SUBCONTRACTORS: With On-site Parking

INITIAL SCREENING (prior to access):
- Obtain Contractor Parking/ID Request Form from Facilities Project Manager (Facilities PM)
- Submit completed form and copy of driver’s license to Facilities PM
- Site Access Office conducts initial screening and prepares Laydown Parking Permits
- Facilities PM distributes parking permit cards to subcontractors

FOREIGN NATIONAL ACCESS:
- Foreign nationals from sensitive countries who require LBNL access for 30 days or more must also submit DOE FACTS Questionnaire: Subcontractor On-site Access and copies of immigration documents before access can be granted [Contact Facilities PM for form]
- Foreign nationals from terrorist-sponsoring countries will not be granted access to LBNL without PRIOR DOE Headquarters approval (6-8 month process). Truck delivery drivers from these countries will be turned away at the gates
- NOTE: Naturalized U.S. citizens are exempt

SUBSTITUTIONS:
- Substitutes must submit Contractor Parking/ID Request Form to Facilities PM prior to start date
- Substitutes who have not been pre-screened must be processed by Site Access before they can begin work
- Same-day registration and screening process may cause lengthy delays
- Substitutes from sensitive or terrorist-sponsoring countries are subject to the above foreign national access requirements

PRIMARY POINT OF CONTACT:
- Contact your Facilities PM for specific project information, forms, and report-to-work instructions

ADDITIONAL INFORMATION:
- (510) 486-7572 (Foreign Visits/Assignments) or 486-4855 (Site Access)
- For information on foreign national access requirements & list of countries, see http://www.lbl.gov/ufva

PARKING & SITE REQUIREMENTS
- Park in designated spaces or laydown areas ONLY
- Display parking cards on dashboard
- Follow flagger & pilot car instructions
- Drive cautiously on narrow roadways
- Observe posted speed limits
- Watch for pedestrians, bicyclists, & wildlife

Share the Road Safely

[Enclosure 5]