

SITE ACCESS REQUIREMENTS

Class B Supplier

These are the requirements to gain access to the Basin Electric Power Cooperative and its Subsidiaries (Owner) facilities to perform the requirements of the Purchase Order, Material Pricing Agreement, or Alliance Agreement.

Failure by the Supplier to enforce all on-site requirements, including all of its employees shall be considered a material breach of the Purchase Order, Material Pricing Agreement or Alliance Agreement.

The Supplier has been classified as a **Class B Supplier**. Section 2.0 provides the Owner's classification System for Suppliers. Section 3.0 provides the requirements for each class to gain access to Owner's facility.

1.0 PURPOSE/SCOPE

- 1.1 The purpose of this procedure is to inform Suppliers of the requirements for gaining access to Owner's facilities.
- 1.2 This procedure establishes requirements for Suppliers to interface with Owner to ensure compliance with Owner procedures and federal, state and local laws, rules and regulations. The scope of this procedure covers Suppliers as well as their personnel working at the Owner's facilities.

2.0 DEFINITIONS OF TERMS

- 2.1 Purchasing Representative – includes Buyer, Purchasing Agent, Procurement Coordinator and Sr. Purchasing Agent and is an Owner employee assigned by the Owner's Purchasing Supervisor as the initial contact for bidding and awarding purchase orders, material pricing agreements and alliance agreements. This employee will be the primary point of contact for bidders prior to the issuance of a purchase order, material pricing agreement or alliance agreement and the primary point of contact, for commercial issues, following issuance of a purchase order, material pricing agreement or alliance agreement. (Performed by Owner's Procurement Division.)
- 2.2 Supplier – Shall mean the corporation, company, partnership, firm or individual who has entered into the purchase order, material pricing agreement or alliance agreement with the Owner for performance of the work covered thereby, and its, employees and representatives. Suppliers will be classified as follows:
 - 2.2.1 Class "B" – Incidental Suppliers
 - 2.2.1.1 Suppliers who are at Owner's facilities for a limited or brief period of time and shall include but not be limited to, material deliveries, vending machine replenishment, vending machine repair, food/vending machine suppliers, freestock replenishment, supplier managed inventory, laundry/appliance repair, janitorial, portable toilet servicing, rug services and chemical lab equipment repair whose work does not involve or influence process/operating equipment. Also includes consultants, trainers, engineers, and service representatives/technicians whose work is "hands-off".
- 2.3 Emergency Action Plan – a plan specific to the Owner facility which details action to take in case of an emergency. The facility specific Emergency Action Plan (where available) can be provided by the Purchasing Representative if requested by the Supplier.

3.0 GUIDELINES/PROCEDURE

3.1 *Classification Requirements*

These are minimum requirements for the Supplier classification. Owner's sites may include additional requirements.

3.1.1 Class "B" – Suppliers shall comply with the following:

3.1.1.1 Site Access Requirements as identified below and explained in Section 3.2 "Site Access Requirements".

3.2.1 Executed Purchase Order, Material Pricing Agreement or Alliance Agreement

3.2.2 Insurance

3.1.2 Section 4.0 – Other On-Site Requirements

3.2 *Site Access Requirements*

These requirements per Supplier classification are required to enter Owner's facilities.

3.2.1 Executed Purchase Order, Material Pricing Agreement or Alliance Agreement – Agreement documents signed (executed) by both parties to confirm their acceptance of the agreement obligations contained therein.

3.2.2 Insurance – Insurance certificate in accordance with terms of the Purchase Order, Material Pricing Agreement or Alliance Agreement requirements.

4.0 OTHER ON-SITE REQUIREMENTS

4.1 If required attend facility orientation.

4.2 Provide to Purchasing Representative approved MSDS for all hazardous materials (regardless of quantity) that Supplier plans to bring onsite.

