



Non-US Government Computing Equipment and Media Temporary One-Time Exception to SNL Policy

Rules of Use for Visiting computing equipment or media

- All visitor computing equipment or computer media brought onto Sandia-controlled premises are subject to monitoring, inspection, and seizure by any of Sandia's security organizations.
- This form is intended to be used only with computing equipment such as servers, desktops, laptops, and tablet devices and the computer media used to support those devices. It cannot be used to allow individuals to carry cell phones, smartphones, or other types of Portable Electronic Devices (PEDs).
- If the visitor computing equipment or computer media is recognizable as U.S. Government-owned (e.g., has a United States Government property sticker), this form is not required.
- This form is to be used for equipment or media brought into Sandia Limited or more restrictive areas. This form is not required for equipment and media brought into Sandia General Access Areas and Property Protection Areas. If the host is not a Level 1 Manager or above, the host's Level 1 Manager or above must approve the visiting equipment or media via this form. If the host is a Level 1 Manager or above, they may also fill in the "Sandia Management Authorization" portion (i.e. approve their own form.)
- Non-US Government devices can be only operated in a standalone mode or on an approved Sandia network such as the Sandia Hotel Network (SHN) when properly authorized. This form does not authorize the use of the equipment on any Sandia network. Proper accounts and credentials must be obtained and provided to any visitor requiring network access through the processes outlined in Sandia Corporate Procedure IM100.1.1 *Gain Access to Sandia's IT Resources*.
- The visitor computing equipment or media described on this form may not be substituted, and must be used as described. If the specific equipment or media is changed out with different equipment or media, or is used in a different manner than originally stated, a new form must be completed.
- Once completed, the original of this form must remain with the computing equipment or media at all times while on Sandia-controlled premises.
- If visitor computing equipment or media are brought into Limited Areas, they must be in the possession of the Device Owner or secured by the Sandia Host at all times.
- No visitor computing equipment or media will be taken in to any classified facility that contains Sensitive Compartmented Information (SCI), Special Access Programs (SAP), or Top Secret (TS), without the appropriate approval being obtained from the facility's security officer.
- Prior to bringing computing equipment or media into a Sandia Limited Area visitors must:
 - Turn off Bluetooth and Wi-Fi and leave it off while the computer equipment or media is in the Limited Area.
 - Wi-Fi may be turned on and used if the visitor has an approved Sandia Hotel Network (SHN) wireless account and the equipment in an approved Wi-Fi zone. Appropriate Signage will be posted.
 - Protect against the disclosure or capture of classified or unclassified controlled information at all times.
 - Not use the recording capability (e.g. camera or microphone) to acquire audio or visual images of classified Information or unclassified controlled information while on Sandia-controlled premises. Such devices with transmitting or recording capabilities must be removed from audible range prior to conducting classified discussions.
 - Not use the recording capability (e.g. camera or microphone) to acquire audio or visual information on personnel or their activities without their documented full knowledge and consent while on Sandia-controlled premises.
- You may bring computer media (e.g., CDs, USB drives, removable hard drives, etc.) onto Sandia controlled premises and use it in Sandia computing equipment to support official Sandia business under the following conditions:
 - The media is provided by business partners as part of program/project activities, and
 - Sandia computing equipment used to access the media are configured with the latest virus definitions.
- Consult with your host regarding the proper separation distance that must be maintained between your computing equipment and media and any equipment used to process classified information.

Contractor/Visitor Computers Temporary, One-Time Exception to SNL Policy

This form must be completed and signed by the Sandia Host and responsible manager prior to allowing non-government-owned computing equipment or computer media onto Sandia Limited or more restrictive areas. This form is not required for equipment and media brought into Sandia General Access Areas and Property Protection Areas. Contact your Cyber Security Representative (CSR) if you need help completing this form.

This form may be used for limited-term authorization of visiting computing equipment or media, not to exceed one year if owned by a US citizen or 30 days if owned by a Foreign National. The completed original form must remain with the computing equipment or media while on Sandia-controlled premises.

Visitor Information			
Last Name:		First:	MI:
Date computing equipment or media coming onsite:		Date Leaving Site:	
Name & Type Of Organization (Business, University, etc):			
Phone Number:		E-Mail Address:	
<input type="checkbox"/> Operating under Contract/Purchase Order		Contract	
Contract/PO Number:		Expiration Date:	
Foreign National Form Approved YES <input type="checkbox"/> N/A <input type="checkbox"/>		FN access to SRN requires additional management approval (30 day limit).	
FNR#:			
Signature:		Date:	

Visiting Device Information			
Equipment/media description:		Bldg(s)/Room(s) where Equipment/media will be located/used:	
Owner(s):			
Make(s):			
Model(s):			
Serial number(s):			
Business Reason for Equipment/media Being Onsite:			
The Device's capabilities are configured as follows:	Wireless Networking	Audio Recording	Video Recording
	<input type="checkbox"/> Not Present	<input type="checkbox"/> Not Present	<input type="checkbox"/> Not Present
	<input type="checkbox"/> Disabled	<input type="checkbox"/> Disabled	<input type="checkbox"/> Disabled
	<input type="checkbox"/> Active	<input type="checkbox"/> Active	<input type="checkbox"/> Active
Network(s) Being Accessed			
<input type="checkbox"/> Stand-alone, no network access (No NWIS registration required)			
<input type="checkbox"/> Sandia Hotel Network (SHN registration required; No NWIS registration required)			
<input type="checkbox"/> Sandia Open Network (NWIS registration, WebCars authorization, and anti-virus scanning required)			
<input type="checkbox"/> Sandia Restricted Network (NWIS registration, WebCars authorization, and anti-virus scanning required. FN: mgr. access approval.)			

<i>Sandia use only</i> Sandia Host Information			
Last Name:		First:	MI:
Organization Number:		Phone Number:	
Signature:		Date:	

<i>Sandia use only</i> Sandia Management Authorization			
Last Name:		First:	MI:
Organization Number:		Phone Number:	
Signature:		Date:	