

# **BPA Procedure #432-1-3**

## **Controlled Items, Firearms**

### **And**

## **Other Prohibited Items**

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## 1. Introduction

### 1.1. Purpose & Background

The purpose of this procedure is to establish requirements pertaining to the possession, transportation, storage, or use of firearms, other deadly weapons, explosive devices and other prohibited items on BPA property, in government-owned vehicles (GOVs) or in privately-owned vehicles (POVs) located on BPA property or used in the conduct of BPA official duties, business or activity. Violation of this procedure may result in disciplinary action up to and including removal from the Federal service. Possession of a firearm in a federal facility may also result in criminal penalties under 18 U.S.C. § 930.

### 1.2. Point of Contact

The Chief Security and Continuity Officer (CSCO) (NN) is designated in writing by the BPA Administrator as the Officially Designated Federal Security Authority (ODFSA) with authority for BPA security policy. For questions or inquiries, please contact the Office of Security and Continuity of Operations (OSCO), at 503-230-3779, or email the *Security Services* mailbox.

### 1.3. Applicability

This procedure applies to all:

- A. Bonneville fulltime employees (BFTE) and contracted fulltime employees (CFTE), and visitors.
- B. Facilities and property owned and leased by BPA.
- C. GOVs and POVs on property owned or leased by BPA.
- D. Government aircraft owned, operated, or leased by BPA.

### 1.4. Terms, Definitions, and Acronyms

- A. **Controlled items.** Items that are considered potentially dangerous. These items may otherwise be prohibited from a federal facility but may have a legitimate, lawful purpose and use in federal facilities. Visitors are prohibited from bringing controlled items into Federal facilities. While not prohibited for use by Federal employees and contractors, controlled items do represent a legitimate risk as they could be used as weapons. While controlled items

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issued by BPA and necessary in the scope of an employee’s work are allowable, controlled items for personal use are not allowed except as outlined in section 1.5.

- B. **Facility.** A space built or established to serve a particular purpose. The facility is inclusive of a building or suite, the associated support infrastructure, (e.g., parking or utilities), and land.
- C. **Government aircraft.** Any aircraft owned, rented, leased, or chartered by BPA.
- D. **Government property.** Any buildings, parts of buildings, sheds, lockers, facilities, or any other physical assets, or any land which BPA owns, rents, leases, or has any real estate rights or interest. Government property includes any physical asset owned, rented or leased by BPA, whether or not it is assigned to an employee for their use (e.g., GOVs, lockers). It also includes equipment, motorized equipment, trailers, and other motor vehicles.
- E. **Government-owned vehicle (GOV).** Any vehicle or motorized equipment owned, rented or leased by the government or BPA.
- F. **Official duties.** Those activities carried out by an employee or contractor when assigned to a BPA post, position or in performance of authorized work, or in an official travel status and actively performing work. An employee in official travel status has a travel authorization that has been approved by the supervisory chain.
- G. **Prescription drugs or prescription medication.** Pharmaceutical drugs that legally require a medical prescription to be dispensed. In contrast, over-the-counter drugs can be obtained without a prescription.
- H. **Privately-owned vehicle (POV).** Any vehicle owned, rented, or leased by a BPA employee, a BPA contractor employee, or a member of the public, which is used primarily for personal use (e.g., getting to and from work) and which is situated on a BPA property or work site. This also includes contractor-owned or leased commercial vehicles or motorized equipment situated on a BPA property or work site.
- I. **Prohibited item.** An item that is dangerous, unlawful, or otherwise determined to create vulnerabilities to BPA employees or visitors. These items pose a risk to life-safety or may cause physical harm. These are items where possession is restricted from entry into a facility by federal, state, or local law, regulation, court-order, rule, or Facility Security Committee (FSC) policy.
- J. **Tools of the trade.** Items that are potentially dangerous but have been designated as required for an employee to do his or her job, such as hand tools for maintenance and construction or a chef’s knife for a caterer. Once an

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item is designated as “tools of the trade,” it falls into the category of controlled items.

