



NATIONAL TRAINING CENTER

Protective Force Training Department

Standard Operating Procedure

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REVISION HISTORY

Rev.	Date	Description of Revision
2	01/07/10	Annual review/revision approved
1	06/30/09	Annual review/revision approved
0	09/27/08	Original SOP approved

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to assign responsibilities and establish procedures and requirements for the safe operation of the U.S. Department of Energy (DOE) National Training Center (NTC) Integrated Safety and Security Training and Evaluation Complex (ISSTEC).

2.0 SCOPE

The procedures and responsibilities in this SOP apply to all NTC federal and contractor employees that use the ISSTEC facilities. ISSTEC operations include training, demonstrations, rehearsals, testing or evaluation, and dry run exercises, under both day and night conditions. These procedures also apply to NTC students (regardless of their place of employment), non-DOE agencies that use the ISSTEC facilities, and observers.

All ISSTEC training will be conducted in accordance with this SOP, as well as with DOE M 470.4-3A, Contractor Protective Force; PFT-SOP-644, Live Fire Range Operations; PFT-SOP-646, Engagement Simulation Systems (ESS); and approved NTC course lesson plans and exercise plans.

3.0 CANCELLATION

This document cancels PFT-SOP-643, ISSTEC Operations, dated May 2009.

4.0 REFERENCES

- 4.1 DOE M 440.1-1A, DOE Explosives Safety Manual
- 4.2 DOE G 450.4-1B, Integrated Safety Management System Guide
- 4.3 DOE M 470.4-3A, Contractor Protective Force
- 4.4 10 CFR 851, Worker Safety and Health Program
- 4.5 American Council of Government and Industrial Hygienists Threshold Limit Values & Biological Indices
- 4.6 MIL-HDBK 1027/3B, Range Facilities and Miscellaneous Training Facilities Other Than Buildings
- 4.7 AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat
- 4.8 AF 91-201, Explosives Safety Standards
- 4.9 DoD 6055.9-STD, DoD Ammunition and Explosive Safety Standards
- 4.10 NTC Non-Lethal Training Firearms Lesson Plan
- 4.11 NTC-PM-501, Integrated Safety Management System Program Description

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for review in November 2013.

- 4.12 NTC-SOP-311, Instructor Certifications and Qualifications
- 4.13 NTC-SOP-531, Risk Analysis
- 4.14 NTC-SOP-536, Shop Operations and General Maintenance
- 4.15 NTC-SOP-549, Storage, Transportation, and Use of Explosives
- 4.16 PFT-SOP-644, Live Fire Range Operations
- 4.17 PFT-SOP-645, Live Fire Shoot House
- 4.18 PFT-SOP-646, Engagement Simulation Systems
- 4.19 PFT-SOP-647, Armory Operations
- 4.20 PFT-SOP-652, Inclement Weather Training Restrictions
- 4.21 ISSTEC Training Risk Analysis Report

5.0 DEFINITIONS

- 5.1 **COURSE MANAGER.** The NTC Departmental Instructor responsible for the internal NTC development, coordination, and maintenance necessary for the successful presentation of a course of instruction. The term Course Manager also refers to the Lead Instructor associated with non-LFR courses.
- 5.2 **LEAD INSTRUCTOR.** The NTC departmental instructor that is responsible for the internal NTC development, coordination, and maintenance necessary for the successful presentation of a course of instruction. The term Lead Instructor is usually associated with courses at the LFR.
- 5.3 **NON-DOE USER.** Federal, state, or local (law enforcement or military) agency that has a current Range Use Agreement (RUA) with the NTC to use the ISSTEC facilities. (The blank RUA form is available on the NTC website.)
- 5.4 **NON-DOE RESPONSIBLE POINT-OF-CONTACT (POC)** An onsite individual specifically identified and designated as the non-DOE user representative responsible for ensuring compliance with this SOP.
- 5.5 **NTC INSTRUCTOR/CONTROLLER.** Instructor who meets all certifications and qualifications required by DOE and the NTC (see NTC SOP311 for clarification).

6.0 POLICY

It is the policy of the NTC to conduct Protective Force, Safety, and Safeguards and Security (S&S) training at the ISSTEC in accordance with DOE requirements. Any departure from the provisions of this SOP or other written procedures must be documented and forwarded to the Protective Force Training Department (PFTD) Manager, ISSTEC Operations Officer, NTC Training Department Managers, Range Master, and Environment, Safety, Health, and Quality Assurance (ESH&QA) Director for

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consideration. Failure to comply with the safety procedures in this SOP may be cause for removal from the ISSTEC training areas. NTC employees may be subject to disciplinary actions, up to and including termination.

All work at the NTC will be conducted in accordance with DOE's Integrated Safety Management System. It is NTC policy to incorporate safety into the planning and execution of all work and to ensure safety from hazards for NTC workers and the environment. The NTC will implement appropriate controls for those hazards that cannot be totally removed.

As a tenant of Kirtland Air Force Base (KAFB), the NTC and its employees, contractors, and visitors must recognize and adhere to all applicable regulations.

7.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

7.1 DOE/NTC Director

7.1.1 Ensures all NTC guidance documents are available to DOE/NTC staff.

7.1.2 Requires DOE/NTC staff to read and acknowledge their understanding of NTC guidance documents as appropriate to their area(s) of responsibility.

7.2 NTC General Manager

The NTC General Manager is responsible for ensuring that all applicable activities conducted at the ISSTEC are in compliance with the requirements of this SOP.

7.3 ISSTEC Operations Officer

The ISSTEC Operations Officer is responsible for the overall supervision and maintenance of the ISSTEC facilities. Specific responsibilities include the following:

7.3.1 Ensures only approved ESS weapons, targets, and supplies are used at the ISSTEC during training.

7.3.2 Ensures all equipment is maintained in safe working order and all required materials are available.

7.3.3 Coordinates with the Range Master/PFTD Manager for required protective force training equipment and materials/supplies when necessary.

7.3.4 Ensures required ISSTEC supplies are budgeted for, purchased, and stored correctly.

7.3.5 Performs periodic inspections of the ISSTEC facility, and advises the appropriate staff of necessary maintenance and repair requirements.

7.3.6 Performs monthly inventory of ESS ammunition stored at the ISSTEC.

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- 7.3.7 Ensures training is provided for Maintenance staff on the safe use of equipment used at the ISSTEC.
- 7.3.8 Ensures only trained and authorized personnel use or maintain ISSTEC electrical or mechanical systems (e.g., heating, ventilating, and air-conditioning [HVAC] systems, computer and audiovisual systems, and electrical and plumbing systems).
- 7.3.9 Supervises and coordinates any ISSTEC construction or facility modifications (see Appendix A, ISSTEC Site Layout and Floor Plans).
- 7.3.10 Maintains the following ISSTEC records:
 - A. ISSTEC Use Logs (see Appendix B for template)
 - B. Key issue control and key logs
 - C. Copies of all variances/deviations
- 7.3.11 Ensures ESS ammunition requirements are forecast and ammunition is procured per SOP requirements.
- 7.3.12 Conducts an ISSTEC orientation for new instructors and ISSTEC users who have current RUAs or Memoranda of Understanding (MOUs).
- 7.3.13 Coordinates with the Range Master on training activities outside the ISSTEC that require coordination with the KAFB Controlled Firing Area Committee (CFAC).
- 7.3.14 Enforces ISSTEC vehicle operation and parking requirements.
- 7.3.15 Ensures all personnel working or training at the ISSTEC receive a safety briefing prior to beginning activities.

7.4 Protective Force Training Department Manager

PFTD Manager is responsible for the safe operation of the ISSTEC facility, which involves being knowledgeable of all risk analysis reports relative to the ISSTEC and adhering to all security requirements. Additional responsibilities include:

- 7.4.1 Reviews written procedures governing operations at the ISSTEC.
- 7.4.2 Ensures respective NTC Training Department instructors are familiar with and in compliance with the procedures outlined in this and referenced SOPs.
- 7.4.3 Reviews modifications to or construction of the ISSTEC facility.
- 7.4.4 Ensures representation of their department within the ISSTEC Steering Committee.
- 7.4.5 Presents to the ISSTEC Operations Officer for consideration any recommendations or requirements identified during course revision/development efforts.

