



SANFORD UNDERGROUND RESEARCH FACILITY

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

Safeguard and Security Standard

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Revision History

Rev	Date	Section	Paragraph	Summary of Change	Authorized by
03	1/22/2025	4, 5, & 6	4.1, 4.3, 4.3.3, 4.3.4, 4.3.5, 6.6, 6.7, 6.8	Content changes per annual review	CCR 1059
04	2/10/2026	4, 5 & 6	4.3.3, 4.3.5, 5.3 & 6.1-6.8	Updated document due to change to the document numbering of controlled documents due to the change from DocuShare system to SharePoint system	CCR 1221

1.0 Purpose

This standard outlines the security countermeasures implemented to protect personnel and safeguard critical assets at Sanford Underground Research Facility (SURF). South Dakota Science and Technology Authority (SDSTA) is committed to the security of personnel and critical assets including information, facilities, and products.

2.0 Scope

This standard is applicable to all personnel, regardless of affiliation, at SURF.

3.0 Definitions

Cyber Security – The practice of protecting systems, networks, and programs from digital attacks.

Security – The measures taken to be safe or protected.

4.0 Responsibilities

4.1. SURF Laboratory Director

4.1.1. Ensures accountability of the requirements of this document with direct reports.

4.2. Department Directors, Managers and Supervisors

4.2.1. Ensure accountability of the requirements of this document with direct reports.

4.3. Environment, Safety, and Health (ESH) Department

4.3.1. Develops and provides security training.

4.3.2. Responds to security issues.

4.3.3. References and verifies visitors against a daily ADM-1000-F-001 Visitor Log.

4.3.4. Grants personnel appropriate access to the facility.

4.3.5. Screens individuals against the ADM-1000-R-003 Watch List.

4.3.6. Monitors the facility access points and reports deficiencies (e.g., perimeter fencing, access signage, etc.).

4.3.7. Observes and reports activities/situations that could present a threat.

4.3.8. Maintains the access control system database, updates access requirements for proximity locks, and manages keys for facility access.

4.3.9. Oversees installation, maintenance, and repair of access points.

4.4. All Personnel at SURF

4.4.1. Integrates safety and security in daily work activities.

4.4.2. Reports suspicious activity or items immediately to ESH Department.

5.0 Instructions

5.1. Security countermeasures permit access to the facility, systems or information by authorized persons while denying access to others.

- The following measures are implemented to protect the facility and personnel:
 - Security badge access control system, access clearances, card readers, and keys.
 - Controlled access, visitor registration (including screening of foreign nationals), and designated parking areas.
 - Security inspection patrols.
 - Placement of signage and exterior lighting in areas such as facility entrances, gates, access points, and entry points into buildings.
 - Surveillance cameras.
 - Security alarm systems.
 - Employee awareness training.
 - Strong partnerships with the local and federal law enforcement agencies. These agencies may conduct observation patrols as appropriate.

5.2. SDSTA's security efforts focus on the following:

- Access control, including:
 - Staffed gates or locked gates at entry points.
 - Personnel badges are required for entry into SURF facilities.
 - Keys are assigned to select personnel requiring access into specific areas and is documented.
 - Fencing.
 - Barricades.
 - Signage.
- Visitor registration and screening - visitor logs, visual compliance, advance notification of visitors.
- Bomb threat – observation, manifest verification, situational awareness.
- Cyber security.
- Weapons.
- Pre-employment screening.
- Suspicious mail.
- Suspicious telephone call.
- Transportation of hazardous materials.
- Workplace violence prevention.
- Vandalism.

5.3. Emergency/Contingency Plan

- SURF has additional security safeguards in the following documents:
 - SDSTA-Manual SDSTA Policy and Policy-Procedure Manual
 - ESH-6000-A-003 SURF Incident Specific Responses
 - ESH-6000-S-003 Emergency Management Standard
 - ESH-1000-S-002 Facility Access Standard
 - IT-2000-S-001 Information Technology Security Standard
 - IT-2000-S-002 Clean Desk Standard
- The emergency contingency plan includes utilization of local emergency responders having access to SURF gates to allow for critical and emergent response to the site.

5.4. Training

- Site security training is conducted during Safety Orientation, General Safety Basic Training, and Annual Refresher Training.
- Additional security training will be required for all employees whose job duties involve security, visitor processing, and mail handling.

6.0 Documented Information/Related Document

- 6.1.** SDSTA-Manual SDSTA Policy and Policy-Procedure Manual
- 6.2.** ESH-6000-A-003 SURF Incident Specific Responses
- 6.3.** ESH-6000-S-003 Emergency Management Standard
- 6.4.** ESH-1000-S-002 Facility Access Standard
- 6.5.** IT-2000-S-001 Information Technology Security Standard
- 6.6.** IT-2000-S-002 Clean Desk Standard
- 6.7.** ADM-1000-R-003 Watch List
- 6.8.** ADM-1000-F-001 Visitor Log