**SECTION 010007X** **SENSITIVE SECURITY INFORMATION (SSI) SYSTEM REQUIREMENTS DURING CONSTRUCTION**

**PART 1 - GENERAL**

* 1. **DESCRIPTION**

This item shall consist of all labor, materials and effort necessary to prepare and execute a Contractor’s Sensitive Security Information (SSI) Management Plan for the project. The management plan shall be completed in accordance with these specifications.

* 1. **RELATED DOCUMENTS**

Drawings and general provisions of the Contract, including Maryland Department of Transportation/Maryland Aviation Administration Standard Provisions for Construction Contract, Volume I, December 1993, and Interim Standards Provision Addendum (ISPA) dated February 2004 for Construction Contracts; and other Technical Specification Sections, apply to this Section.

* 1. **SSI REQUIREMENTS DOCUMENTATION**

It is the Contractor’s responsibility to become thoroughly familiar with the various aspects of 49 CFR 1542, *Transportation Security Administration, Department of Transportation, Airport Security* and the Maryland Aviation Administration (MAA) Design Standard for the Management of SSI. Any violation by the Contractor or his Subcontractors and any subsequent fines or civil penalties imposed due to a violation of these requirements will be the responsibility of the Contractor.

* 1. **AFFECTED SECURITY SYSTEMS.**

Design and information concerning the following security systems and their components in use at Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall) and Martin State Airport (MTN) constitute SSI:

1. **CAD***.*The Computer Aided Dispatch (CAD) System is an automated point of entry which provides an integrated information gathering function from multiple call, alarm, and signaling sources and distributes that information to appropriate emergency response units for public safety purposes. Basic functions provided by CAD include resource management, call taking, location verification, dispatching, unit status management, and call disposition. Interface with mobile data computers and other external safety and security systems, along with local, state and federal information systems benefit timely and effective response to emergency situations.
2. **CASS.** The Controlled Access Security System (CASS) provides a means of opening and closing doors to secure areas through the use of a card reader and data contained on an access card (MAA Security Badge). The system produces an automated log of all activity and interfaces with other security systems. Additionally, there are subsystems which use the same components for limited, related applications.
3. **CCTV.** The Closed Circuit Television (CCTV) System provides a means of viewing activity at various locations throughout the BWI Marshall campus through the use of a series of cameras and monitors. The system includes the capability to record video images viewed through the remote camera. The system is integrated and can be controlled remotely. Additionally, there are subsystems which use the same components for limited, related applications (such as the Exit Lane Breach Detection System).
4. **Flex Response.** The Flex Response System is a standalone audible and visual alarm system that provides a means of alerting law enforcement and airline gate personnel of a security concern arising from personnel activity or carry-on baggage screening at pier security checkpoints. There are two alert levels: amber and red. Additionally, the system can be activated by opening a door to an Automated External Defibrillator (AED) cabinet.

Each of these security systems is maintained and/or operated by a sole source system contractor with whom the Contractor shall coordinate during bidding and construction.

