5.2.3.2 Searches by SFPUC shall be performed or coordinated by Homeland Security personnel.
- 5.2.4 Materials Storage
  - 5.2.4.1 The Contractor is responsible for security of construction material located on work site. The materials might be located within a protective area such as storage containers.
  - 5.2.4.2 The Contractor should prepare a material inventory and tracking system for their control from potential theft or damage.
- 5.2.5 Equipment Storage
  - 5.2.5.1 The Contractor is responsible for security of construction equipment storage located on work site.
  - 5.2.5.2 The Contractor should prepare an equipment inventory and tracking system for controlling City provided equipment from potential theft or damage.
- 5.2.6 Special Materials Control
  - 5.2.6.1 If the Contractor requires the use of explosive materials to perform the work, then the Contractor shall submit in writing an explanation for the need.

- 5.2.6.2 Requests for approval for the use and storage of explosive materials must be reviewed by the Department of Homeland Security. The Contractor's submittal should include a description of 24 hour security measures, quantity of explosives and magazine location and design.
- 5.2.6.3 The use and storage of explosive materials must be approved in advance by the Project CM, Plant Chief Operations Representative and SFPUC Homeland Security Representative.

### **5.3 Miscellaneous Items**

#### 5.3.1 Photographs and Digital Images Control

- 5.3.1.1 The Contractor is restricted from producing any photographs, video, film or any other image formats to the limit of work; unless otherwise required in the contract specifications; i.e. quality control documentation or safety incident reports.
- 5.3.1.2 Detailed description of specific photographs and digital imagery control is provided in Article 1.7 of Technical Specification No. 00819, Site Security.

#### 5.3.2 Perimeter Security for Defined Facility -New Work Site.

- 5.3.2.1 The Contractor has total site security responsibility. However, if the contract requires, the Contractor Site Security Monitor establishes a manned security control access check point. The perimeter check point is located at the entrance to the job site, refer to Section 3.2, Defined Facility.
- 5.3.2.2 The Contractor Site Security Monitor or designee checks, closes and locks all perimeter accesses at the work site, if applicable at the end of each work day or at the end of the last construction work shift.

#### 5.3.3 Perimeter Security for Defined Facility -Existing Work Site

- 5.3.3.1 The Contractor has total site security responsibility of the designated work area as delineated by the contract. However, if the contract requires, the Contractor Site Security Monitor with concurrence of Project CM establishes an interior (temporary fence) security barrier. Alternatively, if an interior fence is implacable, then delineation barriers shall be erected to designate restricted facility operating areas. Typical delineation barriers can be plastic fencing and signage, refer to Section 3.2, Defined Facility.



5.3.3.2 Personnel entering beyond the facility beyond the restricted area are in violation of site security measures.

#### 5.3.4 Perimeter Security for Open Sites – New Work Site

5.3.4.1 The Contractor has total site security responsibility. However, the Contractor should consider special security requirements for Urban Environment Work Sites. In many instances, a perimeter security fence can not be erected. Therefore, other measures shall be considered such as lockable container sheds, trailer office locks and roving guard service during non-work evening hours.

5.3.4.2 The Contractor has total site security responsibility. However, Rural Environment Work Sites may require special security considerations not as rigorous as urban environment work sites.

### 5.4 **Security Monitoring, Inspection and Reporting**

#### 5.4.1 Securing Monitoring – Check Point

The Contractor Site Security Monitor is responsible for monitoring and recording personnel entry onto the work site. The perimeter entrance to the work site is the check point which may be separated for personnel and vehicles.

#### 5.4.2 Security Inspections

The Contractor shall perform and record for monthly reports the following security inspections, if applicable to contract:

- Vehicle Inspections, for cause or random.
- Perimeter fencing, gates and locks for Defined Facility.
- Work Site office facility door and window locks.
- Work Site interior barriers; i.e. temporary fences and plastic delineation barriers.
- Warning and restriction signage.

#### 5.4.3 Security Reporting

Security monitoring information and issues collected by the Contractor should be summarized and reported in the monthly Progress and Status Reporting submittal as presented in a standard format established by the Project CM.

#### 5.4.4 Vehicles and Equipment Search

Entry onto security sensitive work sites, the Contractor Site Security Monitor allows SFPUC the option of searching all vehicles and

equipment for items that may pose a threat to the facility or to personnel in accordance with Article 1.6 of Technical Specification No. 00819.

