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| Clearance Holder Program Changes | September 2022 |
| FAQ | |

***Please see questions that may help aid in your understanding. For questions or more information about the changes please contact the Project Manager Sandy Boardman at sxboardman@bpa.gov***

***Useful links:***

***Rules of Conduct Handbook*** [***ROCH***](https://www.bpa.gov/-/media/Aep/customers-and-contractors/2021-roch.pdf)

***Contractor Safety and Health Requirements for Prime and Subcontractors*** [***CSHRPS***](https://www.bpa.gov/-/media/Aep/customers-and-contractors/safety/cshrps-2023-v23-18-11-2022.pdf)

***Bonneville Purchasing Instructions*** [***BPI***](https://www.bpa.gov/-/media/Aep/customers-and-contractors/bpi/bpi-22-1-parts-1-35.pdf)

[***Contractors Guide to Onboarding and Permitting***](https://www.bpa.gov/-/media/Aep/customers-and-contractors/safety/contractors-guide-to-onboarding-and-permitting.pdf)

[***Contractor Onboarding Form***](https://www.bpa.gov/-/media/Aep/customers-and-contractors/f-1901-sow-wkr-onboarding.pdf)

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|  | **Question:** | **Answer:** |
| 1 | What do I do if I have an already awarded contract and planned outage with a BPA Clearance Holder assigned? | Current contracts will continue to have BPA clearance holder support. BPA expects new contracts to be switching over to the new process. |
| 2 | Do all potential clearance holders have to have approved Electrical Worker Permits (EWPs) prior to signing up for the certification course? | Yes, they will need to have Electrical Worker Permits before seeking certification to hold clearances. |
| 3 | How do we sign up for the clearance certification course? | Contact Substation Operations (TOZ workgroup) at [subops@bpa.gov](mailto:subops@bpa.gov) |
| 4 | Who submits the clearance holder checklist and to whom? | As specified on the checklist and CSHRPS, it’s to be submitted to the Contracting Officer’s Representative or Field Inspector. Note: A copy is to be retained at the jobsite. |
| 5 | If we have a last minute clearance holder drop the project, can we request a resource from BPA to meet the outage? | Any Clearance Holder support requests should be made through your Contracting Officer or Contracting Officer’s Representative. |
| 6 | Can the safety watcher also hold the clearance? | No, safety watching is a standalone duty. While Clearance Holders can also be safety watchers, they cannot complete both duties at the same time. |
| 7 | Do current/active EWP have to resubmit an Attestation Application selecting “Clearance Certification”, or can that be an email? | Yes. Utilize the existing form and check the box. This is for NERC paperwork audit requirements. Any request that falls outside of this method will be denied. |
| 8 | How long does the whole process take for new clearance holders who do not have a BPA work permit? | A work permit may require up to 4 months to complete background checks, followed by the permitting process. It should be noted, the potential clearance holder can study the clearance holder rules in preparation for the test while waiting for the background investigation to be complete. |
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The following are useful reference documents for permitting;

1. The Attestation Application (this will only be completed electronically via DocuSign).



1. The BPA Substation Safety and Security Video

[BPA Substation Safety and Security Video - YouTube](https://www.youtube.com/watch?v=jZ5eFWc_SeY)