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## OAK RIDGE NATIONAL LABORATORY

**MARTIN MARIETTA**

### Security and Accountability Procedures for Protection of Bureau of Engraving and Printing Security Items at Oak Ridge National Laboratory

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Chemistry Division

SECURITY AND ACCOUNTABILITY PROCEDURES  
FOR  
PROTECTION OF BUREAU OF ENGRAVING AND PRINTING SECURITY ITEMS  
AT  
OAK RIDGE NATIONAL LABORATORY

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ACCOUNTABILITY PROCEDURES  
FOR  
PROTECTION OF BUREAU OF ENGRAVING AND PRINTING SECURITY ITEMS  
AT  
OAK RIDGE NATIONAL LABORATORY

For the Oak Ridge National Laboratory  
Oak Ridge, Tennessee 37831

Carroll K. Johnson

Carroll K. Johnson  
ORNL Project Director

18 Dec 89  
(Date)

For the Bureau of Engraving and Printing  
Washington, D.C. 20228

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12-21-89  
(Date)

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**SECURITY AND ACCOUNTABILITY PROCEDURES  
FOR  
PROTECTION OF BUREAU OF ENGRAVING AND PRINTING SECURITY ITEMS  
AT  
OAK RIDGE NATIONAL LABORATORY**

**BACKGROUND AND SECURITY OBJECTIVES**

United States securities and/or Bureau of Engraving and Printing (BEP) security items are to be provided to Oak Ridge National Laboratory (ORNL) for the purpose of research and/or development of a product or study for the United States Department of the Treasury, Bureau of Engraving and Printing.

These "Accountability Procedures" have been developed to satisfy the conditions of the Security Agreements between BEP and ORNL (see APPENDIX A).

These "Accountability Procedures" explain ORNL responsibilities and procedures for handling and accounting for security items throughout all Project phases of research, testing, evaluation and development until such time as the security items are returned to the BEP. Accountability procedures for electronic images are described in a separate Automatic Data Processing Security Plan.

ORNL Project management fully supports all requirements set forth in the "Accountability Procedures." In addition to other requirements for authorization to work on the Project, as part of routine training, an individual must read these "Accountability Procedures" and sign the appropriate Statement of Understanding in APPENDIX B.

Once initial approval by the BEP has occurred, then subsequent minor modifications or changes within these "Accountability Procedures" may be approved by the Chief of the BEP Office of Security.

Agents, handling security items under subcontract with ORNL, will develop their own site-specific security and accountability procedures, which must be approved by the BEP.

**DEFINITIONS**

A security item is:

Any paper printed by BEP or ORNL with U.S. postage stamp or currency images of any size (see APPENDIX C and APPENDIX D for legal restrictions on use of illustrations of postage stamp and currency images).

Distinctive paper with or without printed images. Distinctive paper is D-39 paper.

Banknote creme paper with or without printed images. Banknote creme paper is non-distinctive paper and will be treated as a security item for this Project.

Authorized personnel are cleared individuals who have been appointed by the ORNL Project Director for access to security items.

Dual Control is a security item protection mode which requires the presence, in the vicinity of the security item, of at least two authorized personnel.

A Security Item Shipment Container is a BEP-approved container used to ship security items between BEP and ORNL.

A Security Item Storage Container is a BEP-approved container used to store large security items, such as paper rolls, at ORNL.

A Security Item Segment Container is a BEP-approved container used to store small security items, such as loops of paper, at ORNL.

A secured item is an item which is stored as required and approved by BEP. An unsecured item is an item which is not stored as required and approved by BEP.

A small quantity of security items is no more than 50 sheets of currency and stamps combined, where a currency sheet contains no more than 18 subjects and a stamp sheet contains no more than 580 subjects.

## **PERSONNEL ACCESS CONTROL**

Authorized persons attending, using, or controlling security items will have appropriate Department of Energy (DOE) clearances and will act to prevent unauthorized persons from having access to the security items.

Having a clearance is not sufficient authorization for access to security items. Authorized personnel are those individuals, with the appropriate security clearances, who have been appointed for Project work by the ORNL Project Director. Reading these "Accountability Procedures" is also a requirement for authorization.

All security items will be maintained under a Dual Control System whenever the security items are not secured in a storage container approved by BEP, Office of Security, Investigations Branch (hereinafter referred to as "BEP Security"). Dual Control requires the presence, in the vicinity of the security items, of at least two authorized ORNL personnel.

All non-supervisory authorized ORNL personnel having access to security items will have the DOE "L" clearance. All supervisory authorized ORNL personnel having access to security items will have the DOE "Q" clearance.

The DOE will provide verification to BEP Security that the clearance for each authorized person having access to security items is valid and current.

ORNL will maintain an up-to-date list of names and social security numbers of personnel authorized to access security items. The list will also designate the authorized signatories for receipt of security item shipments. Up-to-date lists will be provided to BEP Security.

Authorized visitors not employed by a DOE Oak Ridge Operations facility must be escorted to enter an area containing security items. Visit authorization is to be provided by the Project Director. The visited area must be under Dual Control. Specifically, at least two authorized personnel are required in the visited area, in addition to the required escort. Non-employee visitor information must be provided to the Installation Badge and Pass Office (Visitor Control at ORNL) prior to the issue of a visitor's badge. The required non-employee visitor information and information on area restrictions are shown in APPENDIX E.

Visitors employed by a DOE Oak Ridge Operations facility must be escorted to enter an area containing security items. Employee visits will be reported to the ORNL Project Director. The visited area must be under Dual Control. Specifically, at least two authorized personnel are required in the visited area, in addition to the required escort.

All persons visiting an area containing security items will be required to sign a security area entry/exit log.

BEP reserves the right to perform inspections and audits of areas containing security items. Upon arrival for unannounced inspections, BEP personnel will report to the Head of Laboratory Security at the Installation Badge and Pass Office, who will provide clearances to enter ORNL. The Head of Laboratory Security will provide additional assistance, as required (e.g., directions, deactivation and reactivation of alarms, etc). BEP inspection personnel will not need an escort. However, Dual Control requirements will apply.

Visitors, including BEP inspectors and auditors, may be required to attend a health and safety briefing before entry into ORNL.

Personnel safety is of first priority for those working with security items or visiting areas containing security items. Where safety is an issue, safety will have priority over the security item handling and accountability procedures.

## **DESIGNATED CONTROL AREAS**

Security items will be under accountability control in the following areas at ORNL:

Building 3127 Vault (see STORAGE OF SECURITY ITEMS).

Room F-5, Building 4500-N (see PROTECTION OF SECURITY ITEMS IN PROCESSING AREAS). Research, development and studies involving the use of

security items will be performed in Room F-5, which contains the Oak Ridge Research Web Test Bed.

Provisions for the physical security of Building 3127 Vault and Room F-5 are summarized in APPENDIX F.

#### **STORAGE OUTSIDE SECURITY AREAS**

There may be requirements to move small quantities of security items to laboratory facilities other than Building 3127 Vault or Room F-5 for testing and development. A small quantity of security items is no more than 50 sheets of currency and stamps combined, where a currency sheet contains no more than 18 subjects and a stamp sheet contains no more than 580 subjects.

The small quantities of security items will be maintained under Dual Control and, after use, stored in a BEP-approved fire-proof filing cabinet with combination lock. These cabinets, with either two or four drawers, have the same construction specifications as the cabinets used to store precious metals at ORNL. If possible, the security items should be stored in the drawer with the combination lock.

A filing cabinet may be used to store a specific set of small quantities of security items for no more than five consecutive days. Storage within a filing cabinet is permitted on Saturdays, Sundays, and holidays only if work related to the security items is being performed during both days of the weekend or during all days of a holiday period. In all situations, unsecured security items will be maintained under Dual Control.

Security items will be under accountability control during movement between the Building 3127 Vault and Room F-5 of Building 4500-N, or during movement between any other laboratory facilities (see MOVEMENT OF SECURITY ITEMS WITHIN ORNL).

#### **SHIPMENT OF SECURITY ITEMS FROM BEP TO ORNL**

Small security items, such as paper sheets, may be shipped between BEP and ORNL by U.S. registered mail.

An armored courier designated by BEP will deliver large security items, such as paper rolls, from BEP to ORNL in Security Item Shipment Containers (see APPENDIX G), hereinafter referred to as "Shipment Containers."

Due to operational considerations for the Oak Ridge Research Web Test Bed, rolls of paper delivered to ORNL must not weigh more than 200 pounds.

The Shipment Container design will be approved by BEP Security. The containers will be locked and provided with security seals (e.g., padlock style E.J. Brooks Company Plastic Padlock #623) which will show evidence of unauthorized tampering or entry into the Shipment

Container. The security seals will be stamped with unique sequence numbers, and maintained under the recording system control shown in APPENDIX H.

Rolls of security paper will be assigned unique Identification Numbers. The Identification Number for a roll of security paper will be affixed to the inner side of the core, on a gummed tag. The Identification Number will also be marked on the exterior of the Shipment Container.

The security seal number, the Identification Number, and other information describing the security item will be recorded on the Schedule of Delivery (see APPENDIX I).

A representative of ORNL may witness the sealing of the Shipment Container at BEP.

Shipment Containers, accompanied by the Schedule of Delivery, will be addressed for delivery to:

Name of ORNL Project Director  
Oak Ridge National Laboratory  
Building 3127  
Oak Ridge, TN 37831

The courier will be instructed to call the Project Director to arrange for receipt of the Shipment Container at Building 3127 of ORNL.