## **5.5 Contractor Submittals – Security**

The following items are required for submittal by the Contractor as specified in Article 1.2 of the Technical Specification No. 00819, Site Security. Security information is submitted as part of the Contractor's Monthly Report through Construction Management Information System (CMIS).

- 5.5.1 Daily Sign-in Log per Contract Document Article 1.3.B.
- 5.5.2 Key Control Plan per Contract Document Article 1.5.C
- 5.5.3 Photo ID / Access Card Request Forms per Contract Document Appendix A.
- 5.5.4 Site Security Monitor(s) identification; name and cell phone contact number.
- 5.5.5 Monthly Report of Missing Badges
- 5.5.6 Materials and Delivery Daily Log available for inspection.
- 5.5.7 Contractor Visitor's Daily Log available for inspection.

## **5.6 Security Policy Enforcement**

The Contractor can be subject to the following contract actions the SFPUC Management;

- 5.6.1 Badge Replacement: Contractor shall be penalized for each lost or unreturned Identification Badge. Badge Replacement process and cost shall be enforced in accordance with Article 1.3 of Technical Specification No. 01501, Access Control.
- 5.6.2 Non-Compliance Productivity Delays: Penalties for productivity lost and cost due to security requirements shall be enforced in conformance with Article 1.8 of Technical Specification No, 01501, Access Control.
- 5.6.3 Contract Suspension and Termination: Failure to comply with project security measures may lead to suspension or termination of the Contract, in conformance with Article 14 of the Technical Specification No. 00700, General Conditions.
- 5.6.4 Request for Violator Site Removal: Failure to comply with Site Security requirements may result in request for personnel removal from the work site shall be enforced in conformance with Article 3.07.B. of Technical Specification No. 00700, General Conditions.