7.5 Range Master

- 7.5.1 Ensures RUAs and MOUs for all ISSTEC users are current and signed.

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- 7.5.2 Coordinates with the ISSTEC Operations Officer in the following instances:
- A. For delivery of required PFT equipment and materials/supplies to the ISSTEC.
 - B. To prepare for training activities outside the ISSTEC that require coordination with the KAFB CFAC (as a CFAC member, the Range Master will ensure the training is included on the CFAC Master Training Schedule).
 - C. To arrange visits to the ISSTEC that are initiated by or through the Range Master.
- 7.5.3 When the ISSTEC Operations Officer is unavailable, ensures all personnel working or training at the ISSTEC receive a safety briefing prior to beginning activities

7.6 Armory Operations

All policies and procedures, including monthly inventories, are detailed in PFT-SOP-647, Armory Operations, and are in force at the ISSTEC as they apply to ESS.

7.7 ESH&QA Director (or designated Safety Specialist)

- 7.7.1 Provides ES&H guidance on course conduct and maintenance procedures.
- 7.7.2 Conducts inspections and makes recommendations to ensure compliance with applicable codes, standards, and regulations.
- 7.7.3 Assures the risk analysis process is implemented for all training iterations.

7.8 ISSTEC Steering Committee

An ISSTEC Steering Committee exists to ensure the integration of practical training between safety and security, determine the validity of training equipment as it applies to the overall training mission of the NTC, and ensure cost effectiveness of facility use and upgrades. The Committee's primary goals include:

- 7.8.1 Ensures the ISSTEC meets the needs of NTC course effectiveness by providing realistic apparatus for scenarios, improved safety for training, and an environment in which enhanced practical training can be assessed and measured more accurately.
- 7.8.2 Determines the utility of recommended upgrades and improvements to the facility in the form of new technology and changes or construction of training apparatus while ensuring course integration is maximized.
- 7.8.3 Periodically reviews facility usage to ensure the safety, cost effectiveness, and utility are commensurate with the NTC's intended purpose for the ISSTEC.

7.9 ISSTEC Users and Visitors

The Course Manager, Lead Instructor, and/or Non-DOE Responsible POC will ensure compliance by ISSTEC users and visitors with this and all other sections of this SOP as appropriate. (See 5.0 for definitions.)

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- 7.9.1 The ISSTEC is a designated Property Protection Area. As such, all visits to the ISSTEC must be coordinated with the ISSTEC Operations Officer or Range Master.
- 7.9.2 All ISSTEC users and visitors must follow the directions posted at the main gate, recognize and adhere to all signage within and around the facility, and observe the requirements associated with flags and beacons. Only NTC employees with the approval of the PFTD Manager are authorized to relocate or remove signage.
- 7.9.3 Prior to commencement of any activity by a non-NTC user, an ISSTEC Pre-Activity Statement (Appendix C) must be completed and submitted to the ISSTEC Operations Officer for review and approval based on NTC SOPs. In the event an activity is considered outside established NTC policies and/or procedures, modification of the requesting party's training plan and submission of a risk analysis specific to the activity in question may be required. Non-NTC users must complete a Post-Activity Checklist and Report (Appendix D) at the course end.
- 7.9.4 Upon entry or exit from ISSTEC, all ISSTEC users and visitors must sign in and out using the ISSTEC Use Log (Appendix B) located in the Vehicle Inspection Control Booth of Building 9825I. All appropriate information must be entered on the appropriate page.
- 7.9.5 All individuals who train at the ISSTEC will be provided with a general safety orientation by the ISSTEC Operations Officer (or Range Master/designee) prior to beginning training. Instructors/Controllers will conduct course-specific safety briefings prior to training.
- 7.9.6 Prior to entry—and for re-entry—into the ISSTEC, all persons, vehicles, and equipment will be searched for live weapons, ammunition, and other prohibited items if ESS training is in progress or pending.
- 7.9.7 Instructors/Controllers will ensure all persons entering the ISSTEC are wearing personal protective equipment (PPE) required for the training to be performed or observed.
- 7.9.8 ISSTEC training observers will be escorted and controlled by a designated Instructor/Controller at all times. Observers will be searched and cleared prior to their entry into the ISSTEC training area if ESS training is in progress or pending. Observers will be provided with required PPE and will be confined to designated observation areas for the duration of the ESS training.
- 7.9.9 Delivery personnel will coordinate all deliveries with the ISSTEC Operations Officer, Range Master, or PFTD Training Assistant.
- 7.9.10 Staff will monitor radio Channel B4 while at the ISSTEC.

8.0 OPERATIONS

NOTE #1: NO LIVE WEAPONS OR AMMUNITION WILL BE PERMITTED ON THE ISSTEC SITE. Live weapons and ammunition will be stored in a secure location remote from the ISSTEC.

NOTE #2: ONLY operational security force personnel are permitted to carry live weapons and/or ammunition onto the ISSTEC site (e.g., when performing

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routine checks of ISSTEC facilities or in the event of an emergency or alarm response). If this should occur during training operations, the Lead Instructor will immediately suspend all training activities, confirm the presence of ESS weapons and blank ammunition, and notify security force personnel to proceed.

8.1 ESS Training

A principal function of the ISSTEC is to provide a safe and controlled area in which to conduct performance-oriented force-on-force training utilizing a variety of ESS technologies. All aspects of ESS training operations conducted on the premises shall be in compliance with the requirements set forth in SOP 646. SOP 646 must be referenced for ESS-related details that include but are not limited to safety, weaponry, rules of engagement, and command and control.

8.2 Orientation

New NTC or Non-NTC Instructor: Must undergo an orientation from the ISSTEC Operations Officer prior to using the ISSTEC facility. This orientation will include:

- A. The contents of this SOP and risk analyses applicable to the training to be given.
- B. User requirements for:
 - Target systems
 - Lighting systems
 - ISSTEC armory procedures
 - Audiovisual equipment in classrooms
 - Deployment of training props
 - ISSTEC Use Log and sign-in/sign-out procedures
 - Emergency procedures
 - Key issue/turn in
 - Security
 - Use of flags/beacons
 - Access procedures
 - Parking and vehicle operation
 - Out-of-play areas
 - Operation of HVAC equipment
 - PIDAS training
 - Ventilation procedures when conducting ESS training in Building 9825H.
- C. Scheduling procedures for the ISSTEC facility.

8.3 Scheduling and Use of ISSTEC

NTC training courses will be given priority for scheduling and using the ISSTEC facility. Non-NTC users may schedule use of the facility after the approved NTC training schedule has been posted. Priority for scheduling shall be granted for non-NTC users as follows:

1. Sandia National Laboratories

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2. Office of Secure Transportation
3. Other DOE users
4. Federal, local law enforcement, military
5. Work for Others (WFO)

- 8.3.1 **ISSTEC User:** Complete the electronic scheduling form on the NTC website or contact the NTC PFTD Training Assistant via email or phone.

Scheduling conflicts will be identified initially by a Training Assistant and, if necessary, will be forwarded to the requesting Department Manager. The PFTD Manager has the authority for final training conflict resolution.

- 8.3.2 **PFTD ISSTEC User:** Designate an Instructor/Controller who will be responsible for the following:

- A. Ensuring no live weapons and/or ammunition are brought onto the ISSTEC site – **NO EXCEPTIONS!** Live weapons and ammunition must be stored away from the ISSTEC premises in an approved manner according to each user organization's procedures.
- B. Ensuring weapons and magazines are inspected by a designated ESS Controller at the clearing barrel prior to entering weapon-cleaning areas. The ESS Controller will ensure they are properly modified and marked for ESS training use, and the ammunition issued for training is for ESS use only.

- 8.3.3 Approved users will be issued appropriate keys and/or access cards for ISSTEC use during non-normal hours. Users will ensure exercise security is maintained during these hours by closing the main gate upon entering the ISSTEC site.