Upon arrival at ORNL, the Shipment Container will be moved into the Building 3127 Vault. The Shipment Container's security seal number and Identification Number will be inspected. The Shipment Container will be weighed. ORNL will note on the Schedule of Delivery that "An unacceptable container has been received" if any of the following conditions are observed:

- (1) the Shipment Container or the security seal shows evidence of tampering; or
- (2) the security seal number does not agree with the security seal number on the Schedule of Delivery; or
- (3) the Identification Number does not agree with the Identification Number on the Schedule of Delivery; or
- (4) the weight of the paper roll exceeds 200 pounds.

BEP Security (202/447-0077) will be notified of an unacceptable container condition, and ORNL will then proceed as directed by BEP.

ORNL will sign pages E and F of the Schedule of Delivery, and return these pages to BEP according to the instructions written on the Schedule of Delivery. ORNL will retain page G of the Schedule of Delivery.

The Shipment Container will remain under BEP accountability control until the container is opened by two authorized ORNL personnel, who will verify the amount and condition of the contents of the Shipment Container. The verification process will be performed to:

- (1) confirm the number of printed images on the security item;
- (2) confirm that the number of printed images corresponds to an integral number of repeats;
- (3) confirm that a paper roll contains no blank header or trailer; and
- (4) measure the length of the security item, for future reference.

If the contents cannot be verified, the ORNL Project Director (4-4975) will be notified. The Project Director will assess the situation and call BEP Security (202/447-0077). During non-duty working hours, the Project Director will call the Resident Agent of the U.S. Secret Service (673-4527). ORNL will then proceed as directed by BEP Security or the Resident Agent.

Once the contents of the Shipment Container have been verified by ORNL, ORNL will assume accountability control responsibility for the security item. ORNL will send a letter confirming successful verification to BEP Security at the address given at the end of this section on SHIPMENT OF SECURITY ITEMS FROM BEP TO ORNL.

Upon successful verification, ORNL will open a "History Form" for the security item, and the security item will be transferred to a Security Item Storage Container (see APPENDIX J), hereinafter referred to as a "Storage Container."

The History Form will be used to account for the location of all security items. The level of accountability for security items is defined in MATERIAL ACCOUNTABILITY.

The History Form is shown in APPENDIX K. A copy of the History Form, enclosed in a protective envelope, will be affixed to the outside of the Storage Container. A backup History Form will be maintained in a file at a separate ORNL location. Before the final day of each month, a copy of the backup file will be mailed to BEP Security at the following address:

Bureau of Engraving and Printing  
Office of Security  
Attn: Product Systems and Control Division  
Accountability Operations Branch  
Room 522-A  
301 14th Street SW  
Washington, DC 20228

## **STORAGE OF SECURITY ITEMS**

Security items will be stored in ORNL Building 3127 Vault in either Shipment Containers, or Storage Containers, or Segment Containers (see PAPER SEGMENT ACCOUNTING).

Procedures for any current or future sharing of the Vault with another tenant will require the approval of BEP Security.

Proper functioning of the alarm instrumentation for Building 3127 is to be verified periodically by the ORNL Guard force. The Guard force will respond to alarms, video evidence of tampering, or other indications of unusual activity at Building 3127. The Guard force response time will be four minutes or less.

Guard Headquarters will (4-6277) will be called to deactivate the alarms before entry into the Building 3127 and the Vault, and to activate the alarms after exit from Building 3127.

An entry/exit log, located at the pedestrian door, must be signed. The Vault is operated under a Dual Control System.

Upon entry into the Vault, the security seal on each security item container will be inspected. If a container's security seal is damaged, that container will be opened, and the contents of the container will be inspected and verified.

If there are verification discrepancies, the ORNL Project Director (4- 4975) will be notified. The Project Director will assess the situation and call BEP Security (202/447-0077). During non-duty working hours, the Project Director will call the Resident Agent of the U.S. Secret Service (673-4527). ORNL will then proceed as directed by BEP Security or the Resident Agent.

If an emergency requires evacuation of Building 3127, the directions in EMERGENCY PROCEDURES for "Building 3127 Emergencies" will be followed.

## **MOVEMENT OF SECURITY ITEMS WITHIN ORNL**

Security items will be transported between Building 3127 and Building 4500-N, Room F-5, in either sealed Shipment Containers, or Storage Containers, or Segment Containers (see PAPER SEGMENT ACCOUNTING). When a container is removed from Building 3127 Vault, the following information will be recorded in a log located in the Vault: names of authorized personnel removing the container, container Identification Number, date and time of removal, and expected date of return. Upon return of a container to the Vault, the actual date and time of return will be recorded in the log.

Security items will be transported by truck, dolly, or lifting device under the protection of two authorized personnel. The Dual Control System will be maintained during all phases of movement of security items.

If a transport vehicle must be abandoned because of a drill, accident or other emergency, the directions in EMERGENCY PROCEDURES for "In-transit Emergencies" will be followed.

There may be requirements to move small quantities of security items to laboratory facilities other than Building 3127 Vault or Room F-5 for testing and development. A small quantity of security items is no more than 50 sheets of currency and stamps combined, where a currency sheet contains no more than 18 subjects and a stamp sheet contains no more than 580 subjects. In these situations, the small quantities of security items will be maintained under Dual Control and, after use, returned to an authorized storage site.

## **PROTECTION OF SECURITY ITEMS IN PROCESSING AREAS**

Research, development and studies involving the use of security items will be performed in Building 4500-N, Room F-5, which contains the Oak Ridge Research Web Test Bed. Security items will not be stored in Room F-5, unless approved by BEP Security.

Personnel entering Room F-5 must sign an entry/exit log.

A maximum number of four authorized personnel will be issued keys to the doors of Room F-5. When not in use, these keys will be stored in a locked cabinet. Whenever a key is removed from or returned to the cabinet, the transfer of the key will be noted in a local key accountability log.

The ORNL Fire Captain has one master key which will open the doors of Room F-5. In accordance with existing ORNL procedures, at shift changes, this key is given to the new Fire Captain, and the transfer of the key is noted in an existing ORNL key accountability log.

The ORNL Guard Captain has one master key which will open the doors of Room F-5. In accordance with existing ORNL procedures, at shift changes, this key is given to the new Guard Captain, and the transfer of the key is noted in an existing ORNL key accountability log.

The doors of Room F-5 will be unlocked (and alarms deactivated) at start-of-operations in Room F-5 and locked (alarms activated) at end-of-operations in F-5. Guard Headquarters (4-6277) will be called to activate or deactivate the alarms. During operations hours, two authorized personnel can enter Room F-5 by punching the required code into the two combination pads for the dual access locking system. The pads are mounted adjacent to the North and South doors opening to F- corridor. The code for the combination of the dual access locking system will be given only to authorized personnel. The code for the dual access locking system will be changed whenever a person is removed from authorization.

The Room F-5 South door opening to the F-corridor will be for exit only.

Proper functioning of the alarm instrumentation is to be verified periodically by the ORNL Guard force. The Guard force will respond to alarms, and alarm events will be investigated and managed in coordination with the ORNL Project Director.

At no time will security items be left unsecured and unattended in Room F-5. Dual Control will be maintained within Room F-5 when an unsecured security item is also in Room F-5. When two authorized personnel are working under Dual Control conditions in Room F-5, and one person has to leave Room F-5, then:

- (1) an authorized person must be called for relief duty, or
- (2) the two personnel must leave the room, and lock the room with the dual access locking system. One person will stand guard at the doors of the room and prevent unauthorized personnel from entering the room. The two personnel may re-enter the room by simultaneously punching the required code into the combination pads for the dual access locking system.

If a drill or emergency requires immediate exit from Room F-5, the directions in EMERGENCY PROCEDURES for "Building 4500-N, Room F-5" will be followed.

For the purpose of ORNL personnel accounting requirements, an "Unoccupied" sign will be displayed outside Room F-5 during any time that Room F-5 is not occupied. If the "Occupied" sign is posted during an emergency, then the building search team should call Guard Headquarters (4-6277), which will determine if incapacitated personnel are in the room (see EMERGENCY PROCEDURES for "Building 4500-N, Room F-5 Emergencies").

#### **MATERIAL ACCOUNTABILITY**

For a printed paper roll, the level of accountability will be the individual printed image. BEP will use its total accountability system to establish the number of images on the paper roll. BEP will determine the length of the paper roll for reference purposes.

A printed paper roll should contain an integral number of repeats. There should be no partially printed repeats within the paper roll. Each repeat should contain a full complement of printed images. An authorized ORNL representative may witness the production of such paper rolls, and may also witness the loading and sealing of the Shipment Container as described in SHIPMENT OF SECURITY ITEMS FROM BEP TO ORNL.

As described in SHIPMENT OF SECURITY ITEMS FROM BEP TO ORNL, after receiving the paper roll, ORNL will verify the number of images on the roll and maintain accountability of the images on the roll until such time as accountability control is returned to BEP Security. ORNL will also maintain data on the length of the roll until such time as accountability control is returned to BEP Security. Whenever a paper roll is resealed in a container, the History Form will be updated to reflect (1) any changes in the number of images and length remaining on the roll and (2) the number of images and length and location of segments removed from the roll (see PAPER SEGMENT ACCOUNTING).