### 1.5. Procedure Exceptions

- A. In general, exceptions for “Prohibited items” for use or carry on BPA property will not be granted. Any exception request must be submitted to the ODFSA for review, evaluation, and determination.
- B. Some items that are otherwise prohibited from a federal facility may have a legitimate and lawful purpose or use in a federal facility. Legitimate purposes may include accommodations for compliance with specific civil rights and civil liberties under federal laws including, but not limited to, Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, and the Religious Freedom Restoration Act. An example is the Kirpan, which is a single-edged sword or knife carried by certain religious sects.
- C. This procedure does not apply to Federal, State and Local Law Enforcement officers entering BPA property while in a duty status.
- D. This procedure does not apply to state licensed armed security officers under contract to the Bonneville Power Administration or the Federal Protective Service while in a duty status.
- E. This procedure does not apply to members of U.S. Armed Forces in uniform, when such members are aiding in emergency response or restoration efforts.
- F. Knives or other bladed devices with blades 2.5 inches or shorter are allowed.
- G. Items or tools (designated tools of the trade) required for BFTEs or CFTEs to conduct official business within the scope of their duties are allowed. Examples include Leatherman-type multi-tools when identified as tools of the trade. Approval is limited to those individuals authorized or required to use tools of the trade in the course of their duties.
  - 1) Managers will make every effort to ensure that required tools meet the requirements of this procedure document. If a BPA manager determines that a prohibited or controlled item is necessary for mission-related work (not including firearms), the manager must submit a signed letter to the Chief Security and Continuity Officer (NN) to request an official review and determination to identify the item as a tool of the trade.
  - 2) BFTEs and CFTEs must go through their BPA manager to obtain an OSCO/ODFSA review for a request to bring any prohibited or controlled item onto BPA property.
  - 3) Bear spray, when authorized by BPA’s Safety Office.

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- H. Prescription drugs or medication for which the individual has a valid prescription are allowed.
- I. The possession, transportation, storage, and/or use of BPA-owned explosives or contractor-provided explosives employed in lawful and appropriate construction and maintenance activities (e.g. blasting tower footings, building foundations and in road construction) is allowed.
- J. BPA’s contracted security services provider is authorized to utilize training aids that simulate or replicate firearms and/or other dangerous weapons for contractually and legally required training and certifications.
- K. Controlled items considered as personal use items, such as sporting equipment, may be allowed in employee POVs parked on BPA owned or leased property. However, the ODFSA and OSCO can direct an employee to remove a controlled item from a federal facility or property based on time, location, a specific incident or concern or when it has been determined that the employee poses a threat to himself or herself, other employees or federal property. See section 1.4 for the definition of “Controlled items.”
- L. Legal Cannabinoid (CBD) products derived from hemp containing .3% THC or less are allowed into BPA facilities and sites. This includes products labeled “THC-free” or “broad spectrum.” CBD products made from marijuana, which can contain higher levels of THC, are not permitted.
- M. Certain prohibited items associated with religious ceremonies may be allowed. Security officers will consult with OSCO before denying entry.

**1.6. Roles and Responsibilities**

- A. The ODFSA has the responsibility to provide overarching support and guidance for the enforcement of this procedure.
- B. Managers and supervisors are responsible for the enforcement of this procedure. Managers are responsible for consulting with Employee Relations when a Physical Security Specialist notifies managers and supervisors of substantiated violations of this procedure.
- C. The Supervisory Physical Security Specialist has the authority and responsibility to enforce this policy across the agency’s full range of properties, programs and activities and is responsible for the creation and maintenance of all standard operating procedures required for the execution of this procedure.
- D. Law Enforcement authority (BPA headquarters only) is provided by the Federal Protective Service (FPS).
- E. BPA’s Human Resources Director (HRD), through the Employee Relations

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section, is responsible for advising, assisting and ensuring consistency in the drafting and reviewing of corrective and adverse actions and decisions that may result due to violations of this procedure.