- 8.3.4 **Non-DOE User:** Submit a completed RUA to, and get approval from, the DOE/NTC Director prior to performing any training activities at the ISSTEC. This document will be signed by a senior officer of the requesting agency and will constitute an agreement to follow all requirements stated in this SOP.

NOTE: The blank RUA form is available on the NTC website.

The NTC's RUA for non-DOE ISSTEC users (agencies) will include a list of agency instructors authorized to conduct training at the ISSTEC under the provisions of the RUA. Only listed instructors will be allowed to conduct training at the ISSTEC. Any additions or deletions to this list must be submitted in writing to the ISSTEC Operations Officer or Range Master.

Representatives of all users (agencies) with whom an RUA has been established or is maintained must attend the NTC Annual Range Briefing given by the Range Master, which includes a section specific to ISSTEC policies and procedures.

- 8.3.5 **DOE and Non-DOE Users:** The NTC will maintain a list of the RUAs for authorized non-DOE users (agencies) and MOUs held by DOE agencies.
- 8.3.6 All DOE users (agencies) that have current MOUs with the DOE/NTC Director for use of the ISSTEC will be responsible for complying with the provisions of this SOP.

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- 8.3.7 All non-DOE ISSTEC users (agencies) that sign the RUA will be responsible for complying with the provisions of this SOP and designating a responsible POC to be on site during activities to ensure compliance.

8.4 ISSTEC Use Log

All Personnel: Adhere to the following:

- A. Upon entry or exit from ISSTEC, sign in and out using the ISSTEC Use Log (Appendix B) located in 9825I. All appropriate information must be entered onto the appropriate page. Repeated failure to fully complete the ISSTEC Use Log may be reason to revoke the RUA or MOU for future use of the ISSTEC facilities.
- B. Comply with the procedures in this SOP.

8.5 Safety

All persons who train at the ISSTEC will be provided with a general safety orientation by the ISSTEC Operations Officer or designee prior to beginning training. Instructors/Controllers will conduct course-specific safety briefings prior to training.

8.5.1 Safety Standards

- 8.5.1.1 Adherence to the following DOE rules and standards governing firearms safety at the ISSTEC is mandatory:

- A. 10 CFR 851, Worker Safety and Health Program;
- B. DOE M 440.1-1A, DOE Explosives Safety Manual; and
- C. DOE M 470.4-3A, Contractor Protective Force.

- 8.5.1.2 The following advisory standards are recognized by DOE:

- A. MIL-HDBK 1027/3B, Range Facilities and Miscellaneous Training Facilities Other Than Buildings;
- B. AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat;
- C. AF 91-201, Explosives Safety Standards;
- D. DoD 6055.9-STD, DoD Ammunition and Explosive Safety Standards; and
- E. American Council of Government and Industrial Hygienist (ACGIH) Threshold Limit Values and Biological Exposure Indices.

Other safety considerations and recommended practices may be found in NTC training lesson plans and the ISSTEC training risk analysis report.

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8.5.2 General Safety Practices

- 8.5.2.1 During daytime, a blue and orange streamer will be displayed when ESS training is in progress. At night, the blue and orange strobe light will be activated. A yellow streamer will be displayed when maintenance is being performed in the ISSTEC or when the ISSTEC is closed for training.
- 8.5.2.2 After ESS training, participants will wash their hands thoroughly with cold water and soap before eating, smoking, inserting or removing contact lenses, or applying makeup.

8.5.3 Safety Violations

It is NTC policy that all safety violations will be reported, documented, and investigated. Failure to comply could result in the suspension or termination of an organization's RUA or MOU or an individual's range access privileges.

During training activities involving weapon systems at the ISSTEC, the command "CEASE FIRE" will be used to indicate an unsafe act or condition where activities must be stopped and the unsafe condition resolved. During any other activity, the command "STOP WORK" will be used to indicate an unsafe act or condition where activities must be stopped and the unsafe condition resolved.

- 8.5.3.1 ISSTEC User: Responsible for the safety practices below.
 - 8.5.3.1.1 Adhere to established safety policies and procedures at all times. Repeat violators of ISSTEC safety rules will be removed from training and placed in remedial training programs. Violators may return to normal training activities only upon successful completion of remedial training, with the approval of the ISSTEC Operations Officer.
 - 8.5.3.1.2 Do not operate, adjust, or attempt to repair ISSTEC mechanical or electrical systems. Report malfunctioning or inoperative equipment to the ISSTEC Operations Officer.
 - 8.5.3.1.3 Alcoholic beverages and drugs are prohibited on NTC training facilities, including ISSTEC. If taking medication, report this fact to the Lead Instructor before participating in training.
- 8.5.3.2 Lead Instructor: Determine if an ISSTEC user is fit for training based on the medication taken. A physician may be consulted if necessary.
- 8.5.3.3 ESH&QA Director, ISSTEC Operations Officer, Range Master, and Instructors: Conduct periodic safety audits of facility activities by non-DOE users to ensure compliance with ISSTEC safety rules.

8.5.4 Vehicle Safety

ISSTEC users must comply with the following vehicle safety policies.

- 8.5.4.1 Operators of vehicles on the ISSTEC site must have a valid state motor vehicle license.

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- 8.5.4.2 Only authorized government vehicles that are in direct support of the training activities in progress are allowed on the ISSTEC compound during ESS exercises. All other vehicles will be parked in designated areas outside of the exercise play area and will be locked. Exceptions may be authorized by the PFTD Manager, ISSTEC Operations Officer, or Range Master.
- 8.5.4.3 Ensure students being transported to the ISSTEC are seated in the vehicles using seat belts and shoulder restraints. Students may not be transported in truck beds.
- 8.5.4.4 Authorized vehicles in the ISSTEC compound will maintain speeds of 10 mph or less.
- 8.5.4.5 No one will dismount an exercise vehicle in the ISSTEC until it has come to a complete stop, the transmission is in PARK, the parking brake is set, and the engine is off.
- 8.5.4.6 Ensure all vehicles are out of the way before opening or closing gates.

8.5.5 Personal Protective Equipment

Although PPE requirements for the ISSTEC will vary depending upon the training exercises being performed at the facility, all ISSTEC users must comply with the PPE requirements for the training being performed at the facility. Exercise participants will be advised of required PPE during the pre-training safety briefing.

NOTE: Some exercises may require students to use PPE during a simulation to protect against simulated hazards, while some exercises will require PPE to protect against genuine hazards.

- 8.5.5.1 ISSTEC User: Wear proper attire during all activities at the ISSTEC.
- 8.5.5.2 ISSTEC Operations Officer, PFTD Manager, Range Master, ESH&QA Director, and Instructors: If needed, prevent the participation of an individual whose attire is considered unsafe for training.

8.5.6 Inclement Weather

When weather conditions may negatively impact training, the Lead Instructor will cancel or suspend training until it is safe to resume. Guidance found in PFT-SOP-652, Inclement Weather Training Restrictions, will be followed. All participants will be equipped with clothing and equipment appropriate to weather conditions.

8.6 ISSTEC Instructor Authorization

- 8.6.1 In order to conduct protective force training at ISSTEC, instructors must have completed (at a minimum) Basic Instructor Training, Firearms Instructor Certification, and ESS training—or equivalent type training—as well as other applicable training to meet the technical qualifications required for the courses they will teach.
- 8.6.2 Prior to conducting training activities at ISSTEC, instructors must receive an ISSTEC orientation. Contact the ISSTEC Operations Officer or Range Master to schedule the orientation.

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- 8.6.3 Instructors must maintain all qualifications specified in NTC SOP 311, Certifications and Qualifications.

8.7 Facilities

The ISSTEC is intended to replicate a fictional DOE site known as the “Battery Research Complex” (BRC). The following list describes the ISSTEC buildings and their function(s).

