

ACCESS PROCESS FOR CENTRAL OFFICE ACCESS

NOTE: Every person doing work of any nature in the central offices *MUST* have an access badge. Anyone who does not have a current access badge will be escorted from the premises.

NEW BADGES:

- All persons requesting new access must meet Central Office certification requirements (see attached) prior to gaining access approval.
- All new tests being submitting for grading **MUST** be accompanied by an access form.
- Complete the access request form found on the URL: <https://kai02.qwest.com/pswa/>.
- Completed form(s) should be emailed to the Certification/Access Manager/Sponsor.
 - If evidence of certification has NOT been previously provided, please submit prior to the access request form.
- If the person requesting access has completed the applicable certification requirements, the form will be forwarded on to the appropriate Access Control Center.
 - The Access/Certification database will then be updated with certification and access information and an expiration date will be issued.
- If the person requesting access has NOT completed the applicable certification requirements, the requester will be notified of needed requirements either by email or by phone.
 - The access request form becomes VOID.
 - Certification materials may be emailed upon request.
 - If requester needs to submit photo in .jpeg format, please submit directly to the Access Control Center in your geographic area. Ex: If your address is in New Mexico, please forward the .jpeg to Nancy Pritchett in AZ. (see attached geographical areas and contacts for Access Control Centers)

PLEASE NOTE:

All tests being submitted for grading **MUST** be accompanied by an access form.

DO NOT call regarding the status of the form earlier than 48 hours from the time of sending.

When you do need to check on a form, please call the Certification/Access Manager/Sponsor at 303-707-5124.

No one gets 14-state access, per security policy. 5 states is the maximum.

NO persons are exempted from the certification requirements.

RENEWAL OF EXPIRED BADGES:

- Submit a request for facility access form (RG09-0130) by going to the URL: <https://kai02.qwest.com/pswa/> into the Access & Certification Manager/Sponsor with the box on the form marked for renewal. Include Qwest badge number (on the back of the badge), person's name as it appears on badge, social security #, company name (or contracted vendor working under), states needed (if it's the same as before, state same as before).
 - Records will be checked for evidence of certification prior to authorization of renewal. If no indication of certification is found, the request will NOT be approved for access renewal.
 - Upon request for certification materials, this information may be emailed to the requester.
- The request will be forwarded back to the requester via email with an approval.

LOST/STOLEN OR DEFECTIVE BADGES:

- Submit a request for facility access form (RG09-0130) by going to the URL: <https://kai02.qwest.com/pswa/> into the Access & Certification Manager/Sponsor with the box on the form marked for replacement. Include Qwest badge number (on the back of the badge), person's name as it appears on badge, social security #, company name (or contracted vendor working under), states needed (if it's the same as before, state same as before).

- Records will be checked for evidence of certification prior to authorization of a new badge. If no indication of certification is found, the request will NOT be approved for access.
- Upon request for certification materials, this information may be emailed to the requester.
- The request will be forwarded via email to the requester with an approval.

ADDITIONAL ACCESS FOR EXISTING BADGE:

- Submit a request for facility access form (RG09-0130) by going to the URL: <https://kai02.qwest.com/pswa/> into the Access & Certification Manager/Sponsor with the box on the form marked for change. Include Qwest badge number (on the back of the badge), person's name as it appears on badge, social security #, company name (or contracted vendor working under), states needed (if it's the same as before, state same as before).
- Unless there is a reason for not authorizing the additional access, the email request will be forwarded to the appropriate Access Control Center.
- Please allow 24 hours for access to download and allow you into the C.O.s

PROBLEMS WITH EXISTING BADGES:

For problems obtaining access to a C.O. with an existing (non-expired) badge, please contact the Central Access Control Center at 1-800-201-7033.

DEACTIVATING OR RETURNING BADGES:

Return all badges to Access/Certification Manager upon termination of any individual. Badges must be returned within 48 HOURS of termination from your company. Failure to do so may result in your company's termination of Central Office access.

Certification Requirements

The following certifications are required to have a Qwest ID Badge and prior to work within the Central Offices. All tests being submitted for grading **MUST** be accompanied by an access form.

Technical Publication 77350*

- Required for all individuals requesting access to any Central Office.
- Open Book Test.
- Notification of pass or fail will be done via fax or email with comments to the original cover sheet from the test.
- Mail your test to Access & Certification Manager at 700 W. Mineral, Littleton, CO 80120 or email test to mxapoda@qwest.com.
- A "C" will be imprinted on the access skin for confirmation of certification.

Technical Publication 77385*

- Required for **Power Room and Power Plant entry and Power Installation work only**, in addition to 77350.
- Notification of pass or fail will be done via fax or email with comments to the original cover sheet from the test.
- Mail your test to Access & Certification Manager at 700 W. Mineral, Littleton, CO 80120 or email test to mxapoda@qwest.com.
- A "P" will be imprinted on the access skin for confirmation of power certification.

*If you need a copy of the technical publications, access form and tests, you can now find them on the web at www.qwest.com/techpub

3M Fire Stopping

- Required for all types of work.
- May have someone from your company trained by 3M as a Trainer for your company.
- Trainer certifies installers, reports certificates to Access & Certification Manager.
- 3M can be reached at 800-328-1687 or 651-736-7530.

ESD**

- Required for all individuals requesting access to any Central Office.
- Qwest Video Tape.
- Submit roster of attendees and dates of viewing into Marcella via email at mxapoda@qwest.com.

**ESD video available by calling 303-896-4239.

Real Estate Access Control Center and Remote Centers

The following main Access Control Centers can produce QWEST photo access cards. If you are not located close to a main Center, please contact the remote location closest to you. The Remote Access Centers are capable of taking photos and will forward the information to their Access Control Center for badge production. In some cases, the camera kits will be "loaned out" to QWEST employees. The main Access Control Centers handle all production for their particular regions as noted.

Central Access Control Center CACC)	State(s) Served	Contact
700 West Mineral Room K120 Littleton, CO 80120	Colorado (Outstate)	Kathy Cottrell (Kathy.Cottrell@qwest.com) Office: 303-707-7189 Fax: 303-707-9513
1801 California Room 1350 Denver, CO	Colorado (Downtown Denver)	Doug Foreman (Douglas.Foreman@qwest.com) Office: 303-896-3178 Fax: 303-896-7443
1314 Douglas On The Mall Room 113 Omaha, NE	Iowa Nebraska North Dakota South Dakota (Also: CT, DC, DE, GA, IN, KY, LA, MA, ME, MO, NC, NH, PA, SC, VT, WI)	Audrey Slate (Audrey.Slate@qwest.com) Office: 402-422-2370 Fax: 402-422-4819
20 E. Thomas 16 th floor Phoenix, AZ	Arizona New Mexico (Also: AL, CA, MD, MI, NV, NY, OK, TN, WV)	Nancy Pritchett (Nancy.Pritchett@qwest.com) Office: 602-630-1542 Fax: 602-279-2681
200 South 5th Room 160 Minneapolis, MN 55402	Minnesota	Wade Wyckoff (Wade.Wyckoff@qwest.com) Office: 612-663-8844 Fax: 612-338-7479

1600 7 th Avenue Room 2703 Seattle, WA	Washington Oregon	Russ Backlund (Russel.Backlund@qwest.com) Office: 206-345-1546 Fax: 206-345-5596
250 Bell Plaza Room 212 SLC, UT	Idaho Utah Montana Wyoming (Also: AR, FL, IL, KS, MS, NJ, OH, RI, TX, VA)	Pam Ulibarri (Pam.Ulibarri@qwest.com) Office: 801-237-7066 Fax: 801-237-4638