- F. BPA’s Assistant General Counsel for General Law is responsible for providing legal advice and assistance, informing the ODFSA of relevant decisions or changes in law that may affect this procedure and reviewing and advising on all adverse actions that may result from violations of this procedure.

## 2. Procedure

### 2.1. Prerequisites

- A. The Bonneville Power Administration has the legal authority and responsibility to enforce the provisions of this procedure.
- B. The Bonneville Power Administration is responsible for the safety of its employees and visitors.

### 2.2. Output and Organizational Impacts

- A. Adherence to this procedure facilitates a safe and secure workplace environment.
- B. Minimal operational impact is expected from the execution of this procedure.

### 2.3. Procedure Steps

#### B. Prohibited items

- 1) **Firearms and projectile weapons.** This includes, but is not limited to firearms, their individual parts or components, or similar devices that expel a projectile through the action of an explosive, unless meeting the exemptions listed in 18 U.S.C. § 930(d); BB or pellet guns; compressed air guns; flare guns; realistic replica or toy firearms, unless meeting the exemptions listed in 18 U.S.C. § 930(d); spear guns; starter pistols; stun guns, cattle prods, dart-firing stun guns, and other electric weapons; ammunition, shotgun shells, firearm cartridges, black powder, smokeless propellant powder, unless meeting the exemptions listed in 18 U.S.C. § 930(d); and slingshots.
- 2) **Bladed, edged or sharp tools or implements.** This includes, but is not limited to axes and hatchets; Bows and arrows; ice axes/ice picks; throwing stars (martial arts); knives, sabers, swords, daggers, and other bladed devices with a blade of more than 2 ½ inches, unless meeting the

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exemptions listed in 18 U.S.C. § 930(d); and razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, unless meeting the exemption listed in 18 U.S.C. § 930(d)(3).

- 3) **Club-like items and striking devices.** Examples include but are not limited to billy clubs, blackjacks, brass knuckles, chains more than 12 inches (jewelry exceptions may be made), night sticks and martial arts weapons including nun chucks and kubatons.
- 4) **Destructive devices, explosives, or combustible chemical compounds and mixtures.** Examples include but are not limited to blasting caps or detonators; dynamite, nitroglycerin, trinitrotoluene, and others; fireworks; gunpowder; hand grenades, mines, bombs, rockets, missiles, pipe bombs, plastic explosives; realistic replicas of explosives or similar devices; explosive or expanding gases; gas torches; and flammable liquids, such as gasoline (personal use, except contained within a POV), turpentine, and paint thinner, unless meeting the exemption listed in 18 U.S.C. § 930(d)(3)
- 5) **Disabling chemicals and other dangerous items.** Examples include, but are not limited to mace, pepper spray, tear gas, or other chemical sprays designed for self- defense, unless meeting the exemption listed in 18 U.S.C. § 930(d); spillable batteries, except those in wheelchairs or similar devices used by a mobility impaired individual; spray paint, unless meeting the exemption listed in 18 U.S.C. § 930(d)(3); and poisonous gases.
- 6) **Illegal drugs, controlled substances and associated paraphernalia.** Drugs which have government-imposed limitations or restrictions on their ownership or use and are illegal in certain situations (meaning a person is not allowed to have them). (Note: Marijuana or cannabis, while legal in certain states, is still prohibited from entering Federal facilities). Intoxicants, such alcohol of any kind (beer, wine and spirits of any kind).

**C. Controlled Items**

- 1) Tools of the trade.
- 2) Other bladed, edged, or sharp items such as saws (includes cordless portable power saws); scissors; screw drivers (except those in eyeglass repair kits); drills (including portable power drills); and tools including, but not limited to, wrenches, pliers, and folding, multi-purpose utility tools, etc.
- 3) Other club-like items and striking devices, including, but not limited to hammers and crowbars.
- 4) Other destructive devices, explosives, or combustible chemical compounds or mixtures such as flares, gasoline, ammonium nitrate, and aerosol sprays.