- Building 9825A: A storage building for simulated materials for the manufacture of battery casings.
- Building 9825B: ESS weapons cleaning area, maintenance workshop, and non-weapons/non-ammunition storage location. Currently, 9825B is a “No Access – Area Out of Play” building during ESS training.
- Building 9825C: The alarmed storage location for the site’s ESS ammunition and weapons. Currently, 9825C is a “No Access – Area Out of Play” building during ESS training.
- Building 9825D: A simulated main office building for BRC employees.
- Building 9825E: The ISSTEC lunchroom and restrooms location (west side) and simulated CAT II vault (east side).
- Building 9825F: Main classroom/conference room and exercise control facility. It consists of a Central Alarm Station (CAS) and accompanying instructor-controlled CAS, telephone room, electronic equipment/computer server room, and ISSTEC operations office. Although it is a “No Access – Area Out of Play” building for actual ESS scenarios, it is accessible for conducting class/briefings and staging personnel during ESS training.
- Building 9825G: Secondary classroom/conference room.
- Building 9825H: The largest structure on site serving as the main shoot house for ESS training and simulating a BRC Special Projects Building with operational rooms, a warehouse hi-bay, and Material Access Area.
- Building 9825I: A simulated BRC Entry Control Facility where all personnel and vehicles enter and exit the facility.

See Appendix A for the complete site layout and select building floor plans.

8.8 Restrictions

8.8.1 Out-of-Play Areas

- 8.8.1.1 Buildings 9825B (ESS Weapons Cleaning Area), 9825C (ESS Armory), and 9825F (Main Classroom and Exercise Control Facility) are permanently excluded from all ESS training scenarios. The only personnel permitted in the buildings during ESS training are Armorers/Gunsmiths, Instructors/Controllers, or other authorized persons

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associated with the training.

- 8.8.1.2 The aboveground water tank, septic area, and propane gas storage tank area at the southwest corner of the ISSTEC are out-of-play areas for ESS training. These locations are clearly marked with orange barrier fencings. A number of other locations within the site protecting exterior HVAC equipment are similarly identified.
- 8.8.1.3 As circumstances dictate, it may be necessary to restrict entry to specific areas for various durations. These locations will be clearly identified with appropriate signage (e.g., “No Access – Area Out Of Play”) and/or may be locked or otherwise barred from physical access. Such areas also may warrant the implementation of administrative controls that permit access and use on a case-by-case basis under specific direction or instructions.

8.8.2 Special Use Areas

- 8.8.2.1 Access to and use of the Glove Box Room on the first floor of Building 9825H is restricted to NTC use only. Specific administrative controls are detailed in Appendix E, Access and Use of 9825H Glove Box Room.
- 8.8.2.2 Persons working or training in the vicinity of the active PIDAS will be advised of the limited stay time in an active PIDAS microwave field. The ACGIH recommends a stay time of no more than 6 minutes in the active PIDAS field. Instructors, Controllers, and/or the ISSTEC Operations Officer will enforce this stay time.

8.8.3 Shooting from Elevated Surfaces

Although training on the rooftops of ISSTEC buildings is generally prohibited, the northwest and southeast corners, respectively, of the roof on Building 9825H have been approved for rooftop fighting. Instructors/Controllers will ensure ESS training participants remain in the designated fighting positions and do NOT attempt to walk on the roof, or roof edges, of the building.

8.8.4 Weapons

- 8.8.4.1 **NO LIVE WEAPONS OR AMMUNITION WILL BE PERMITTED ON THE ISSTEC SITE.** Live weapons and ammunition must be stored away from the ISSTEC premises in an approved manner according to each user organization’s procedures.
- 8.8.4.2 Privately owned weapons WILL NOT be permitted or used at the ISSTEC site.
- 8.8.4.3 Concealed weapons are PROHIBITED at all NTC facilities.

NOTE: See SOP 646 for more information about ESS weapon use at ISSTEC.

8.8.5 Hand Thrown Simulators (Diversionsary Devices and Smoke Grenades)

- 8.8.5.1 Full-charge simulators may not be thrown any closer than 50 feet to another person in an outdoor location and may only be employed in approved outdoor areas of the ISSTEC. Reduced-charge simulators may be employed inside of rooms and hallways of ISSTEC Building 9825H but only under the supervision of an Exercise Controller.

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- 8.8.5.2 Approved smoke grenades (CTS models 6210 or 8210) will be deployed only by those who are trained in their use and only outside of the ISSTEC facilities and away from vegetation and any combustible material. Respiratory protection is not required as long as individuals are not immersed in high-density smoke plumes for longer than 7 minutes.

NOTE: See SOP 644 for more information about simulator use.

8.9 Scheduling and Maintenance

- 8.9.1 All scheduling of the ISSTEC shall be completed via the electronic scheduling form on the NTC website.
- 8.9.2 Course Manager, Lead Instructor, and/or Non-DOE Responsible POC:
- 8.9.2.1 Ensure all audiovisual equipment is used in an appropriate manner.
- 8.9.2.2 Ensure classrooms are left clean and straightened, empty all trash and put in new liners, and sweep and mop floors as needed.
- 8.9.2.3 Remove all training aids and secure upon completion of training.
- 8.9.2.4 Notify the ISSTEC Operations Officer or Range Master of any discrepancies.

8.10 Weapons-Cleaning Area

NOTE: Absolutely NO live weapons or ammunition will be allowed in the weapons-cleaning area or rooms.

- 8.10.1 Building 9825B is designated as a weapons-cleaning area for use by NTC staff and students during NTC activities only. All weapons associated with activities of non-NTC users must be cleaned at a location other than the ISSTEC.
- 8.10.2 Course Manager/Lead Instructor: Responsible for the tasks below.
- 8.10.2.1 Ensure all weapons-cleaning activities are performed in Building 9825B only.
- 8.10.2.2 Inspect all student weapons at the clearing barrel before entering the weapons-cleaning areas or rooms.
- 8.10.2.3 Ensure all students are familiar with weapons-cleaning procedures and use of the facility.
- 8.10.2.4 Inspect the cleaning room for cleanliness, secure cleaning supplies, and secure the cleaning room at the end of each use.
- 8.10.3 ISSTEC Users: Responsible for the tasks below.
- 8.10.3.1 Dispose of patches, towels, and other cleaning materials used for cleaning weapons. Use the appropriately marked containers that are provided for the collection of the weapons-cleaning residue. Do not dispose of liquids in these containers.

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- 8.10.3.2 Wear eye protection in the cleaning rooms when cleaning weapons.
- 8.10.3.3 Wear protective gloves and/or barrier cream, which will be provided, for hand protection.

NOTE: Compressed air used for cleaning purposes will be regulated at 30 psi maximum.

8.11 Pre-Course Setup

NOTE: No modifications may be made to the ISSTEC configuration without approval of the ISSTEC Steering Committee. All suggestions will be submitted to the ISSTEC Steering Committee for consideration.

- A. Props. During training activities, props must be used as designed and as designated for the training being conducted. Props not associated with specified training may not be used without prior approval.
- B. Portable Walls. When the building configuration requires the use of portable walls, ensure the tops and bottoms of the walls are secured.
- C. Roll-up Door. The use of the roll-up door on the second floor of 9825H is limited to NTC Instructors and Maintenance personnel.
- D. PIDAS. The PIDAS will not be activated unless it is to be used in training. The ISSTEC Operations Officer will activate the PIDAS to support training requirements and will shut it down at the completion of training. All persons training in the vicinity of the active PIDAS will be advised of the 6-minute stay time.

8.12 Installation and Use of Training Equipment/Technology

The ISSTEC Steering Committee must approve the installation and use of any training-related equipment and/or technology not already incorporated in approved and established NTC course documentation (e.g., curricula and lesson plans), either permanent or temporary. In coordination with applicable NTC training departments, installation approval will be based on factors that may include, but are not limited to, safety, training and educational utility, operational and maintenance demands, resource requirements, and cost.

In compliance with DOE's Integrated Safety Management guide (DOE G 450.4-1B) and DOE M 470.4-3A, a risk analysis must be completed on any new applicable activity before that activity may begin. Accordingly, a major part of the decision to grant permission to install and subsequently use equipment or technology in a demonstration and/or training capacity will be based upon this analysis. The risk analysis shall be initiated and completed by the party requesting the installation of the equipment or technology and submitted to the ISSTEC Steering Committee for review and approval. Any comments, questions, or concerns will be brought to the attention of the requestor for action.

Details on completion of a risk analysis may be found in SOP 531, Risk Analysis.