## **PAPER SEGMENT ACCOUNTING**

During processing and other handling, paper segments (e.g., loops and fragments) may be cut from the paper roll. The cuts should be performed such that straight and perpendicular edges are maintained on all rolls and segments, so that there are only whole images on the paper roll and segments.

When the paper roll is resealed in its container, the History Form will be updated.

Segment(s) cut from the paper roll will be taped together to preserve image integrity, if at all physically possible. Then, only whole images will be placed in a heavy duty transparent bag. The bag will be assigned a unique Identification Number.

A History Form will be maintained for the bag. The History Form will indicate the Identification Number of both the bag and the paper roll source of the segments. The History Form also will contain information on the length of paper and number of images removed from the paper roll source. A bag will contain segments from one, and only one, paper roll source. Updates to the History Form will be recorded in duplicate, for later transcription to files of backup History Forms maintained at separate locations at ORNL and BEP.

The History Form will be placed within a protective envelope. The envelope will be marked with the Identification Number of both the bag and the source paper roll for that bag. The envelope will be placed within the bag so that the Identification Numbers on the envelope are visible.

The bag will be stored within a Security Item Segment Container (see APPENDIX L), hereinafter referred to as a "Segment Container." The Segment Container will be locked and provided with a security seal which will show evidence of unauthorized tampering or entry into the container. A tag attached to the outside of the Segment Container will be assigned a unique Tag Number. The security seal number of the Segment Container will be written on the tag. For each bag within the Segment Container, the Identification Number of both the bag and the source paper roll for that bag will be written on the tag.

More than one bag of paper segments can be stored in a single Segment Container. Before the Segment Container is sealed, the bags will be counted. If there are unresolvable discrepancies in the bag count, the ORNL Project Director (4-4975) will be notified. The Project Director will assess the situation and call BEP Security (202/447-0077). During non-duty working hours, the Project Director will call the Resident Agent of the U.S. Secret Service (673-4527). ORNL will then proceed as directed by BEP Security or the Resident Agent.

## **SHIPMENT OF SECURITY ITEMS FROM ORNL TO BEP**

Security items will be returned to BEP Security for disposal.

All paper from the same source paper roll must be returned to BEP Security at the same time, and within the same Shipment Container, if physically possible.

The security item Shipment Container will be sealed at the Building 3127 Vault in the presence of authorized ORNL personnel.

The security seal number, the Identification Number, and other information describing the Shipment Container and its contents will be recorded on the Schedule of Delivery.

Shipment Containers will be shipped from ORNL Building 3127 to BEP by an armored courier as designated by BEP. Smaller items, such as paper sheets, may be shipped by U.S. registered mail. Shipments will be addressed for delivery to:

Bureau of Engraving and Printing  
Office of Security  
Attn: Product Systems and Control Division  
Accountability Operations Branch  
Room 522-A  
301 14th Street SW  
Washington, DC 20228

Upon receipt of the shipment, BEP Security will sign and return page G of the Schedule of Delivery to the ORNL Project Director's address shown in the next paragraph.

Upon successful verification of the security items in the shipment, BEP will assume accountability control of the security items. BEP Security will send a letter confirming successful verification to the ORNL Project Director at the following address:

Name of ORNL Project Director  
Oak Ridge National Laboratory  
Building 4500-N MS 6197  
Box 2008  
Oak Ridge, TN 37831-6197

ORNL will close the History Form of a successfully verified security item by entering the date of return receipt by BEP and date of verification at BEP. Closed History Forms will be kept on file at ORNL and at BEP for the duration of the Project.

If the security items in the shipment cannot be successfully verified, the matter will be investigated by BEP Security and/or the U.S. Secret Service.

## **EMERGENCY PROCEDURES**

### **Building 3127 Emergencies:**

If Building 3127 must be evacuated due to an emergency, security items will be immediately locked in the Vault, and personnel will leave the area. The alarms for Building 3127 will be reset by calling Guard Headquarters (4-6277). After an evacuation,

authorized personnel will re-enter the Vault as soon as safely possible. An inventory of the number and condition of the Shipment, Storage, and Segment containers in the Vault will be performed. If a container's security seal is damaged, that container will be opened by authorized personnel, and the contents of the container will be inspected and verified.

Before a container is closed and sealed, the History Form will be updated. The updated History Form will be enclosed in its protective envelope. The updating information will be recorded in duplicate, for later transcription to files of backup History Forms maintained in separate locations at ORNL and BEP.

If there are inspection discrepancies, the ORNL Project Director (4-4975) will be notified. The Project Director will assess the situation and call BEP Security (202/447-0077). During non-duty working hours, the Project Director will call the Resident Agent of the U.S. Secret Service (673-4527). ORNL will then proceed as directed by BEP Security or the Resident Agent.

#### **In-transit Emergencies:**

In case of drill, accident or other emergency during movement of paper by truck, dolly, or lifting device, personnel may abandon the vehicle and the security item container. The authorized personnel should, if possible, maintain visual surveillance of the vehicle and the security item container at the safest distance. The Guard force will be called (4-6277 or 4-6646) and requested to assist.

After an evacuation, authorized personnel will confirm that the count of security item containers is correct, if multiple items are involved in the movement operation. The authorized personnel will then move the security item container to the original destination. The contents of the container will be inspected and verified. If there are inspection discrepancies, the ORNL Project Director (4-4975) will be notified. The Project Director will assess the situation and call BEP Security (202/447-0077). During non-duty working hours, the Project Director will call the Resident Agent of the U.S. Secret Service (673-4527). ORNL will then proceed as directed by BEP Security or the Resident Agent.

Before a container is closed and sealed, the History Form will be updated. The updated History Form will be enclosed in its protective envelope. The updating information will be recorded in duplicate, for later transcription to files of backup History Forms maintained in separate locations at ORNL and BEP.

#### **Building 4500-N, Room F-5 Emergencies:**

If unsecured security items are located in Room F-5 and if a drill or emergency requires immediate exit from Room F-5, personnel should:

- (1) evacuate Room F-5,

- (2) lock the doors of Room F-5, and
- (3) follow the "Emergency Instructions" and "Emergency Evacuation" route map posted next to the entrance of Room F-24.

Guard Headquarters will monitor Room F-5 with closed circuit television during such evacuations.

For the purpose of ORNL personnel accounting requirements, an "Unoccupied" sign will be displayed outside Room F-5 during any time Room F-5 is not occupied. If the "Occupied" sign is posted during an emergency, then the building search team should call Guard Headquarters (4-6277), which will determine if incapacitated personnel are in the room and take the appropriate action.

After an evacuation, authorized personnel will re-enter Room F-5 as soon as safely possible. The authorized personnel will conduct an inspection of all security items. All security items must be accounted for. If there are inspection discrepancies, the ORNL Project Director (4-4975) will be notified. The Project Director will assess the situation and call BEP Security (202/447-0077). During non-duty working hours, the Project Director will call the Resident Agent of the U.S. Secret Service (673-4527). ORNL will then proceed as directed by BEP Security or the Resident Agent.

**APPENDIX A**  
**SECURITY AGREEMENTS BETWEEN BEP AND ORNL**



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D. C. 20228

SECURITY AGREEMENT  
WEB CURRENCY INSPECTION  
PROGRAM

This agreement is entered into by the Bureau of Engraving and Printing (BEP) and Oak Ridge National Laboratory (ORNL) for the purpose of outlining the basic security requirements of the Web Currency Inspection Program for which this agreement was generated.

1. It is understood that:

a. United States securities and/or BEP security items shall be provided to your facility for the purpose of research and/or development of a product or study for the United States Department of the Treasury, Bureau of Engraving and Printing.

b. All non-supervisory personnel having access to United States Securities and/or BEP security items shall have a Non-Critical Sensitive Position which requires a current Favorable Adjudicated Limited Background Investigation. The Department of Energy "L" clearance satisfies this requirement. Verification shall be provided to the BEP Office of Security that each clearance is valid and current.

c. All supervisory and above personnel having access to United States securities and/or BEP security items shall have a Critical Sensitive Position which requires a Favorable Adjudicated Full Background Investigation. The Department of Energy "Q" clearance satisfies this requirement. Verification shall be provided to the BEP Office of Security that each clearance is valid and current.