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- 5) Other disabling chemicals and dangerous items such as chlorine bleach, compressed gas cylinders, and toxic industrial chemicals and/or materials. (Refer to BPA’s Safety and Occupational Health Manual.)
- 6) Inert training aids such as but not limited to realistic replicas of explosives or other dangerous weapons used in the training of security personnel, (e.g., vehicle searches, facility searches, and general improvised explosive device recognition). Except for items identified in section 1.5.J. for security training, these items require approval from the ODFSA.
- 7) Sporting equipment consisting of items used in the practice of, or participation in, certain physical activities, games, or sports. To include but not limited to baseball bats, golf clubs, hockey sticks, lacrosse sticks, pool cues and ski poles. (See section 1.5.K.)

**2.4. Information Governance**

Information required and collected via this procedure will be managed in accordance with all applicable Federal, Department of Energy, and BPA standards, orders and polices.

**3. Process Map**

Section not used.

**4. References**

**4.1. Standards**

- A. *Items Prohibited in Federal Facilities: An Interagency Security Committee Standard (2022 Edition).*
- B. E.O. 12977, “*Interagency Security Committee,*” October 19, 1995.
- C. 41 C.F.R. §§ 102-71.20; 102-74 Subpart C.
- D. 18 U.S.C. § 930: “*Possession of firearms and dangerous weapons in Federal facilities,*” (2011).
- E. *The Risk Management Process: An Interagency Security Committee Standard.*
- F. DOE O 470.1A, *Safeguards and Security Program Management Operations*
- G. DOE O 470.4C, *Safeguards and Security Planning*
- H. DOE O 473.1A, *Physical Protection Program*

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- I. DOE O 333.1, *Administering Workforce Discipline, Adverse and Performance Based Actions*
- J. BPA Policy 430-1 *Safeguards and Security Program*
- K. BPA Safety and Occupational Health Manual

#### 4.2. Guidelines

Section not used.

#### 4.3. Forms, Templates and Checklists

Section not used.

#### 4.4. Training

- A. Employees are notified of restrictions associated with the introduction of prohibited items onto DOE/BPA property during initial on-boarding and before receiving a DOE Security Badge.
- B. Employees are reminded of requirements associated with prohibited items through required annual security refresher training.
- C. The Bonneville Power Administration’s contracted security provider will provide security officer training on the application of this instruction and any tasks associated with the enforcement of these provisions.

### 5. Review

#### 5.1 Procedure Evaluation

- A. BPA’s Physical Security office is responsible for reviewing security services contractor performance and conducting Limited Scope Performance Testing to ensure compliance with the statement of work, contract and governing Local, State and Federal requirements.
- B. Contract protective security officers (PSOs) assigned to the Bonneville Power Administration headquarters under contract with Federal Protective Service (FPS) are subject to no-notice testing by the FPS.

#### 5.2 Review Timeline

- A. This procedure will be reviewed and updated within 90 days of the effective date of a new DOE order or any change to Local, State or Federal laws or regulation related to this procedure.
- B. This procedure will be reviewed and updated within 90 days of an internal

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reorganization that affects any entity in the roles and responsibility section.

## 6. Revision History

This chart contains a history of the revisions and reviews made to this document.

Version Number	Issue Date	Brief Description of Change or Review
#1	6/11/2018	Initial document
#2	8/2/2018	Minor grammatical changes
#3	6/26/2019	Changed "Approved By" block from CSCO to CAO
#4	6/3/2020	Added the legal use of CBD products to the list of excepted items
#5	6/3/2020	Certain religious oriented items may be allowed; added to excepted items
#6	6/15/2022	Update ISC 2022 Policy info in document
#7	8/XX/2025	Substantial update with language from current 2022 ISC policy

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