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8.13 Equipment/Device Demonstrations

Equipment and/or device demonstrations at the ISSTEC shall be conducted under strict observation of applicable safety standards. In the interest of establishing formal, uniform conditions for this type of activity, the following pre-demonstration requirements shall be observed.

- 8.13.1 The presenting party and/or sponsoring NTC department shall submit a detailed written plan covering all particulars of the demonstration (i.e., who, what, when, where, how, and why) to the PFTD Manager at least 2 weeks in advance. The written plan shall include the following:
 - A. A risk analysis that addresses all activity or equipment hazards
 - B. A list of all personnel, equipment, vehicles, weapons, and ammunition that will be brought to NTC facilities
 - C. A safety briefing that will precede the demonstration and the identity of the person(s) who will present the briefing
 - D. A list of NTC facilities, personnel, equipment, vehicles, weapons, and ammunition that are required to support the demonstration
- 8.13.2 The demonstration plan will be reviewed by the NTC for approval. Any comments, questions, or concerns will be brought to the attention of the presenter for action. Only after approval of the plan will permission for the demonstration be granted.
- 8.13.3 Failure to comply with these requirements within the required timeframe may result in denial of the demonstration request.

8.14 Maintenance Operations

The NTC Maintenance staff has been authorized to perform routine preventive and operational maintenance activities at the ISSTEC facility. Such activities are essential for the safe and efficient management of DOE security training programs at the ISSTEC.

Routine maintenance activities are those recurring tasks that are required to maintain an operational facility and provide appropriate equipment and training materials to meet NTC course objectives. The hazards associated with these maintenance activities have been identified and are within an acceptable risk level when performed correctly by qualified personnel.

Examples of routine maintenance operations include but are not limited to the following:

- Fabrication, storage, distribution, and disposal of target materials;
- Maintenance of equipment, including electrical and mechanical systems;
- Maintenance of overall facility condition, including building integrity, signage, technology and systems functionality, access controls; and

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- Support courses in progress, as required.

The NTC's Shop Operations and General Maintenance procedure (NTC-SOP-536) outlines the general ES&H requirements that must be followed during routine maintenance activities. Routine maintenance activities performed at the ISSTEC may involve:

- Welding and cutting operations,
- Using woodworking machines,
- Using portable hand and power tools,
- Using material-handling equipment,
- Operating overhead cranes,
- Operating motor vehicles, and
- Electrical safety.

All NTC maintenance activities require a work order generated through the computerized maintenance management system (CMMS) that is available to employees on the NTC Intranet. Maintenance activities at the ISSTEC also must be submitted through the CMMS. Such work orders will be forwarded to the ISSTEC Operations Officer for review and approval, and will be coordinated through the ISSTEC Operations Officer or PFTD Manager. NTC Maintenance and ES&H staff meet weekly to discuss maintenance activities and ensure early identification of hazards and controls to be implemented. All maintenance activities must be conducted in compliance with this SOP.

NOTE: No work shall be conducted by a subcontractor without advance planning, coordination, and notification. This shall include submittal of a safety plan by the subcontractor with their proposed bid. Once on site, subcontractors are required to check-in with the NTC Maintenance Department and undergo a pre-job briefing with a supervisor or manager prior to starting work.

Procurement procedures will require safety review and input for contracted maintenance and construction services.

8.15 ESS Ammunition

Receipt, storage, issue, and inventory of ESS ammunition stored at the ISSTEC will be accomplished in accordance with relevant portions of this SOP and NTC SOP 549, Storage, Transportation, and Use of Explosives.

9.0 APPENDICES

- A – ISSTEC Site Layout and Floor Plans
- B – ISSTEC Use Log
- C – ISSTEC Pre-Activity Statement
- D – ISSTEC Post-Activity Checklist and Report
- E – Access and Use of 9825H Glove Box Room