2. It is agreed that your facility shall insure that:

a. All securities and/or items are properly secured at all times when not in actual use. Acceptable secured storage shall be a vault or other approved security container.

b. All BEP products are maintained under a Dual Control System whenever they are not secured in an approved Storage Vault.

c. All securities and/or items, including electronically produced images, are not only afforded physical protection, but are also brought under a comprehensive written accountability procedure throughout all phases of research, testing, evaluation and/or development until such time as the securities are returned to the Bureau of Engraving and Printing. A copy of your Accountability Procedure and automatic data processing (ADP) security plan shall be provided to the BEP Office of Security, Investigations Branch, for approval, prior to utilization of United States securities.

d. Reproduction, by any means, of securities which are provided to your facility is expressly prohibited unless prior authorization is received from the BEP Office of Security, Investigations Branch.

e. Access to all BEP securities and all hardware, software, and equipment used to reproduce images of BEP securities is restricted to authorized personnel or persons under direct supervision of authorized personnel.

f. Upon request, all securities provided by the Bureau of Engraving and Printing and all electronically produced images are made available for audit and verification by personnel from the BEP Office of Security, Investigations Branch, or other official representative of the Bureau of Engraving and Printing.

g. No securities, written reports, nor materials concerning your work for the Bureau of Engraving and Printing are released outside the Department of Energy without prior notification and approval from the BEP Office of Security, Investigations Branch (202/447-0077).

h. Securities provided to your facility are returned to the BEP for final accounting and destruction unless prior approval for on-site destruction is received from the BEP Office of Security, Investigations Branch (202/447-0077).

i. A letter signed by two ORNL Officials verifying destruction is provided to the Office of Security, Investigations Branch, if on-site destruction is approved.

j. The addressee(s) on Bureau Schedules of Delivery and/or the Oak Ridge Project Manager is (are) the facility official(s) accountable for United States securities while they are in the possession of your facility. This responsibility shall not be further delegated.

k. United States securities are transmitted via United States registered mail or designated BEP or ORNL courier. Any other method of transmittal shall have prior approval from the BEP, Office of Security, Investigations Branch (202/447-0077).

l. All transmittals of securities to the Bureau of Engraving and Printing are made to the BEP Office of Security utilizing the following address:

Bureau of Engraving and Printing  
Office of Security  
Attn: Product System and Control Division  
Accountability Operations Branch  
Room 520-A  
301 14th Street SW  
Washington, DC 20228

3. Any loss of United States securities, including electronically produced images, while in your facility's possession or loss/compromise of

classified material pertaining to work for the Bureau of Engraving and Printing shall be reported immediately to the Office of Security, Investigations Branch (202/447-0077).

4. Upon completion of contracted services, all United States securities, along with a letter certifying that your facility has not retained Bureau securities or materials, shall be returned to the Bureau of Engraving and Printing, Office of Security, at the address listed above unless prior justification and authorization is obtained for local destruction from the Office of Security, Bureau of Engraving and Printing. If local destruction is performed, a letter, signed by two Oak Ridge officials verifying destruction, shall be provided to the Bureau of Engraving and Printing, Office of Security.

For the Oak Ridge National Laboratory  
Oak Ridge, Tennessee 37831

Carroll K. Johnson

Carroll K. Johnson  
ORNL Project Director for  
Web Currency Inspection Program

April 14, 1989  
(Date)

For the Bureau of Engraving and Printing  
Washington, D.C. 20228

James E. Shaw  
Chief, Office of Security

(Date)



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D. C. 20228

SECURITY AGREEMENT

WEB CURRENCY FINISHING  
PROGRAM

This agreement is entered into by the Bureau of Engraving and Printing (BEP) and Oak Ridge National Laboratory (ORNL) for the purpose of outlining the basic security requirements of the Web Currency Finishing Program for which this agreement was generated.

1. It is understood that:

a. United States securities and/or BEP security items shall be provided to your facility for the purpose of research and/or development of a product or study for the United States Department of the Treasury, Bureau of Engraving and Printing.

b. All non-supervisory personnel having access to United States Securities and/or BEP security items shall have a Non-Critical Sensitive Position which requires a current Favorable Adjudicated Limited Background Investigation. The Department of Energy "L" clearance satisfies this requirement. Verification shall be provided to the BEP Office of Security that each clearance is valid and current.

c. All supervisory and above personnel having access to United States securities and/or BEP security items shall have a Critical Sensitive Position which requires a Favorable Adjudicated Full Background Investigation. The Department of Energy "Q" clearance satisfies this requirement. Verification shall be provided to the BEP Office of Security that each clearance is valid and current.

2. It is agreed that your facility shall insure that:

a. All securities and/or items are properly secured at all times when not in actual use. Acceptable secured storage shall be a vault or other approved security container.

b. All BEP products are maintained under a Dual Control System whenever they are not secured in an approved Storage Vault.

c. All securities and/or items, including electronically produced images, are not only afforded physical protection, but are also brought under a comprehensive written accountability procedure throughout all phases of research, testing, evaluation and/or development until such time as the securities are returned to the Bureau of Engraving and Printing. A copy of your Accountability Procedure and automatic data processing (ADP) security plan shall be provided to the BEP Office of Security, Investigations Branch, for approval, prior to utilization of United States securities.

d. Reproduction, by any means, of securities which are provided to your facility is expressly prohibited unless prior authorization is received from the BEP Office of Security, Investigations Branch.

e. Access to all BEP securities and all hardware, software, and equipment used to reproduce images of BEP securities is restricted to authorized personnel or persons under direct supervision of authorized personnel.

f. Upon request, all securities provided by the Bureau of Engraving and Printing and all electronically produced images are made available for audit and verification by personnel from the BEP Office of Security, Investigations Branch, or other official representative of the Bureau of Engraving and Printing.

g. No securities, written reports, nor materials concerning your work for the Bureau of Engraving and Printing are released outside the Department of Energy without prior notification and approval from the BEP Office of Security, Investigations Branch (202/447-0077).

h. Securities provided to your facility are returned to the BEP for final accounting and destruction unless prior approval for on-site destruction is received from the BEP Office of Security, Investigations Branch (202/447-0077).

i. A letter signed by two ORNL Officials verifying destruction is provided to the Office of Security, Investigations Branch, if on-site destruction is approved.

j. The addressee(s) on Bureau Schedules of Delivery and/or the Oak Ridge Project Manager is (are) the facility official(s) accountable for United States securities while they are in the possession of your facility. This responsibility shall not be further delegated.

k. United States securities are transmitted via United States registered mail or designated BEP or ORNL courier. Any other method of transmittal shall have prior approval from the BEP, Office of Security, Investigations Branch (202/447-0077).

l. All transmittals of securities to the Bureau of Engraving and Printing are made to the BEP Office of Security utilizing the following address:

Bureau of Engraving and Printing  
Office of Security  
Attn: Product System and Control Division  
Accountability Operations Branch  
Room 520-A  
301 14th Street SW  
Washington, DC 20228

3. Any loss of United States securities, including electronically produced images, while in your facility's possession or loss/compromise of

classified material pertaining to work for the Bureau of Engraving and Printing shall be reported immediately to the Office of Security, Investigations Branch (202/447-0077).

4. Upon completion of contracted services, all United States securities, along with a letter certifying that your facility has not retained Bureau securities or materials, shall be returned to the Bureau of Engraving and Printing, Office of Security, at the address listed above unless prior justification and authorization is obtained for local destruction from the Office of Security, Bureau of Engraving and Printing. If local destruction is performed, a letter, signed by two Oak Ridge officials verifying destruction, shall be provided to the Bureau of Engraving and Printing, Office of Security.

For the Oak Ridge National Laboratory  
Oak Ridge, Tennessee 37831

Carroll K. Johnson

Carroll K. Johnson  
ORNL Project Director for  
Web Currency Finishing Program

April 14, 1989  
(Date)

For the Bureau of Engraving and Printing  
Washington, D.C. 20228

James E. Shaw  
Chief, Office of Security

(Date)



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D. C. 20228

SECURITY AGREEMENT  
POSTAGE STAMP INSPECTION PROGRAM

This agreement is entered into by the Bureau of Engraving and Printing (BEP) and Oak Ridge National Laboratory (ORNL) for the purpose of outlining the basic security requirements of the Postage Stamp Inspection Program for which this agreement was generated.

1. It is understood that United States securities and/or BEP security items shall be provided to your facility for the purpose of research and/or development of a product or study for the United States Department of the Treasury, Bureau of Engraving and Printing.

2. It is agreed that your facility shall insure that:

a. All securities and/or items are properly secured at all times when not in actual use. Acceptable secured storage shall be a vault or other approved security container.

b. All securities and/or items are not only afforded physical protection, but also brought under a comprehensive written accountability procedure throughout all phases of research, testing, evaluation and/or development until such time as the securities are returned to the Bureau of Engraving and Printing. A copy of your Accountability Procedure shall be provided to the BEP Office of Security, Investigations Branch, for approval, prior to utilization of United States securities.

c. Reproduction, by any means, of securities which are provided to your facility is expressly prohibited unless prior authorization is received from the BEP Office of Security, Investigations Branch.

d. Upon request, all securities provided by the Bureau of Engraving and Printing shall be made available for audit and verification by personnel from the BEP Office of Security, Investigations Branch or other official representative of the Bureau of Engraving and Printing.

e. No securities, written reports and materials concerning your work for the Bureau of Engraving and Printing shall be released outside your facility without prior notification and approval from the BEP Office of Security, Investigations Branch (202/447-0077).

f. Securities provided to your facility shall not be destroyed without approval from the BEP Office of Security, Investigations Branch (202/447-0077).

g. The addressee(s) on Bureau Schedules of Delivery and/or the Oak Ridge Project Manager shall be the facility official(s) accountable for United States securities while in possession of your facility. This responsibility shall not be further delegated.

h. United States securities shall be transmitted via United States registered mail or designated BEP or ORNL courier. Any other method of transmittal shall have prior approval from the BEP, Office of Security, Investigations Branch (202/447-0077).

i. All transmittals of securities to the Bureau of Engraving and Printing shall be made to the BEP Office of Security utilizing the following address:

Bureau of Engraving and Printing  
Office of Security  
Attn: Product System and Control Division  
Accountability Operations Branch  
301 14th Street SW  
Washington, DC 20228

3 Any loss of United States securities while in your facility's possession or loss/compromise of classified material pertaining to work for the Bureau of Engraving and Printing shall be reported immediately to the Office of Security, Investigations Branch (202/447-0077).

