

## After Construction is Completed:

- Change Supervisory Control and Data Acquisition (SCADA) access codes, computer passwords, key pad entry gate or building codes, modem connection and telemetry unit passwords, or other sensitive access information that you made available to construction employees during construction.
- Recover all keys, access cards, passes, personnel badges, maps, plans, specifications and drawings used during construction from your construction company.
- Ask your staff and construction company security liaison to help you review the security practices that were used. Identify any changes you wish to make on your next construction project.

## **Employee Background Checks:**

Consider requesting that your selected contractor(s) perform employee background checks on their employees. This is a good idea for any construction project that involves the installation of security measures or equipment. The Department of Justice (DOJ) performs employee background checks for a small fee. You can find out more information on this topic at their web site: <http://www.doj.state.wi.us>. Click on the "Criminal History and Background Checks" button.

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[http://dnr.wi.gov/org/water/wm/ww/security/technical\\_articles.htm](http://dnr.wi.gov/org/water/wm/ww/security/technical_articles.htm)

# **Fifteen Ways**

## **To Secure Your Municipal Wastewater Treatment Construction Project**



Photo by Don Ritland

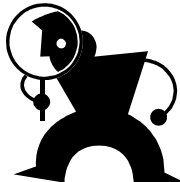


There are many low-cost steps you can take to increase security during your municipal wastewater treatment construction project. Listed below are specific security measures you can take during the bidding process, construction phase, and after construction is completed.

### During the Bidding Process:



- Label your drawings, maps, plans, and specifications used during bidding and construction phases as confidential property of your wastewater treatment utility.
- Discuss with potential bidders how sensitive documents will be kept confidential and returned after the bidding process. If your project involves the installation of security equipment, consider requesting that prospective contractors prepare their bids using plans and specifications retained by you on-site in a designated area.
- Describe your security procedures in the bidding documents. Explain any special security measures that the construction company and its employees should follow, including how construction employees should obtain access to the construction site. Request that an individual within the construction company be identified as your security liaison for all security-related issues.
- Require in your bidding documents that the selected contractor(s) perform background checks on their employees, especially if your project involves the installation of security measures or equipment. (See back page for information on employee background checks.) Request that construction employees who are former felons be assigned to other construction projects.



### During the Construction Phase:

- Post additional “No Trespassing” or “Authorized Personnel Only” signs on buildings and fences.
- Alert your Police Department of construction occurring at your wastewater treatment facility. Request additional patrols at night and on the weekend if wastewater treatment plant personnel are not available on-site.
- Provide temporary fencing around critical buildings at your wastewater treatment facility if you need to take down your perimeter fence during construction.
- Lock all buildings at night and on the weekend.
- Immediately remove construction debris from around critical parts of the wastewater treatment system that could be used to gain access by breaking windows or doors. Examples: Rocks, bricks, cement blocks, iron and steel bars or piping, portable tanks, tools with sharp blades or pointed ends, and other tools, parts or equipment.
- Keep a record of all keys, access cards, personal identification cards, and visitor vehicle passes issued to construction employees. Stamp all keys provided to construction employees with the words “Do Not Duplicate.”
- Discuss measures with contractors to safeguard sensitive documents, keys, or tools that could provide access to your system — for instance, lock vehicles if they are used to store your building access keys, plans, drawings or specifications.
- Request your contractor provide their personnel with photo identification cards (IDs), and require that the IDs be worn during construction at your wastewater treatment plant site. (IDs also help identify an employee quickly if an accident occurs.)