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APPENDIX A – ISSTEC SITE LAYOUT AND FLOOR PLANS

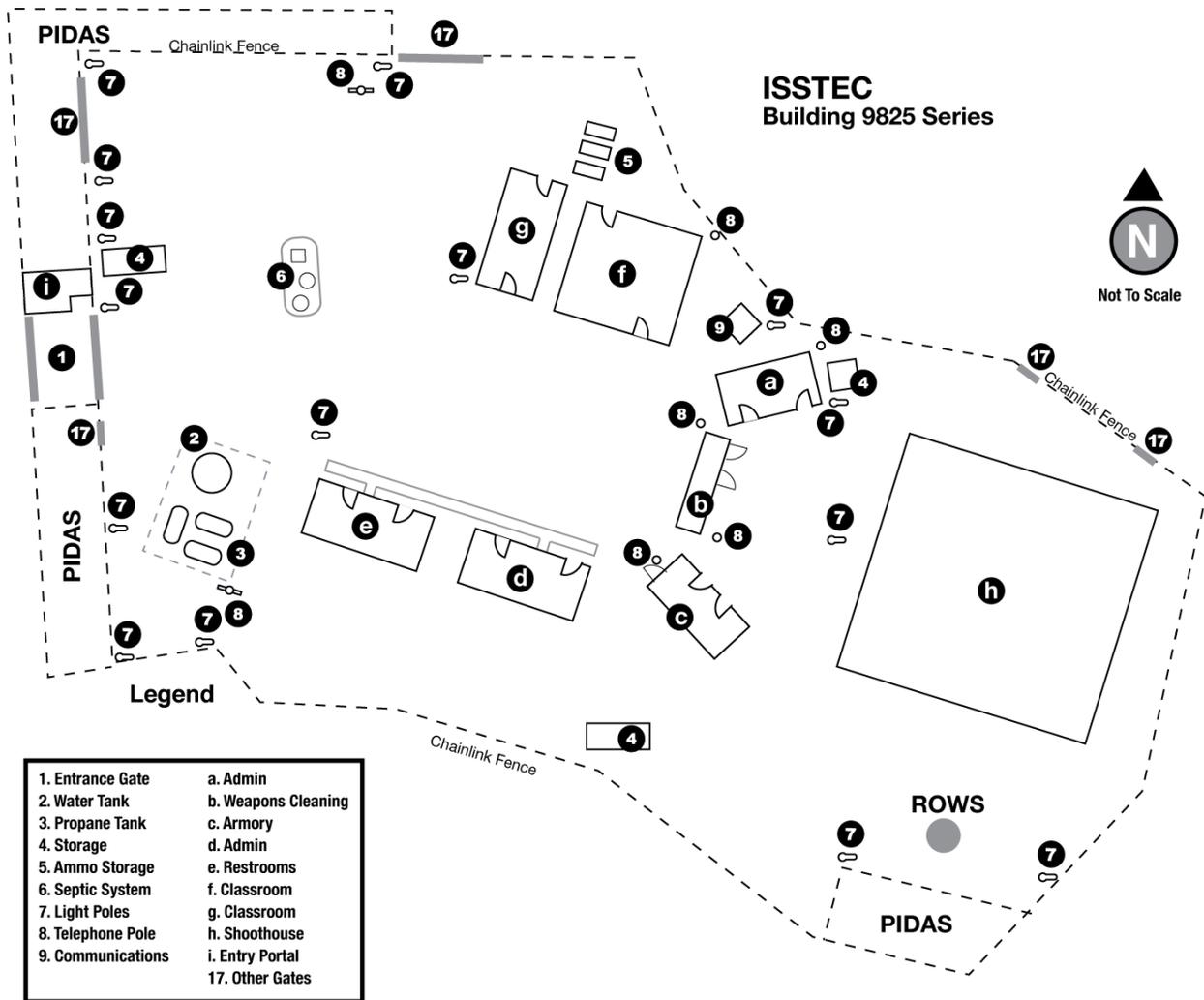


Figure A-1. ISSTEC General Site Layout

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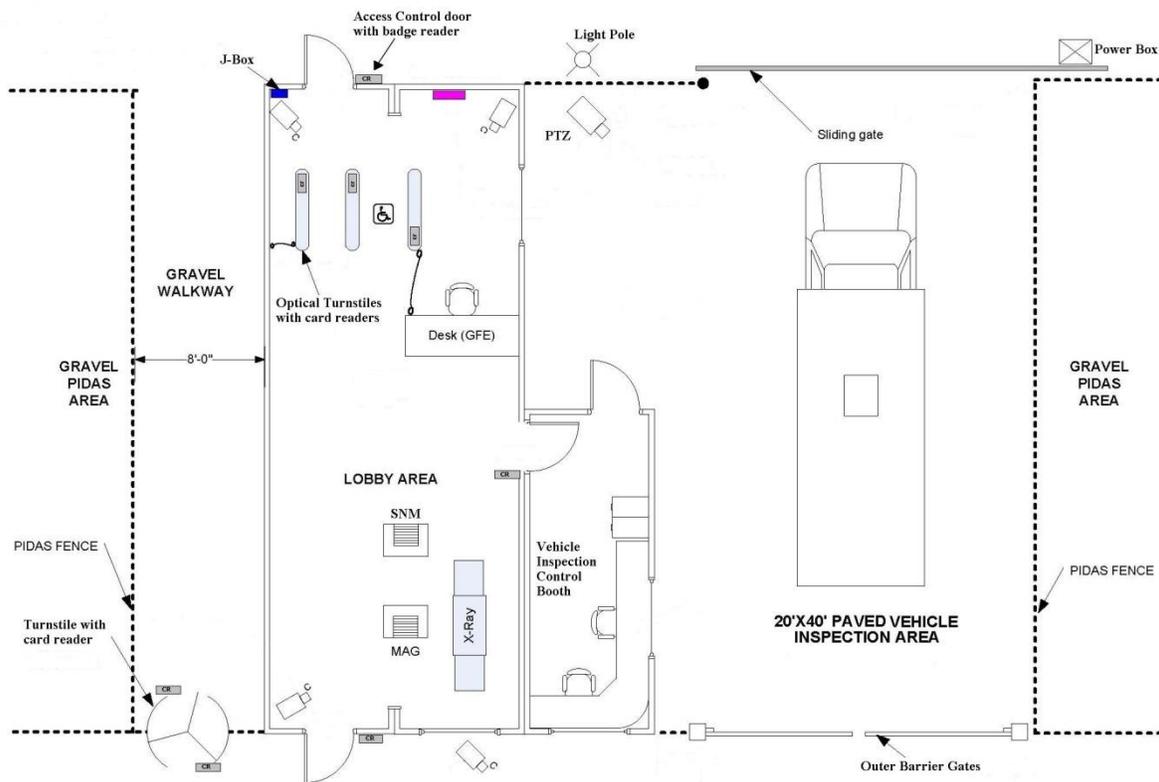


Figure A-2. Floor Plan for Building 9825I, Simulated Entry Control Facility

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This SOP was prepared by the Protective Force Training Department and is scheduled for review in November 2013.

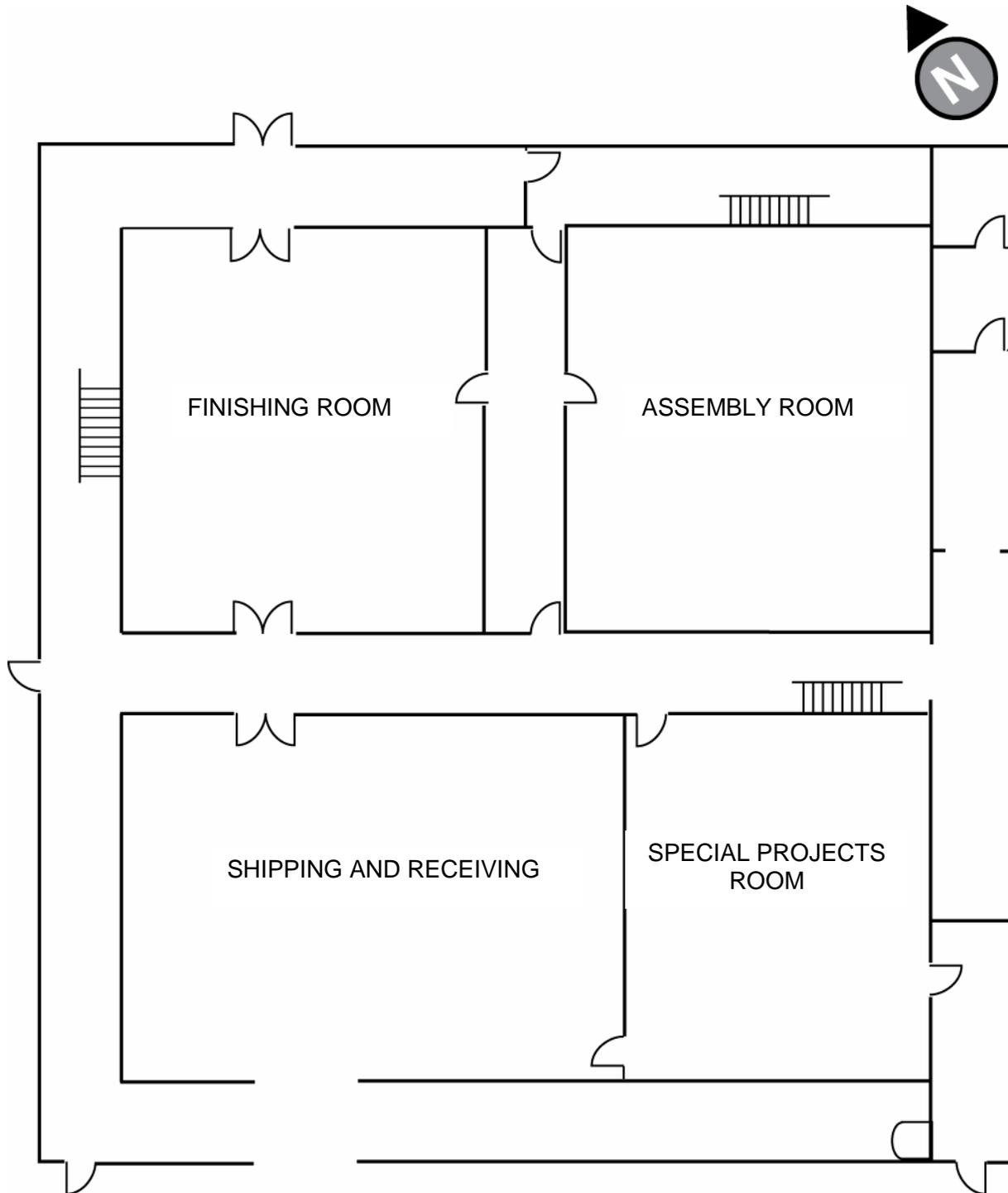


Figure A-3. Floor Plan for Building 9825H, Special Projects Building, 1st Floor

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This SOP was prepared by the Protective Force Training Department and is scheduled for review in November 2013.