4 Upon completion of contracted services, all United States securities, along with a letter certifying that your facility has not retained Bureau securities or materials, shall be returned to the Bureau of Engraving and Printing, Office of Security, at the address listed above unless prior justification and authorization is obtained for local destruction from the Office of Security, Bureau of Engraving and Printing. If local destruction is performed, a letter, signed by two Oak Ridge Officials verifying destruction, must be provided to the Bureau of Engraving and Printing, Office of Security.

For the Oak Ridge National Laboratory  
Oak Ridge, Tennessee 37831

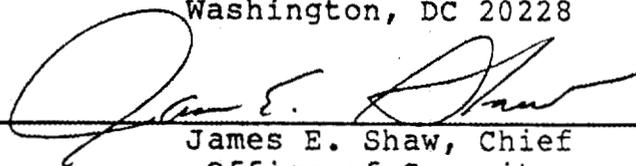
Carroll K. Johnson

Carroll K. Johnson  
Research Scientist  
Chemistry Division

Oct 13, 1988  
(Date)

Page 3 - Security Agreement

For the Bureau Of Engraving and Printing  
Washington, DC 20228



James E. Shaw, Chief  
Office of Security

7-12-88  
(Date)



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

SECURITY AGREEMENT  
1:1 POSTAGE STAMP REPRODUCTION

Since Oak Ridge National Laboratory has been granted permission, by the Office of Security, Bureau Of Engraving and Printing, to reproduce Postage Stamps 1:1, this agreement is entered into by the Bureau of Engraving and Printing (BEP) and Oak Ridge National Laboratory (ORNL) for the purpose of outlining the basic security requirements as they pertain to the 1:1 reproduction of Postage Stamps for which this agreement was generated.

1. It is understood that your facility may reproduce Bureau of Engraving and Printing Postage Stamps for the purpose of research and/or development of a product or study for the United States Department of Treasury, Bureau of Engraving and Printing.

2 It is agreed that your facility shall insure that:

a. Access to all hardware, software and equipment used to reproduce Postage Stamps is restricted to authorized personnel only.

b. All Postage Stamp reproductions, including electronically produced images, are properly secured at all times when not in use. Acceptable secured storage shall be a vault, security container or other approved means of physical protection.

c. All Postage Stamp reproductions, including electronically produced images, are not only afforded physical protection, but also brought under a comprehensive written accountability procedure throughout all phases of research, testing, evaluation and/or development until such time as the reproductions are destroyed or deleted. A copy of your Reproduction Accountability Procedures shall be made available to the BEP Office of Security, Investigations Branch.

d. Upon request, all Postage Stamp reproductions, including electronically produced images, shall be made available for audit and verification by personnel from the Office of Security, Investigations Branch, or other official representatives of the Bureau of Engraving and Printing.

e. No Postage Stamp reproductions or electronic images shall be released outside your facility without prior approval from the BEP Office of Security, Investigations Branch (202/447-0077).

f. All Postage Stamp reproductions, including electronically produced images, shall be properly destroyed or deleted immediately upon determining that they are no longer needed. Proper destruction records will be maintained and made available to the BEP Office of Security, Investigations Branch.

g. The Oak Ridge Project Manager shall be the facility official responsible for the accountability of all Postage Stamp reproductions, including electronically produced images, while in possession of your facility. This responsibility shall not be further delegated.

3. Any loss of Postage Stamp reproductions, including electronically produced images, while in your facility's possession shall be reported to the BEP Office of Security, Investigations Branch (202/447-0077).

4. Upon completion of contracted services, all Postage Stamp reproductions, including electronically produced images, shall be destroyed or deleted. A letter verifying destruction and certifying that no reproductions have been retained by your facility shall be provided to the BEP Office of Security, Investigations Branch.

For the Oak Ridge National Laboratory  
Oak Ridge, Tennessee 37831

Carroll K. Johnson  
Carroll K. Johnson  
Research Scientist  
Chemistry Division

Oct 13 1988  
(Date)

For the Bureau of Engraving and Printing  
Washington, DC 20228

James E. Shaw  
James E. Shaw, Chief  
Office of Security

7-12-88  
(Date)

**APPENDIX B**

**STATEMENT OF UNDERSTANDING**

I have read the "Security and Accountability Procedures for Protection of Bureau of Engraving and Printing Security Items at Oak Ridge National Laboratory," and I understand the requirements stated therein.

---

Signature

---

Date

**APPENDIX C**

**U.S. CODE TITLE 18, SECTION 504:**

**PRINTING AND FILMING OF UNITED STATES AND FOREIGN OBLIGATIONS AND  
SECURITIES**

**§ 474. Plates or stones for counterfeiting obligations or securities**

**SECTION REFERRED TO IN OTHER SECTIONS**

This section is referred to in section 14 of this title; title 12 section 1457; title 16 section 718e.

**§ 490. Minor coins**

Whoever falsely makes, forges, or counterfeits any coin in the resemblance or similitude of any of the one-cent and 5-cent coins minted at the mints of the United States; or

[See main edition for text of second par.]

(As amended Feb. 14, 1984, Pub. L. 98-216, § 3(b)(1), 98 Stat. 6.)

**AMENDMENTS**

1984—Pub. L. 98-216 substituted "one-cent and 5-cent coins minted" for "minor coins coined".

**EFFECTIVE DATE OF 1984 AMENDMENT**

Section 4(c) of Pub. L. 98-216 provided that: "The amendments made by sections 1(3), (4), and (7) and 3(b)(1) of this Act (amending this section and sections 3322, 3528, and 5132 of Title 31, Money and Finance) are effective as of September 13, 1982."

**§ 500. Money orders**

**SECTION REFERRED TO IN OTHER SECTIONS**

This section is referred to in section 1956 of this title.

**§ 501. Postage stamps, postage meter stamps, and postal cards**

**SECTION REFERRED TO IN OTHER SECTIONS**

This section is referred to in section 1956 of this title.

**§ 502. Postage and revenue stamps of foreign governments**

**SECTION REFERRED TO IN OTHER SECTIONS**

This section is referred to in section 1956 of this title.

**§ 503. Postmarking stamps**

**SECTION REFERRED TO IN OTHER SECTIONS**

This section is referred to in section 1956 of this title.

**§ 504. Printing and filming of United States and foreign obligations and securities**

Notwithstanding any other provision of this chapter, the following are permitted:

- (1) the printing, publishing, or importation, or the making or importation of the necessary plates for such printing or publishing, of illustrations of—

[See main edition for text of (A) to (D)]

for philatelic, numismatic, educational, historical, or newsworthy purposes in articles, books, journals, newspapers, or albums (but not for advertising purposes, except illustrations of stamps and paper money in philatelic or numismatic advertising of legitimate numismatists and dealers in stamps or publishers of or dealers in philatelic or numismatic

articles, books, journals, newspapers, or albums). Illustrations permitted by the foregoing provisions of this section shall be made in accordance with the following conditions—

(i) all illustrations shall be in black and white, except that illustrations of postage stamps issued by the United States or by any foreign government and stamps issued under the Migratory Bird Hunting Stamp Act of 1934 may be in color;

(ii) all illustrations (including illustrations of uncanceled postage stamps in color and illustrations of stamps issued under the Migratory Bird Hunting Stamp Act of 1934 in color) shall be of a size less than three-fourths or more than one and one-half, in linear dimension, of each part of any matter so illustrated which is covered by subparagraph (A), (B), (C), or (D) of this paragraph, except that black and white illustrations of postage and revenue stamps issued by the United States or by any foreign government and colored illustrations of canceled postage stamps issued by the United States may be in the exact linear dimension in which the stamps were issued; and

[See main edition for text of (iii), (2)]

For the purposes of this section the term "postage stamp" includes postage meter stamps.

(As amended July 18, 1984, Pub. L. 98-369, div. A, title X, § 1077(b)(1), (2), 98 Stat. 1054.)

**REFERENCES IN TEXT**

The Migratory Bird Hunting Stamp Act, referred to in par. (1)(i), (ii), is act Mar. 16, 1934, ch. 71, 48 Stat. 451, as amended, which is classified generally to subchapter IV (§ 718 et seq.) of chapter 7 of Title 16, Conservation. For complete classification of this Act to the Code, see Short Title note set out under section 718 of Title 16 and Tables.

**AMENDMENTS**

1984—Par. (1)(i), Pub. L. 98-369, § 1077(b)(1), inserted "and stamps issued under the Migratory Bird Hunting Stamp Act of 1934".

Par. (1)(ii), Pub. L. 98-369, § 1077(b)(2), inserted "and illustrations of stamps issued under the Migratory Bird Hunting Stamp Act of 1934 in color".

**EFFECTIVE DATE OF 1984 AMENDMENT**

Amendment by Pub. L. 98-369 effective July 18, 1984, see section 1077(c) of Pub. L. 98-369, set out as a note under section 718e of Title 16, Conservation.

**SECTION REFERRED TO IN OTHER SECTIONS**

This section is referred to in title 16 section 718e.

**§ 507. Ship's papers**

**CROSS REFERENCES**

Provisions relating to recording, registry, or enrollment of vessels, etc., see section 12101 et seq. of Title 46, Shipping.

Definition of registry and license with respect to vessel documentation, see section 12101 of Title 46.

