



## Processing Information for Outage Personnel

**Welcome to Exelon Generation!** Please take a few minutes to review this information as it will help you process in a smooth and timely manner.

### ***What do I need to do before arriving on-site?***

- You should receive, complete and submit an accurate electronic Personal History Questionnaire (ePHQ)
  - It is preferred 10-day in advance of your arrival so please complete and submit as soon as possible
  - If you arrive without all required information you may not be allowed to process and could be turned away. If this occurs you may be allowed to process on the next available In-Processing date however, it may be several days to 2 weeks away
  - It is in your best interest to complete the ePHQ in advance.
- Provide accurate contact information for follow-up interviews if needed
- Return phone calls from the Access Authorization office or it's authorized Background Vendors in order for us to complete your background investigation

### ***Things to consider prior to arrival:***

- Individuals that are not 100% complete and accurate with statements on the Personnel History Questionnaire (PHQ) may be delayed getting access or could be denied unescorted access
- There is no guarantee that stopping consumption of alcohol 5 hours before reporting to work will ensure you are fit to work and may result in a FFD program violation
- Marijuana is an illegal drug under federal law! Nuclear Power facilities follow Federal regulations!

### ***What do I need to bring?***

- You need to bring a valid Government issued photo identification
- You need to bring any documentation regarding pending or recent criminal history, drug & or alcohol related issues.
- If you did not complete the ePHQ you will need at a minimum 3 years employment history

**You may NOT process without these items**

### ***What not to bring on-site!***

- Be aware that alcohol (including empty containers), and non-prescription or illegal drugs are not allowed on company property. Prescription drugs must be in the original container
- Weapons, ammunition and firearm components are prohibited
- No adult-oriented reading or electronic material is permitted

### ***What type of information or acts could prevent access being granted or even denied?***

- When the individual reports potentially disqualifying information (PDI) such as 2 or more alcohol or drug related offense within the last 5 years
- Individuals with misdemeanor drug related convictions within the past 5 years
- Individuals with felony charges or convictions in the past 8-years
- Individuals with multiple misdemeanor charges in the last 5-years
- Individuals with pending charges, currently on parole or probation, or equipped with an electronic tracking device on their person or have a breath detection device attached to their vehicle will not be considered for unescorted access
- Individuals with a previous positive drug test within the last 3 years or 2 positive drug tests are not eligible for access.

If you are in one of these categories and attempt to apply for unescorted access, your unescorted access request may be denied

### ***What will I be doing during the processing time?***

- You will be required to: 1) provide positive identification, 2) provide any additional information regarding your Personal History Questionnaire, 3) provide a set of fingerprints, 4) submit to a drug and alcohol screening (a breathalyzer and urine analysis), and 5) successfully complete a psychological screening

In addition, you will take training courses necessary to obtain plant access and perform your outage job

### ***What if I have questions or need help?***

Your point of contact should be able to answer any questions