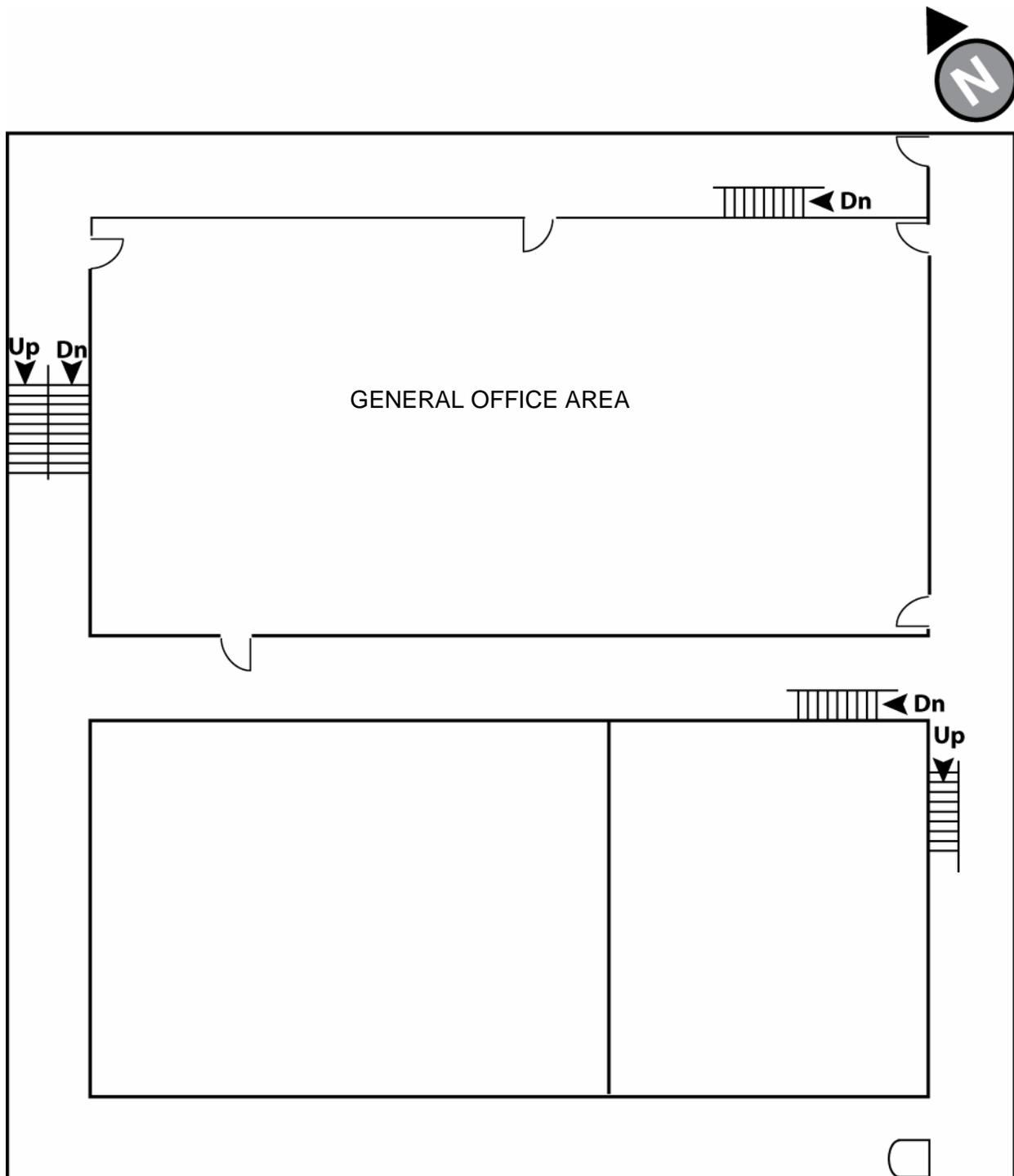


Figure A-4. Floor Plan for Building 9825H, Special Projects Building, 2nd Floor

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This SOP was prepared by the Protective Force Training Department and is scheduled for review in November 2013.

APPENDIX C – ISSTEC PRE-ACTIVITY STATEMENT

NOTE: This form is subject to change. Users are advised to contact the ISSTEC Operations Officer or designee to ensure availability of the latest version. |

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This SOP was prepared by the Protective Force Training Department and is scheduled for review in November 2013.

ISSTEC Pre-Activity Statement *(Non NTC User)*

Complete form accurately and in total. Submit directly to the NTC ISSTEC Manager in person or by FAX (505-845-4077) no later than 72 hours prior to commencement of activity(ies). Attach additional sheets as necessary. Review of NTC Range Use Agreement and NTC Standard Operating Procedures 643 and 646 is highly recommended prior to completion of this form. Please contact ISSTEC Manager as needed for assistance at 505-845-5170 X215 or isstec@ntc.doe.gov.

I. Identification

Date: _____

Official Agency/Unit Name: _____

POC Name: _____ Ph No. 1 _____ Ph No. 2 _____

POC Title: _____ FAX No. _____ E-mail: _____

II. Activity Description

Identify the type of activity(ies) to be conducted *(check all that apply and provide additional details as needed in block below)*

- Classroom-based training/lecture
 Name of Lead Instructor: _____ Total Number of Instructors: _____
 Total Number of Students: _____
- Force-On-Force Name of onsite Senior Controller: _____
- Force-On-Target Name of onsite Safety Controller: _____
- "Dry" Training (Specify) Total number of onsite Controllers: _____
- Other (Specify) Total Number of Students: _____

Are visitors, guests, or VIPs expected to be present at any time during the activity(ies)? If 'Yes,' identify by name, title, date, and time of visit(s) in the block below. Yes No

Are any participants (e.g., instructors, students, visitors, guests) non-U.S. citizens? If 'Yes,' identify by name, title, citizenship, and sponsor/host in the block below. Yes No

Are there any special requests associated with the activity(ies) to be conducted? If 'Yes,' provide specific details and coordinate with ISSTEC Manager. Yes No

Use space to provide additional detail as necessary

III. Activity Schedule

Specify dates (mm/dd/yy), time (24-hour format), and brief nature of main daily activity. Divide day into timeblocks if necessary.

DATE	BEGIN	END	MAIN ACTIVITY

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IV. Activity Area Requirements

Identify portion(s) of the ISSTEC required (*refer to attached site map for assistance*)

- Entire Facility
- Partial Facility (*Select all that apply and provide detail as needed*)
 - Bldg. A Bldg. D Bldg. E Bldg. F Bldg. G
 - Bldg. H (*Shoot House/Special Projects*) Entire Bldg. 1st Floor only 2nd Floor only
 - Bldg. I Other (Specify)

Will any activities occur outside of the ISSTEC perimeter fence? If 'Yes', specify area(s), purpose, duration, approximate distance(s) from fence, and coordinate with ISSTEC Manager. Yes No

V. Exercise/Scenario Detail

Has a comprehensive training plan of the proposed activity(ies) been submitted to the NTC for approval? Yes No
 If 'Yes', plan was submitted by _____ to _____ on _____
User POC NTC POC Date (mm/dd/yy)

Will Engagement Simulation Systems (ESS) Weapons be used? If 'Yes', complete the fields below for each weapon system and associated ammunition. Yes No

Weapon Type <i>(Blank, DMC, MILES, Hybrid, Airsoft, Other)</i>	Manufacturer	Model (name/number)	Configuration <i>(Dedicated or Converted)</i>	Number to be used	Caliber	Ammunition	
						Manufacturer	Type

Will diversionary devices (e.g., pyrotechnics, flash-sound, smoke, obscurants, chemical agents) be used? If 'Yes', complete the fields below and coordinate with ISSTEC Manager. Yes No

Type of Device	Manufacturer	Model (name/number)	Size (grams)	Notes

Will fence breaching be conducted? If 'Yes', specify location(s) and coordinate with ISSTEC Manager. Yes No

Will vehicles be used? If 'Yes', specify purpose, number of vehicles, location(s), and duration below: Yes No

VI. Acknowledgement

I acknowledge that the information provided herein is accurate and further confirm that the identified activity(ies) will be conducted in full compliance with the NTC Range Use Agreement and NTC Standard Operating Procedures 643 and 646.

Completed By (Print Name) _____ Signature _____

Title _____ Date _____

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APPENDIX D – ISSTEC POST-ACTIVITY CHECKLIST AND REPORT

NOTE: This form is subject to change. Users are advised to contact the ISSTEC Operations Officer or designee to ensure availability of the latest version.

NON-PROPRIETARY INFORMATION

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ISSTEC Post-Activity Checklist & Report

Complete form accurately and in total. Submit directly to the NTC ISSTEC Manager in person or by FAX (505-845-4077) no later than the following working day after activity terminates. Attach additional sheets as necessary. Please contact ISSTEC Manager as needed for assistance at 505-845-5170 X215 or isstec@ntc.doe.gov.