**§ 510. Forging endorsements on Treasury checks or bonds or securities of the United States**

- (a) Whoever, with intent to defraud—

**APPENDIX D**

**USE OF ILLUSTRATIONS OF OBLIGATIONS AND SECURITIES  
OF THE UNITED STATES AND FOREIGN GOVERNMENTS**

## USE OF ILLUSTRATIONS OF OBLIGATIONS AND SECURITIES OF THE UNITED STATES AND FOREIGN GOVERNMENTS

### Paper Money, Checks, Bonds, Etc.

Photographic or other likenesses of United States and foreign currencies are permissible for any non fraudulent purpose, provided the items are reproduced in black and white and are less than three-quarters or greater than one-and-one-half times the size, in linear dimension, of any part of the original item being reproduced. Negatives and plates used in making the likenesses must be destroyed after their use for the purpose for which they were made. This policy permits the use of currency reproductions in commercial advertisements, provided they conform to the size and color restrictions.

### United States and Foreign Postage Stamps

Printed illustrations of canceled and uncanceled United States and foreign postage stamps are permissible for any non fraudulent purpose. Black and white illustrations may be of any size, as can colored illustrations of canceled U.S. or foreign postage stamps. However, ~~illustrations in color of~~ uncanceled U.S. or foreign postage stamps must be less than three-fourths or more than one and one-half times the size of the genuine stamp.

**Note:** Canceled U.S. and foreign postage stamps must bear an official cancellation mark, i.e., the stamps must have been used for postage. Also, the plates and negatives, including glossy prints, of any United States or foreign obligations must be destroyed after their final use for the purpose for which they were made.

### Coins

Photographs or printed illustrations, motion picture film or slides of United States and foreign coins may be used for any purpose.

With few exceptions, existing law generally prohibits the manufacture, sale or use of any token, disk or device in the likeness or similitude of any coins of the United States or of any foreign country which are issued as money.

## Laws and Court Rulings

Section 8 of title 18 of the United States Code states, "the term obligation or other security of the United States includes all bonds, certificates of indebtedness, national bank currency, Federal Reserve notes, Federal Reserve bank notes, coupons, United States notes, Treasury notes, gold certificates, silver certificates, fractional notes, certificates of deposit, bills, checks, or drafts for money, drawn by or upon authorized officers of the United States, stamps and other representatives of value, of whatever denomination, issued under any Act of Congress, and canceled United States stamps."

Section 474 of title 18 of the United States Code, states, in relevant part, that "[w]hoever has in his possession or custody...any obligation or other security made or executed, in whole or in part, after the similitude of any obligation issued under the authority of the United States...or...[w]hoever prints, photographs, or in any other manner makes or executes any engraving, photograph, print, or impression in the likeness of any such obligation or other security, or any part thereof...shall be fined not more than \$5,000 or imprisoned not more than fifteen years or both."

Section 475 of title 18 of the United States Code sets forth additional restrictions on the manufacture and use of illustrations of obligations and securities of the United States and provides, in relevant part, that "whoever designs, engraves, prints, makes, or executes, or utters, issues, distributes, circulates, or uses any business or professional card, notice, placard, circular, handbill, or advertisement in the likeness or similitude of any obligation or security of the United States...shall be fined not more than \$500."

Section 504 of title 18 of the United States Code, however, makes an exception to the foregoing prohibitions and permits the reproduction of obligations and securities of the United States provided such illustrations are in black and white and are of a size less than three-fourths or more than one and one-half, in linear dimension, of each part of the item illustrated.

In Regan v. Time, Inc., the United States Supreme Court held that "the color and size limitations (of 18 U.S.C. 504) are... reasonable manner regulations that can constitutionally be imposed on those wishing to publish photographic reproductions of currency." In view of the Supreme Court's ruling, it is the position of the Department of Treasury, in which the Department of Justice concurs, that illustrations of currency and other obligations and securities of the United States may be used for any non-fraudulent purpose, including advertising, provided that the illustration conforms to the specific size and color limitations enumerated above.

## APPENDIX E

### NON-EMPLOYEE VISITOR INFORMATION

To Be Provided to Visitor Control at ORNL  
Prior To the Issue of a Visitor's Badge

Full name (initials do not suffice):

Citizenship:

U.S. Social Security Number, if applicable:

Name and location of organization represented, and position within it:

Personnel, site(s), and areas within the installation to be visited:

Purpose of visit and topics to be discussed (unclassified description):

Classification of visit (classified or unclassified):

Dates of visits:

Plant contact and telephone number:

Escort(s), badge number(s), and telephone number(s):

Visitor clearances required for admittance to the various areas are as follows:

Unclassified Areas - no clearance required except for Soviet-bloc and People's Republic of China nationals, in which case DOE approval is required.

Limited Areas - L clearance with indoctrination or escort required. In certain limited areas, uncleared persons may be admitted with Q-cleared escort.

Exclusion Areas - Q-cleared required.

## APPENDIX F

### PHYSICAL SECURITY FOR DESIGNATED CONTROL AREAS

Building 3127 Vault: The security instrumentation for Building 3127 includes alarms for the pedestrian door and for the loading dock roll door. The Vault door has a combination lock and is alarmed with a magnetic switch. The Vault is protected with ultrasonic motion detectors. The outside of the Vault door is under closed circuit television surveillance, which is activated when building alarms are tripped. The inside of the Vault can also be viewed with closed circuit television.

Room F-5, Building 4500-N: The security provisions for Room F-5 include locks on the doors opening to Corridor F; dead bolts on all doors; a plate to block access to the North entry door lock; a dual access locking system with dual combination pads (by Hirsch Electronics); opaque film and metal mesh barriers for door glass; magnetic switches on all doors; panic bar on South exit door; motion detectors (five); fixed wide-angle-lens cameras (two); an evacuation warning light; and an "Occupied/Unoccupied" sign.