4.3 Limit access to Owner's facility via designated entry points.

4.4 Supplier personnel must be qualified to perform said requirements.

4.5 Supplier is responsible for providing Personnel Protective Equipment (PPE) to its personnel as required to safely perform services. Minimum required PPE for Owner's operating facilities includes:

4.5.1 Hard hat (meeting ANSI-Z89.1 standard)

4.5.2 Safety glasses with side shields (meeting ANSI-Z87.1 standard)

4.5.3 Protective footwear (as required by 29CFR1910.136)

4.6 Suppliers shall abide by the requirements of the applicable OSHA standard 29 CFR 1926 and/or 29 CFR 1910.

- 4.7 Supplier shall advise Purchasing Representative of any unique hazards presented by their services or any hazards found during their services. Suppliers may utilize signs, postings, etc., according to facility procedures to warn of any unique hazards.
- 4.8 Supplier shall immediately notify Purchasing Representative in the event of a near miss, accident, injury, incident, fire or property damage. A Near Miss/Incident Report for NON-BEPC Employees/Property form (ATTACHMENT 1) shall be completed once the near miss or incident is under control. A copy of the report shall be routed to the Purchasing Representative.
- 4.9 ***Prohibited Items in the secured area of Owner's facilities:***
- 4.9.1 Personally owned firearms are prohibited (except in the possession of law enforcement personnel in the course of official law enforcement business).
- 4.9.2 Explosives/pyrotechnics and fireworks are prohibited (except as authorized by Owner).
- 4.9.3 Pets are prohibited.
- 4.9.4 Controlled substances and alcohol are prohibited.
- 4.9.5 Any material which may be deemed offensive, harassing, discriminatory, sexually explicit or disparaging of others based on race, national origin, gender, sexual orientation, age, disability or political or religious beliefs is prohibited.
- 4.9.6 Solicitation materials are prohibited (except as approved in writing by Owner's Management/Human Resources).
- 4.9.7 Unauthorized photography, videography or image capturing are prohibited.
- 4.9.8 Videos, games personal music devices or radio are prohibited except in designated break areas.
- 4.9.9 Plastic containers for storage of flammable liquids are prohibited. NOTE: Supplier shall not bring any flammable material storage containers larger than five gallons onto the Owner's facility without the approval of the Owner.

5.0 ***Security***

The following security rules apply to all Supplier personnel accessing the Owner's facilities:

- 5.0.1 Supplier shall use parking lots, gates and routes designated by Owner to enter and leave the facility. Supplier shall restrict its personnel and representatives to the assigned work site, success routes and to other areas Owner specifically authorizes.
- 5.0.2 Supplier vehicles may be required to display an Owner furnished pass if driving inside the facility.

- 5.0.3 If identification badges are issued they are to be worn by Supplier personnel on outer clothing, upper chest area, front view, while at the facility. These badges shall be shown to Owner personnel upon request.
- 5.0.4 Supplier visitors, including business agents, will not be allowed to enter the facility unless authorized by the Owner and escorted by his/her designee.
- 5.0.5 Supplier is responsible for securing its toolboxes, tool rooms, offices, trailers and buildings. Owner is not responsible for any losses or theft of Supplier equipment or materials that are have not been purchased by the Owner.
- 5.0.6 Facility telephones are for business use only. Cell phones may only be used outside of the work areas and where specifically required for the work activity. This excludes plant issued radios and Gai-Tronics.
- 5.0.7 All Supplier vehicles within facility operational areas must have identifiers of their company posted on the vehicle at all times.
- 5.0.8 All Supplier and Supplier employee vehicles and lunchboxes are subject to inspection upon request by Owner personnel.

6.0 ***Emergencies***

- 6.0.1 Supplier personnel are responsible for accounting for their employees during an emergency and for notifying the Owner if a person is unaccounted for.
- 6.0.2 Some areas contain warning lights and alarms specific to the area or building. The Supplier can request from Owner the required response of Supplier personnel to such warnings lights and alarms.
- 6.0.3 Supplier shall provide off-site transportation for medical treatment for injuries or illnesses of its personnel that are not life-threatening. If Owner responds to an emergency, Owner may determine appropriate transport.

7.0 ***Specific On-Site Rules for Supplier Personnel***

- 7.0.1 Supplier shall not start, stop or in any way tamper with Owner's operating equipment without Owner's authorization.
- 7.0.2 Connections (other than normal service outlets) to any outlet for gas, water, air, electricity, steam nitrogen, etc., require authorization by the Owner.
- 7.0.3 Ground fault circuit interrupters (GFCI) are required on all 110 volt portable equipment and lighting.
- 7.0.4 Connection to or use of fire protection water requires authorization by the Owner.