**1.5 DEFINITIONS**

1. *Airport Security Coordinator.* The Director of Airport Security (DOAS) who is an MAA employee serving as the primary contact for all security-related activities and communications with the Transportation Security Administration (TSA).
2. *Construction Manager.* The consultant who is formally retained by MAA for the purpose of construction administration of a construction project containing SSI. The Construction Manager is responsible for the safeguarding and management of SSI by all construction management team members in his charge throughout the entire duration of the project.
3. *Contractor.* The entity that has been awarded a contract by MAA and will construct the SSI project using his employees and/or those of a subcontractor he subsequently employs. The Contractor is responsible for the safeguarding and management of SSI by all employees and subcontractors in his charge throughout the entire duration of the project.
4. *Covered Person.* An individual or entity with transportation security or transportation security-related responsibilities. Covered persons include appropriate MAA employees, consultants, contractors (and their sub-contractors), as well as stakeholders and industry partners. A list of covered persons is contained in 49 CFR 1520.7.
5. *Freedom of Information Act (FOIA).* The Federal Law ensuring public access to U.S. government records. FOIA carries a presumption of disclosure; the burden is on the government to substantiate why information may not be released. Upon written request, agencies of the United States government are required to disclose those records, unless they can be lawfully withheld from disclosure under one of nine specific exemptions in the FOIA. This right of access is ultimately enforceable in federal court. SSI is exempt from the provisions of FOIA.
6. *MAA Project Manager (Construction).* The MAA Facilities Development and Engineering or Information Technology (IT) staff member designated to direct and to manage the construction of projects involving SSI. The MAA Project Manager (Construction) bears responsibility for the safeguarding and management of SSI by all construction management team members in his charge throughout the entire duration of the project.
7. *Maryland’s Public Information Act (PIA).* Maryland State Government Article Section 10-611 et seq., grants the public a broad right of access to records that are in the possession of State and local government agencies. It has been a part of the Annotated Code of Maryland since its enactment as Chapter 698 of the Laws of Maryland 1970 and is similar in purpose to the federal Freedom of Information Act (“FOIA”), 5 USC. §552, and the public information and open records acts of other states. SSI is exempt from the provisions of PIA.
8. *Need to Know.* A designation made by a responsible MAA Project Manager which is limited to persons who carry out, supervise, or are in training for transportation security activities, if necessary, for the performance of their job.
9. *Project SSI Coordinator.* The individual designated by the Contractor who is responsible for ensuring compliance by all Contractor and Subcontractor personnel for SSI safeguarding and management. An alternate shall be designated as a secondary contact, but SSI responsibility remains with the Project SSI Coordinator. The Project SSI Coordinator and the designated alternate shall undergo MAA SSI training and obtain an MAA Security (Red) Badge.
10. *Project SSI Management Plan.* A plan, developed by the Contractor and approved by the MAA Construction Manager, that addresses the management, reproduction, accounting, security, storage and return of SSI in accordance with provisions contained herein. Minimum content requirements are listed in the REQUIREMENTS section of this Specification.
11. *Sensitive Security Information (SSI).* A category of information that requires protection because public disclosure would be detrimental to the security of transportation. SSI is considered Sensitive But Unclassified (SBU). Civil penalties are assigned for unauthorized disclosure of SSI. Classified national security information is subject to more stringent handling requirements. Criminal penalties can be incurred for unauthorized release of classified national security information.
12. *Sole Source System Contractor.* An employee of the sole source contractor that provides operation and maintenance for one of the four identified physical security systems (CASS, CCTV, Flex Response and CAD) whose components constitute SSI.
13. *Transportation Security Administration (TSA).* An agency of the United States Federal Government (Executive Branch) responsible for Civil Aviation Security through the enforcement of regulations (under Title 49) designed to safeguard Civil Aviation Operations against acts of violence or acts of unlawful interference. TSA is responsible for the safety and security of passengers, flight crews, ground operations personnel, and the general public.

**PART 2- PRODUCTS**

Not Used.

**PART 3 – EXECUTION**

**3.1 GENERAL REQUIREMENTS**

All project documents and other media containing SSI shall be safeguarded and managed by the Contractor’s Project SSI Coordinator in accordance with this specification. The Contractor shall prepare and submit for approval by the MAA Construction Manager a Project SSI Management Plan. The Contractor shall be required to submit the SSI Management Plan after receipt of a Notice of Recommended Award (NORA) and the Contractor’s SSI Management Plan must be accepted by MAA before MAA will issue a Notice to Proceed (NTP) for the project.

The SSI Management Plan is subject to an MAA review and acceptance process wherein MAA has Seven (7) Calendar days to review and comment on the SSI Management Plan each time that it is submitted for review. The Contractor shall be allowed up to thirty-five (35) Calendar days from NORA (including MAA review periods) to prepare and gain approval of the SSI Management Plan. If acceptance of the SSI Management Plan occurs after thirty-five (35) Calendar days from NORA, the Contract Performance Time specified elsewhere in the contract shall be reduced by the number of days of delay in MAA acceptance of the SSI Management Plan.

Documents covered as SSI include, but are not limited to, contract plans and specifications, submittals, shop drawings, requests for information (RFIs), contract revisions, system drawings, system manuals, software documentation, training documents and materials operation and maintenance manuals and system codes.