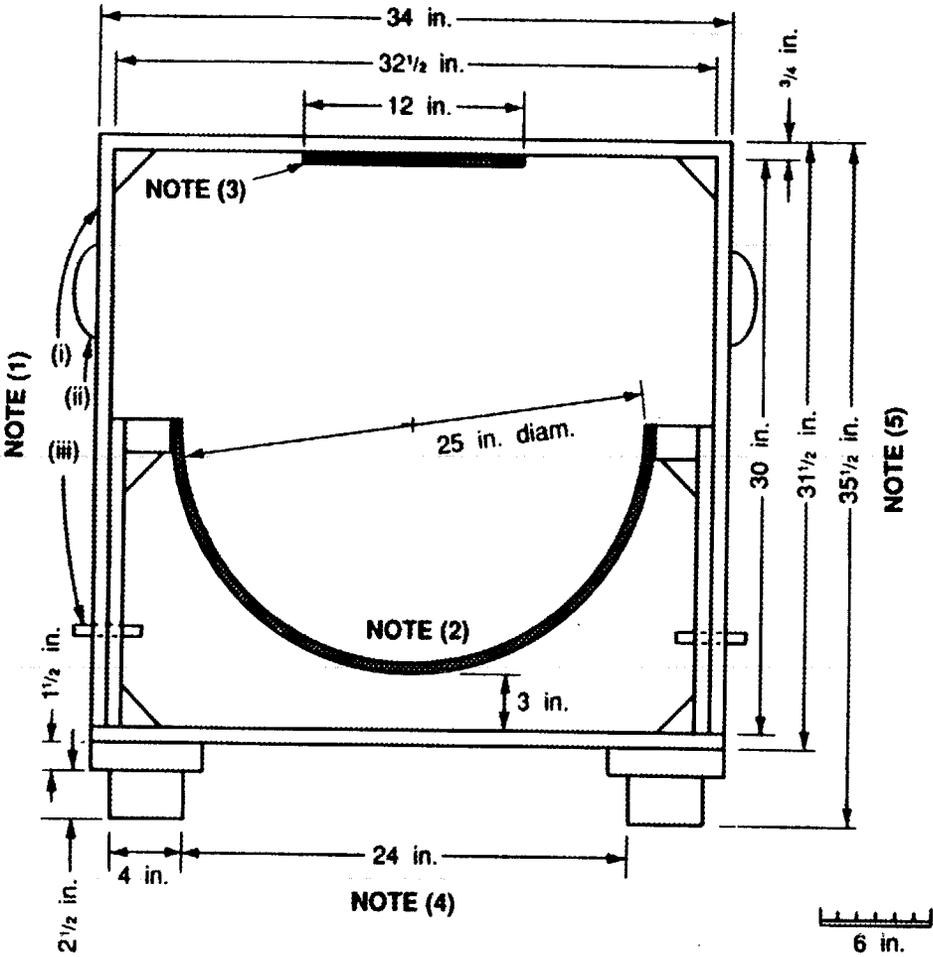
## **APPENDIX G**

### **SECURITY ITEM SHIPMENT CONTAINER**

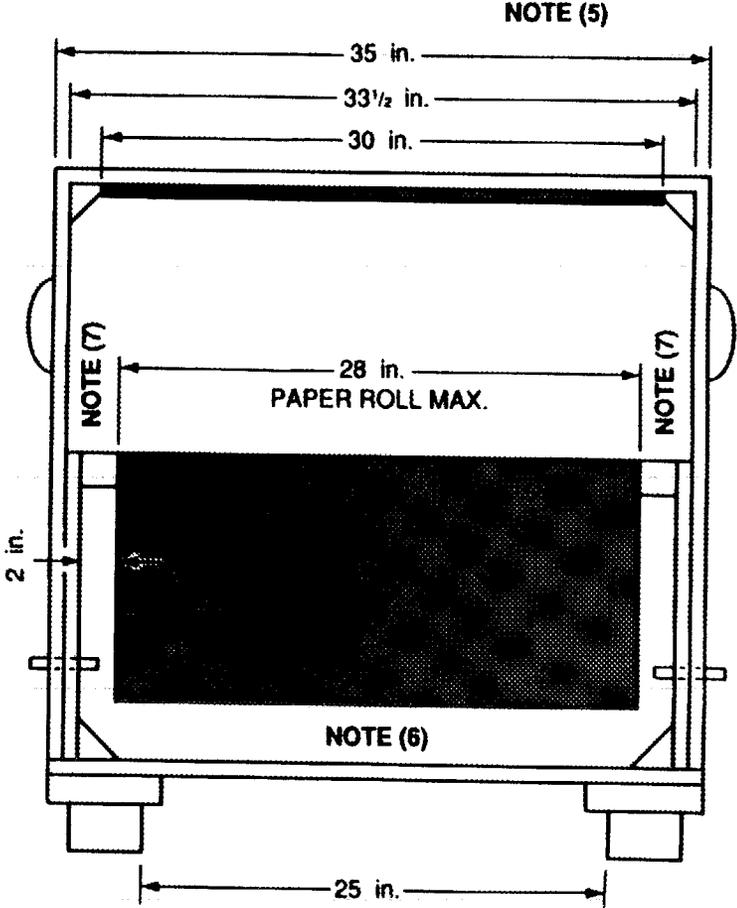
Over the life of the Project, the Shipment Container may also be used as a Storage Container or as a Segment Container.

# Security Item Shipment Container

END VIEW



SIDE VIEW



Notes:

- (1) Outer box (i) fits over support structure for paper roll. Handles (ii) are provided for lifting outer box. Box is secured by (i) locking pins (iii) to support structure.
- (2) 1/2" thick rubber cradle supports entire length of paper (28" maximum). Clearance of 3" assures that cradle will never touch floor.
- (3) 1/2" rubber bumper. Bumper should not normally contact paper roll.
- (4) Allow for fork approach from end or side.
- (5) Crate must fit into 39" rack and pass through 40" wide door.
- (6) Cradle supports entire length of paper (28" maximum). Rubber material required for cradle is at least 1100 square inches.
- (7) Packing material should be used on opposite ends to protect paper in transport.

**APPENDIX H**  
**RECORDING SYSTEM CONTROL FOR**  
**SECURITY SEALS**

**BEP SECURITY SEALS CONTROL REGISTER**

YEAR

SEAL COLOR	COMPONENT	IDENTIFYING INITIALS
------------	-----------	----------------------

SEAL NUMBER	ISSUED & AFFIXED			REMOVED & RETURNED		SEAL NUMBER	ISSUED & AFFIXED			REMOVED & RETURNED	
	DAY & MONTH	PROCESS OR LOAD NO., NAME, OR LOCATION	INI-TIALS	DAY & MONTH	INI-TIALS		DAY & MONTH	PROCESS OR LOAD NO., NAME, OR LOCATION	INI-TIALS	DAY & MONTH	INI-TIALS
1						51					
2						52					
3						53					
4						54					
5						55					
6						56					
7						57					
8						58					
9						59					
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48						98					
49						99					
50						00					

**APPENDIX I**  
**SCHEDULE OF DELIVERY FORM**

**SCHEDULE OF DELIVERY**  
*Department of the Treasury, Bureau of Engraving and Printing*  
*Washington, D. C. 20228*

DATE OF DELIVERY	SCHEDULE NO.	SHEET NO. OF
------------------	--------------	-----------------

DELIVERY METHOD					BUREAU ORDER NO. AND DATE	THIS SCHEDULE COVERS:
<input type="checkbox"/> LOCAL (Incl. Pub Debt Bonds)	<input type="checkbox"/> REGISTERED MAIL THRU WASHINGTON CITY P. O.	<input type="checkbox"/> ORDINARY MAIL THRU WASHINGTON CITY P. O.	<input type="checkbox"/> SHIPPED THRU MAIL AND FILES FACILITY	<input type="checkbox"/> TO CURRENCY VAULTS		<input type="checkbox"/> ENTIRE ORDER <input type="checkbox"/> PARTIAL DELIVERY <input type="checkbox"/> FINAL DELIVERY

DELIVERING DIVISION AND SECTION	COST CENTER NO.	REQUISITIONING AGENCY ORDER OR LETTER NO. AND DATE
---------------------------------	-----------------	--

DELIVERED OR DISPATCHED TO	BILL TO
----------------------------	---------

PRODUCT CODE NO. - DESCRIPTION - REGISTRY OR OTHER CONTROL NUMBER	DENOM. OR FORM NO.	SERIAL NUMBERS		QUANTITY OF SHEETS	SUBJ. PER SHEET	UNITS DELIVERED	BILLING RATE PER "M"	AMOUNT
		FROM	TO					

10: OFFICE BILLED (Invoice Claps)

Routing: This copy to be transmitted immediately to the General Accounts Branch, for subsequent forwarding to the office billed.

The above-described items have this day been delivered or dispatched to the designated addressee.

## **APPENDIX J**

### **SECURITY ITEM STORAGE CONTAINER**

Over the life of the Project, the Storage Container may also be used as a Shipment Container or as a Segment Container.

**APPENDIX K**  
**HISTORY FORM.**

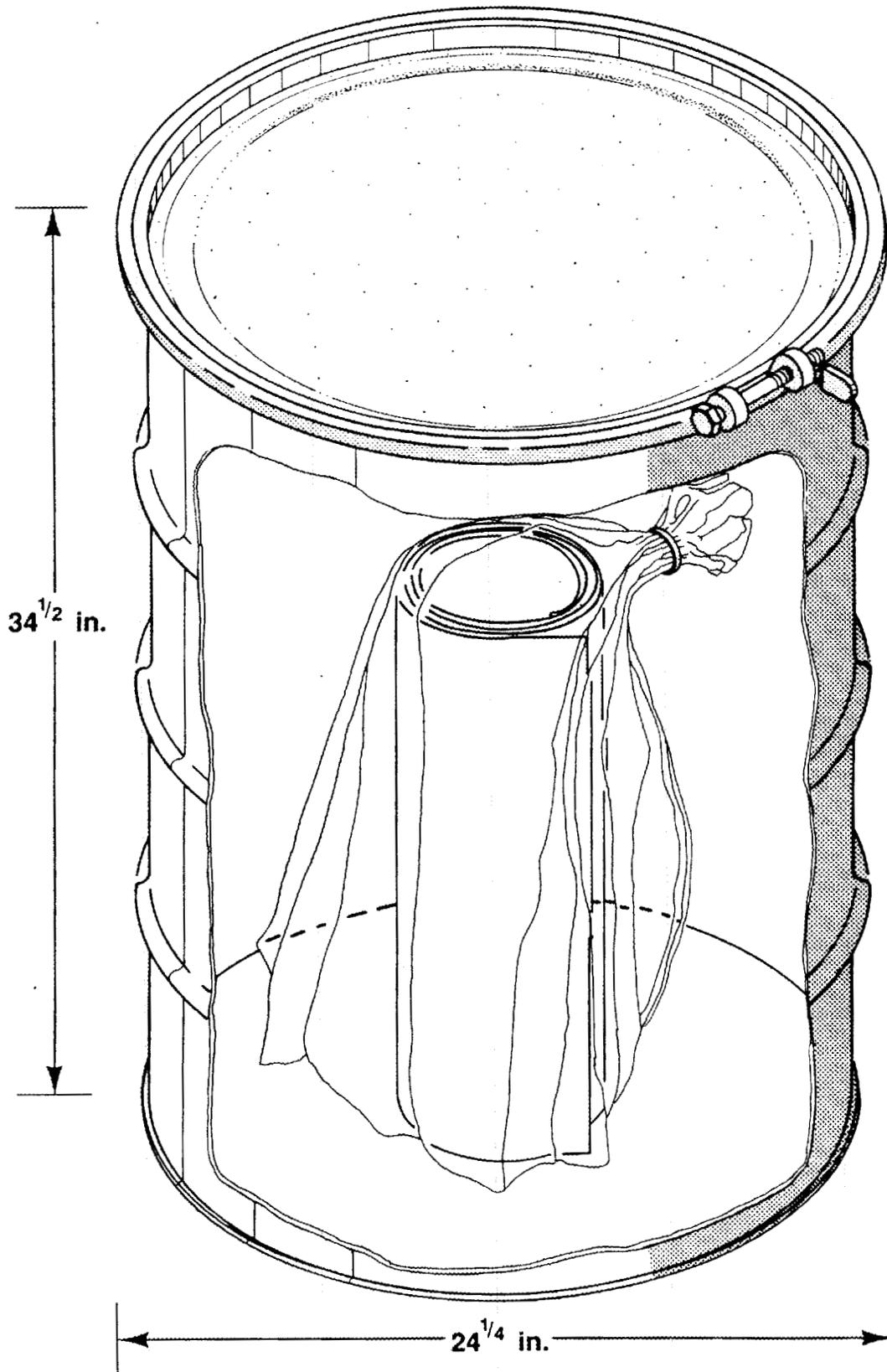
	Date	Date ...	
Identification Number:			
Security seal number:			
Brief description of security item:			
Weight:			
Bulk Dimensions (as applicable)			
Outer diameter:			
Width:			
Length:			
Basis of length determination (e.g., ruler, bar code reading, etc.):			
Temperature at time of measurement:			
Relative humidity at time of measurement:			
Leading registration mark value:			
Trailing (or innermost) registration mark value:			
Number of printed images:			
<b>IF SEGMENTS HAVE BEEN CUT FROM THIS SECURITY ITEM, ENTER FOR EACH SEGMENT:</b>			
Identification Number of bag containing the segment:			
Tag Number of Segment Container containing the bag:			
Number of images on segment:			
Length of segment:			
<b>IF THIS IS A BAG CONTAINING SEGMENTS, enter the Identification Number of the source paper roll:</b>			
Date of receipt at ORNL:			
Scheduled date of return to BEP:			
Starting date for ORNL accountability control:			
Date of return receipt at BEP:			
Date of verification after return to BEP:			
Comments:			