I. Identification

Official Agency/Unit Name or NTC Course No. & Title: _____

Date(s) of Use: FROM _____ TO _____
mm/dd/yyyy mm/dd/yyyy

POC Name: _____ Ph No. 1 _____ Ph No. 2 _____

POC Title: _____ FAX No. _____ E-mail: _____

II. Checklists - Complete each item. Explain/clarify all 'No' responses

A. General Items

	Yes	No	N/A
All doors locked (verify <u>all</u> buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash picked up and in appropriate containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All manually controlled lights (interior & exterior) off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All gates closed/secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign-In Sheet Completed (<i>Located in 9825I</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key(s) returned (Drop box in 9825I or direct to ISSTEC Mgr.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Classrooms 9825F & 9825G

	Yes	No
Were buildings 9825G and/or 9825F used/occupied? If 'Yes,' specify building(s) and continue with items below, If 'No,' proceed to Section II.C. <input type="checkbox"/> 9835F <input type="checkbox"/> 9825G	<input type="checkbox"/>	<input type="checkbox"/>
Tables & chairs cleared and back in place (<i>Chairs are two per table, lowest height, facing forward</i>)	<input type="checkbox"/>	<input type="checkbox"/>
White boards & flip charts cleaned/cleared and back in place (<i>In front or along classroom sides; do not block exits</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Instructional materials removed (<i>e.g., student notebooks, handouts, instructor items, equipment, props, etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Podium/front table(s) cleared and back in place	<input type="checkbox"/>	<input type="checkbox"/>
Snack area cleaned/cleared (<i>e.g., refrigerator empty, coffee maker off & cleaned, microwave clean, cups stored, etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Windows closed and shades/blinds lowered and closed	<input type="checkbox"/>	<input type="checkbox"/>
Electronic equipment (<i>e.g., computer(s), projector</i>) off	<input type="checkbox"/>	<input type="checkbox"/>

C. Building 9825H - Shoothouse/Special Projects

	Yes	No
Was building 9825H used/occupied? If 'Yes,' specify area(s) and continue with items below. If 'No,' proceed to Section II.D. <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> Glovebox Room <input type="checkbox"/> Augmented Reality Room	<input type="checkbox"/>	<input type="checkbox"/>
All light switches OFF at <u>main panels</u> (1st & 2nd floor west-end)	<input type="checkbox"/>	<input type="checkbox"/>
All hallway light switches in 'ON' (i.e., up) position	<input type="checkbox"/>	<input type="checkbox"/>
All evaporative coolers & fans off	<input type="checkbox"/>	<input type="checkbox"/>
Brooms & dust pans returned to wall hanger locations	<input type="checkbox"/>	<input type="checkbox"/>
Rooms & hallways cleared of obstructions to doorways, exits, and stairs	<input type="checkbox"/>	<input type="checkbox"/>
Targets and stands removed and stored in Hi-Bay area	<input type="checkbox"/>	<input type="checkbox"/>
Window covers back in place	<input type="checkbox"/>	<input type="checkbox"/>

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D. Engagement Simulation System (ESS) Activity

Yes No

Did activity(ies) involve the use of ESS? If 'Yes,' continue with items below. If 'No,' proceed to Section III.

Yes No N/A

- All weapons/devices accounted for & secured
- Brass gathered and placed in appropriate containers (*Note: Spent FX casings are considered trash*)
- 'Bad' ammunition placed in designated containers
- Flagging/tape or other temporary items or equipment removed/stored
- Warning flags, beacons, signage (e.g. 'No Access,' 'Out of Play') deactivated/removed
- Upper area safety barricades, chains/signage removed
- NTC Use Only** - Unused ammunition accounted for (*Lead NTC instructor must ensure ammo is sorted, counted, placed in appropriate containers, re-secured in Armory safe and complete table below*)

NTC USE ONLY - Ammunition Returned			
Caliber	Type	Quantity	Notes

III. Misc. Items - Complete all items. Explain/clarify all 'Yes' responses.

Yes No

- Were any injuries sustained by anyone?
- Did any unexpected or unusual events (e.g., severe weather, power outages, security incidents) occur?
- Was any equipment or infrastructure damaged?
- Did any equipment or infrastructure malfunction?
- Do any items/equipment require replacement?
- Do any items (e.g., classroom supplies, water bottles, other consumables) require replenishment?
- Please provide any additional information or commentary on any items not otherwise covered.

IV. Acknowledgement

I acknowledge that the information provided herein is complete and accurate to the best of my knowledge

Completed By (Print Name) _____ Signature _____

Title _____ Date _____

Thank you for completing this form. Your responses help ensure that ISSTEC operations are conducted safely, effectively, and efficiently. Please contact the ISSTEC Manager (PH: 505-845-5170 X215; EMAIL: isstec@ntc.doe.gov) with any comments, questions, or concerns.

ISSTEC 12-09

NON-PROPRIETARY INFORMATION

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APPENDIX E – ACCESS AND USE OF 9825H GLOVE BOX ROOM

E.1 Purpose/Scope

The purpose of this appendix is to provide specific policy and requirements for using the Glove Box (GB) Room within Building 9825H. The installation of specialized equipment specifically associated with training by the Safety Training Department requires that specific measures be taken to ensure that activities in the area are conducted in a manner that reduces the chances of equipment damage. All other ISSTEC policies and procedures apply.

E.2 Responsibilities

E.2.1 ISSTEC Operations Officer

The ISSTEC Operations Officer or designee is responsible for implementing the provisions described herein for facilitating access to the GB Room.

E.2.2 NTC Staff

Any NTC staff member requiring access to or use of the GB Room is responsible for notifying the ISSTEC Operations Officer or designee in advance and for complying in full with the policies and requirements described below.

E.3 Policy

E.3.1 The GB Room is reserved for NTC-based training operations only. Access or use by non-NTC entities (e.g., outside agencies) is not permitted.

E.3.2 Access and use by the NTC's Safety Training Department is permitted without restriction.

E.3.3 Access and use by the NTC's Protective Force Training Department for training is permitted under the following conditions:

E.3.3.1 Selective locations within the room marked with signage and/or chained-off to restrict access to sensitive areas/equipment must be respected at all times. Only the ISSTEC Operations Officer or ISSTEC Steering Committee can modify areas so designated.

E.3.3.2 Operation of any Safety Training-related electronic or mechanical equipment installed in the GB Room is not permitted.

E.3.3.3 ESS training utilizing DMC ammunition must consist only of "Force-on-Target" scenarios. Targets must be placed in a manner that prevents or minimizes the chance of a stray round impacting sensitive areas or equipment.

E.3.3.4 Personnel traffic in the form of "flow-through" and staging is permitted without restriction.

E.3.4 The GB Room will be locked when not in use.

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- E.3.5 All actions involving the access, use, and closure of the GB Room must be coordinated with the ISSTEC Operations Officer or designee.
- E.3.6 An “Authorized NTC User” (i.e., Instructor/Controller) will be identified for the duration of room admission and made responsible for maintaining the safety, security, and condition of the room while under their care. This includes:
- Advising all other necessary parties (e.g., staff, students, or visitors) of GB Room use conditions and restrictions
 - Ensuring the room is clean and returned in all respects to its original condition
 - Immediately reporting, regardless of cause, any instances of damage to or malfunction of equipment or items within the GB Room
- E.3.7 Any exceptions to policy will be brought to the attention of the ISSTEC Steering Committee for a determination.

E.4 Operations

E.4.1 Requesting Access

- E.4.1.1 NTC staff requiring entry into the GB Room will contact the ISSTEC Operations Officer or designee no less than 24 hours prior to needed access.
- E.4.1.2 The requesting party will be designated as the “NTC Authorized User”.
- E.4.1.3 The ISSTEC Operations Officer or designee will coordinate with the NTC Authorized User to provide access instructions, review terms of use according to this policy, and address any additional conditions or circumstances. At the discretion of the ISSTEC Operations Officer or upon request by the NTC Authorized User, this coordination may entail an onsite visit to the GB Room.

E.4.2 Post-Activity Actions

- E.4.2.1 At the conclusion of activity, the NTC Authorized User will:
- Ensure the room is clean, returned in all respects to its original condition, and locked, followed by notification to the ISSTEC Operations Officer or designee on the day activity has ceased.
 - Provide the ISSTEC Operations Officer or designee a verbal summary of activities during the time of use, including details on any items requiring further clarification or explanation.
- E.4.2.2 As necessary, the ISSTEC Operations Officer or designee may contact the NTC Authorized User prior to, during, and after periods of use for additional discussion or clarification on matters related to the GB Room.

NON-PROPRIETARY INFORMATION

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