The Contractor shall coordinate with the Sole Source System Contractor(s) for the execution of work on physical security systems associated with this project that contains SSI.

**3.2 MARKING AND HANDLING OF SSI**

The following shall apply:

1. **Protective Marking of media containing SSI:**

General - Any person who creates a record containing SSI shall include a protective marking and distribution limitation statement.

Paper (“Hard Copy”) - All SSI documents shall contain this protective marking in the document header:

**Sensitive Security Information**

This protective marking should be stamped or typed in plain style bold text.

The distribution limitation statement shall be contained in the document footer and informs the viewer that the record must be protected from unauthorized disclosure.

WARNING: This document contains Sensitive Security Information that is controlled under 49 CFR 1520. No part of this document may be released to persons without a need to know, as defined in 49 CFR 1520, except with the written permission of the TSA Administrator, Washington, DC. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public release is governed by 5 USC 522.

The Header and Footer described above shall appear on the cover page of any document, report or specification that contains **any** SSI.

The Footer described above shall be included on all project plan sheets, diagrams, shop drawings, record drawings or any other drawings that contain SSI about the affected systems or their component parts.

Charts, maps, and drawings designated as SSI must have the appropriate protective marking and the distribution limitation statement affixed in a manner that is plainly visible.

Facsimile Cover Sheets - Documents used to transmit SSI (like facsimile cover sheets) but do not themselves contain SSI, must be marked with the protective marking and distribution limitation statement. The following statements must be affixed to the front page of the cover sheet:

**This facsimile is intended for the recipient only. If this is received by someone other than the intended recipient, the person receiving the message should immediately contact the sender for further instructions.**

**The protective marking SENSITIVE SECURITY INFORMATION and/or the distribution limitation statement on this page are cancelled when the attachments containing SSI are removed.**

Transmittal Letters – Like facsimile cover letters, transmittal letters do not themselves contain SSI, but may cover other documents that do and must be marked with the protective marking and distribution limitation statement. The following statements must be affixed to the front page of the transmittal letter:

**This transmittal letter is intended for the recipient only. If this is received by someone other than the intended recipient, the person receiving the message should immediately contact the sender for further instructions.**

**The protective marking SENSITIVE SECURITY INFORMATION and/or the distribution limitation statement on this page are cancelled when the attachments containing SSI are removed.**

Electronic - SSI contained on electronic media and magnetic media must have the protective marking and the distribution limitation statement applied at the beginning and end of the electronic and magnetic text; on each side of the disk and the disk sleeve/jacket; on the non-optical side of the CD-ROM, DVD or other format disk; and on both sides of the CD-ROM, DVD or other format disk case. Memory sticks that contain SSI shall be indelibly marked “SSI” on both sides of the devise.

Electronic Mail (e-mail) - SSI contained within an electronic mail message must include the protective marking within the subject line of the message and the distribution limitation statement applied at the end of the message text.

1. **Protection and Safeguarding of SSI:**

General - All personnel possessing SSI are responsible for ensuring that such information is safeguarded at all times from disclosure to unauthorized personnel. When the information is not under the individual's direct physical control, the individual is responsible for ensuring that it is safeguarded and protected so that it is not physically or visually accessible to persons who do not have a “need to know.” When unattended, SSI must be secured in a locked container, office, or other restricted access area with access to the keys or combination limited to those with a need to know.

A person who receives an unmarked record containing SSI should apply the protective marking and distribution limitation statement, and inform the sender of the omission.

Anyone possessing SSI is responsible for ensuring that the information and records containing SSI are protected at all times from disclosure to anyone who does not have a “need to know.”

When SSI is not under direct physical control, the covered person must ensure that it is protected in such a way that it is not physically or visually accessible to persons who do not have a “need to know.”

The authority to share SSI with any person or entity without a “need to know” is limited to the TSA Administrator.

Every covered person has the responsibility to safeguard SSI according to the CFR and TSA policies. If a covered person encounters a situation in which SSI has been inadvertently shared with a person without the “need to know,” immediately notify the MAA Construction Manager.