## **APPENDIX L**

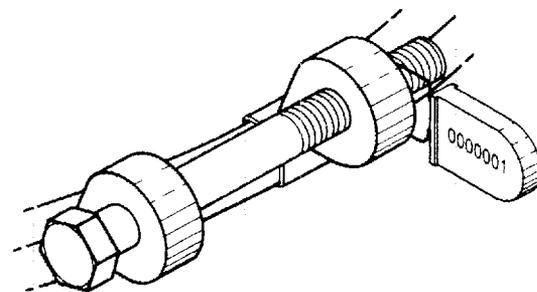
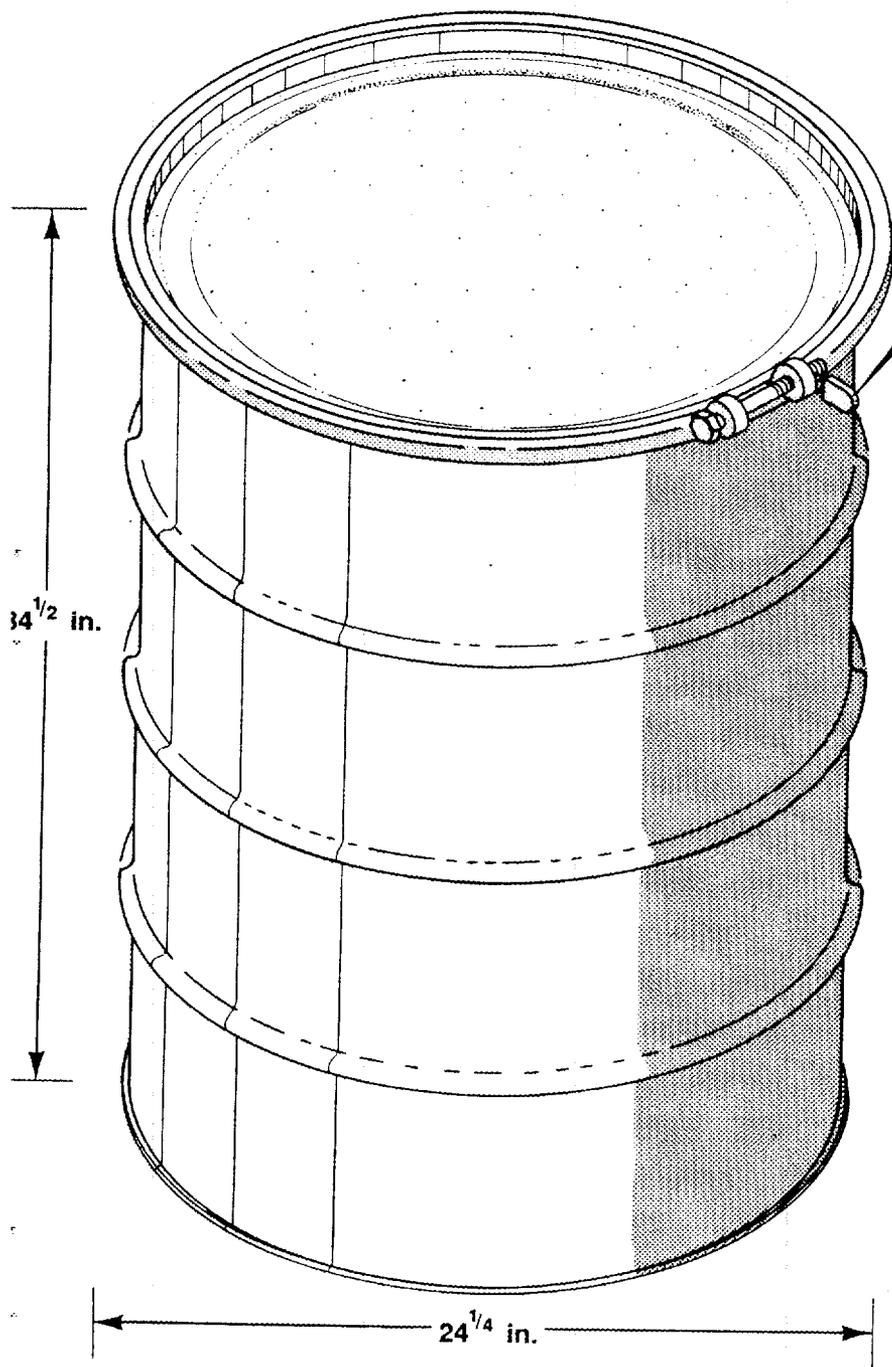
### **SECURITY ITEM SEGMENT CONTAINER**

Over the life of the Project, the Segment Container may also be used as a Shipment Container or as a Storage Container.

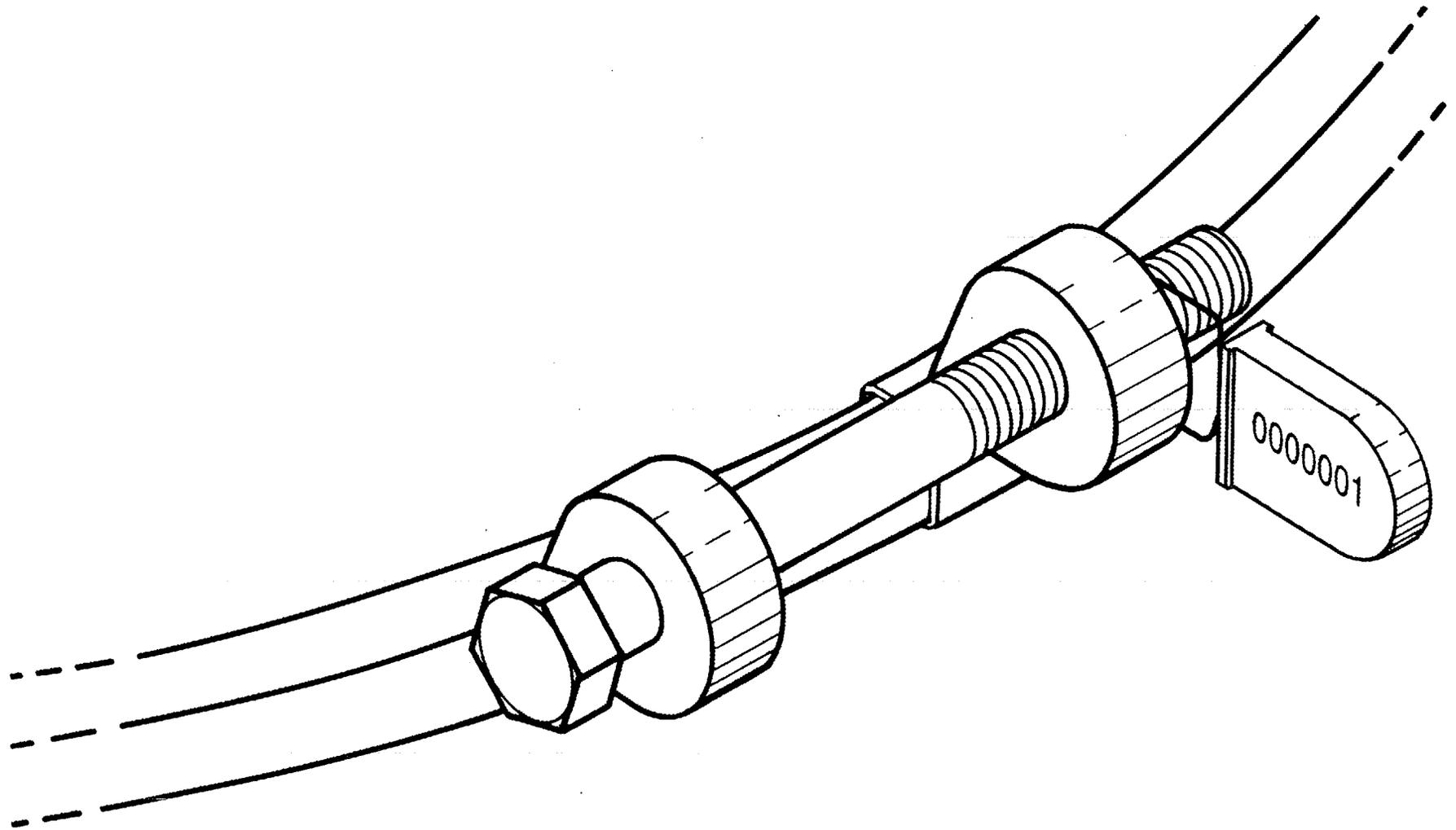
# Security Item Segment Container



# Security Item Storage Container



ORNL-DWG 89-17795



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