

ACCESS REQUEST FORM

This form MUST be completed before obtaining an ID Badge

INTERNAL OFFICE USE

COMPLETED BY (initial) _____ DATE: _____

CARD NUMBER: _____ Replacement

- Please be aware that you will be required to watch a safety video before you can obtain an ID Access Badge.
- All employees, contractors, partners and tenants requesting an ID badge will need to obtain approval to gain access to certain floors.
- Those who need a High Security Area clearance need to have an additional approval signature to validate the request.
- All contractors should be aware that their badges expire on the 1st of the month after one year from the date their ID was processed.
- If you are on temporary assignment and currently carry an ID card from another BP Site we may be able to apply the needed access on that card.

30SW Security (On-site 24/7):

Floor Nine South

312.594.0001

Badging Hours:

Mon-Fri: 6:30am – 8:30am

REQUEST FOR: BP Employee Contractor Tenant

NAME: _____

TITLE: _____

S.S. #: X X X - X X - _ _ _ _ (Last 4 digits)

DATE: _____

COMPANY: _____

WORK LOCATION: _____

MANAGER or CONTACT NAME (PRINT): _____

PHONE: _____

SIGNATURE: _____

If There Are Any Unanswered Questions Please Contact Security For Further Assistance 312-594-0001

BP CLEARANCE LEVELS:

Level 1: Includes BP employees and contractors who have an assigned seat or work assignment at 30SW.

Signature: _____

Printed Name: _____

Level 2: Includes BP employees and contractors who do NOT have an assigned seat but require access to 30SW.

Signature: _____

Printed Name: _____

9S FERC **10S FERC** Regulated Areas: Access to these areas will require approval from a USPL Authorizer.

Signature: _____

Printed Name: _____

Other Special Clearances Include: Mother's rooms, restricted conference rooms, restricted storage rooms, freight elevators, mailroom, SERs, mechanical/electrical spaces, etc....

Signature: _____

Printed Name: _____

AUTHORIZED SIGNATORIES:

Level 1, 2 and restricted conference rooms:

7th Floor.....Cheryl Bentley (primary), Elissa Tarallo (back-up), Lydia Valenzuela (back-up)

8N.....Kathleen Condon (primary), Megan Giles (back-up), Velina Manning (back-up)

9N.....Karen Dace (primary), Linda Borucki (back- up), Odun Oketona (back- up)

8S.....Anita Goodwin, Mitch Jones, Beth Nemecek

9S and 10S (USPL).....Mitch Jones, Beth Nemecek

Other – Special Clearance:

Facilities and Operations staff.....Barbara Bibbs, Kristopher O'Brien or Charlie Kerbs

Restricted access to SERs and technology areas (incl. biometrics).....Kristopher O'Brien, Rita Scardino or Armando Martinez

Unlimited access to all spaces.....Barbara Bibbs, Kristopher O'Brien or Charlie Kerbs

Mother's Rooms.....Naperville Occupational Health (occupationalhealthna@bp.com/630-420-5675)