## **6.0 Other Procedure Requirements**

None

## **7.0 References**

### **7.1 Technical Specification**

No. 00700 General Conditions

No. 00819 Site Security

No. 01501 Access Control

### **7.2 CM Procedures**

None

### **7.3 Others**

None

## **8.0 Attachments**

038 – 1 Site Security Responsibility Matrix – General Guidance

038 – 2 Documents Distribution List for CMP No. 038

038 – 3 Revision Control Log

## Attachment 038 – 1 Site Security Responsibility Matrix

SECURITY SUBJECT OR ACTIVITIES	SECURITY PROTOCOL & REQUIREMENTS (Potential)	PROJECT CM Section 4.1	OFFICE ENGINEER Section 4.2	SFRUC HOME/LAND SECURITY REP. Section 4.3	CHIEF OPERATING ENGINEER Section 4.4	SFRUC PLUMBING SUPERVISOR II Section 4.5	CONTRACTOR Section 4.6	CONTRACTOR SITE SECURITY MONITOR (1) Section 4.7
<b>1 PERSONNEL &amp; VISITORS</b>								
a Contractor Personnel - Field	Background Check & Badge (1&2)		Admin Request	Background Check Req	Notify		Approves	Precises
b Contractor Personnel - Visitors	Badge - Escort needed (1&2)		Admin Request		Notify		Approves	Schedules /Admin
c Contractor Visitors	Badge - Escort needed (1)		Notify		Notify		Approves	Schedules /Admin
d Consultant CM Personnel	Badge - Escort needed (1)	Approves request	Admin Request		Notify			
e Consultant CM Visitors	Badge - Escort needed (1)		Admin Request		Notify			
f SFRUC CM Personnel	N/A		Notify					
g SFRUC CM Personnel - Visitors	N/A	Notes request	Notify Security Request	Background Check Req.				
h Background Checks	Special Circumstances (1)							
<b>2 MATERIALS, EQUIPMENT &amp; VEHICLES</b>								
a Materials Delivery Control	Advance Notice & Inspection (2)		Notify				Submits for Approval	Schedules /Admin
b Equipment Delivery Control	Advance Notice & Inspection (2)		Notify				Submits for Approval	Schedules /Admin
c Contractor Vehicle Entry Control	Advance Notice & Inspection (2)		Notify		Potentially Notify		Submits for Approval	Schedules /Admin
d Materials Storage	Admin. Notice & Inspt & MSDS (2)	Approves request	Reviews Request	Potentially Notify			Submits for Approval	Schedules /Admin
e Equipment Storage	Advance Notice & Inspection (2)	Approves request	Reviews Request	Potentially Notify			Submits for Approval	Schedules /Admin
f Special Materials Control	Advance Notice & Approval							
<b>3 MISCELLANEOUS ITEMS</b>								
a Photo & Digital Imagery Control	Advance Approval & Inspection (1)	Approves request	Admin Request	Potentially Approve			Submits Request	Schedules /Admin
b Perimeter Security - New Work Site	Provide perimeter barrier			Notify			Responsible	Implement /Inspect
c Perimeter Security - Existing Work Site	Provide interior barrier or Delineation			Notify			Responsible	Implement /Inspect
<b>4 SECURITY MONITORING, INSPECTION &amp; REPORTING</b>								
a Security Monitoring Check Point	Security Plan Compliance (2)			Potential Notify			Approve & Submit	Schedules /Admin
b Security Inspections	Potential Requirement		Review				Approve & Submit	Schedules /Admin
c Security Reporting - Monthly	Potential Requirement	Review Report	Review				Approve & Submit	Schedules /Admin
d Vehicle & Equipment Search	Spec 00819 Requirement (1)		Potential Notify				Notify	Respon /Admin
<b>5 CONTRACTOR SUBMITTALS</b>								
a Daily Sign-In Log	Spec 00819 Requirement (1)		Review				Approve & Submit	Schedules /Admin
b Key Control Plan	Spec 00819 Requirement (1)	Approves	Admin Request	Notified Review Plan			Approve & Submit	Schedules /Admin
c Photo ID /Access Card Request	Spec 00819 Requirement (1)	Approves	Admin Request				Approve & Submit	Schedules /Admin
d Site Security Monitor(s) Identification	Spec 00819 Requirement (1)	Approves	Admin Request	Notify			Approve & Submit	Schedules /Admin
e Monthly Report of Missing Badges	Spec 00819 Requirement (1)	Approves	Admin Request				Approve & Submit	Schedules /Admin
f Materials & Equipment Delivery Log	Spec 00819 Requirement (1)		Notify				Approve & Submit	Schedules /Admin
<b>6 POLICY ENFORCEMENT</b>								
a Badge Replacement	Spec 01601 Art. 1.3 Requirement (1)	Approves	Reviews				Responsible	Compliance Requirement
b Non-Compliance Productivity Delays	Spec 01601 Art. 1.8 Requirement (1)	Approves	Reviews				Responsible	Compliance Requirement
c Contract Suspension or Termination	Spec 01601 Art. 14 Requirement (1)	Approves	Reviews				Responsible	Compliance Requirement
d Visitor Site Removal	Spec 00700 Art. 3.07 Clause (3)	Approves	Recommendations				Responsible	Compliance Requirement
<b>REFERENCES:</b>								
	(1) 00819 Site Security							
	(2) 01601 Access Control							
	(3) 00700 General Conditions							

**Attachment 038 – 2**  
**Document Distribution List for CMP No. 038**

The following personnel listed (by project position or responsibility) for Documents Distributions a general guideline of specific CM Procedure. It is the responsibility of the Administration / Document Control Specialist (ADCS) to confirm and as necessary revise this as appropriate for the specific project needs. The Office Engineer shall approve these distribution changes.

The guideline for hard copy document distribution is follows:

1. individual, without CMIS access, who attended a specific project meeting
2. Individual , without CMIS access, who was mentioned or designated for action in a specific project meeting
3. Individual, without CMIS access, who has management oversight responsibilities to ensure the implementation or completion of project action.

**SPECIAL REPORTS:**

- Monthly Inspection Reports
- Monthly Security Reports (part of Project Construction Progress Reports)

**DISTRIBUTION:**

**Project Field Personnel – Information Only, Not Distribution**

- Project CM, Office Engineer, ADCS

**Construction Management Bureau**

- Regional CM

**Program CM Consultant**

- Program CM Consultant Advisor

**Project Management Bureau**

- Regional PM

**Engineering Management Bureau**

- Regional PE

**Attachment 038 – 3  
Revision Control Log**

<b>Revision No.</b>	<b>Revision Date</b>	<b>What changed?</b>
Rev 1	August 27, 2009	<ul style="list-style-type: none"><li>• Added Section 5.5 Reference CMIS</li><li>• Added Section 3.1.1</li><li>• Added Attachment 2; Distribution List</li><li>• Added Attachment 3; Revision Control Log</li></ul>
Rev 0	March 17, 2009	Signed