1. **Transmission of SSI:**

Non-electronic methods:

Mail – SSI may be transmitted by First Class mail, regular Parcel Post, or by delivery services (Federal Express or UPS).

Interoffice mail – SSI must be transmitted in a sealed envelope to prevent inadvertent visual disclosure.

Hand-carrying between buildings – SSI material carried by hand within or between buildings must be protected to prevent inadvertent visual disclosure.

Electronic methods:

Electronic Mail (e-mail) - When transmitted by e-mail, SSI must be in a password-protected attachment. The passwords and procedures must comply with standards set by the MAA DOAS. Passwords shall contain no fewer that five characters that are a combination of letters and numbers. Passwords cannot accompany the protected file.

Web Posting - MAA does not authorize the posting of SSI on Internet or intranet sites, unless the site has met prescribed MAA security standards.

Facsimile - The sender of SSI transmitted by facsimile must confirm that the fax number of the recipient is current and valid and the intended recipient can promptly retrieve the information.

Facsimiles sent to a controlled, secure area where unauthorized people cannot intercept the SSI material may be sent without requiring the recipient to be there.

Telephone - For SSI communicated via telephone, the caller must ensure that the person receiving the SSI is a “covered person” with “a need to know.”

People transmitting SSI via telephone should avoid cellular or cordless phones.

1. **Destruction of SSI:**

When copies of records containing SSI are no longer needed, they must be promptly and completely destroyed. The objective of destruction is to preclude recognition or reconstruction of the information. Any means approved for the destruction of national security classified material may also be used for SSI. The preferred method of destruction is shredding. The Construction Manager shall supervise and coordinate the destruction of SSI and will ensure destruction at the earliest appropriate time.

When a Contractor proposes to destroy records containing SSI, the Contractor must first provide notification in writing, to the Construction Manager for approval. This notification must include the following minimum information; identification of information to be destroyed, quantities of copies, date and place of destruction, method of destruction, and residual SSI remaining in the custody of the Contractor. After destruction of the documents, the Contractor shall submit to the Construction Manager a certification and register of all documents destroyed.

**3.3 CONTRACTOR’S SSI MANAGEMENT PLAN**

The following information shall, at a minimum, be included in the Contractor’s SSI Management Plan:

1. Name and contact information for the Project SSI Coordinator and designated alternate;
2. Name and contact information for the MAA Project Manager (Construction);
3. Name and contact information for the Construction Manager;
4. Name(s) and contact information of the sole source system contractor(s);
5. Roster (Full name, Date of Birth, Social Security Number (SSN) and/or MAA Security Badge Number) of Contractor and Subcontractor “covered persons” with the “need to know” by security system;
6. Names of Contractors and Subcontractors personnel who will possess or hold SSI documents and information. These personnel will be required to pass a TSA Criminal History Record Check (CHRC) and a TSA Security Threat Assessment (STS) and undergo MAA SSI training.
7. A description of the means employed by the Contractor by which reproduction of SSI shall be minimized during the project;
8. Physical description of the means of storage of all media containing SSI in Contractor and Subcontractor offices;
9. Physical description of the means of storage of all media containing SSI by Contractor and Subcontractor personnel on the project site;
10. Internal procedures for the reproduction and accounting of all documents (plans, specifications, shop drawings, cut sheets, *etc*) used by the Contractor and Subcontractor employees.
11. Method of accounting and means of destruction of any SSI documents in possession of the Contractor or their subcontractors.
12. Any other control measures deemed necessary by the Contractor.

The Contractor’s SSI Management Plan is not considered SSI.

**PART 4 - METHOD OF MEASUREMENT**

**4.1** No direct measurement will be made for SSI System Requirements During Construction.

**PART 5 - BASIS OF PAYMENT**

**5.1** Payment will be made at the lump sum bid price for “SSI System Requirements During Construction.” This payment shall be full compensation for all costs associated with the SSI requirements identified in this Specification and shall include all labor, materials, training, and equipment required to prepare and comply with the requirements specified.

Payment for these items will be made in installments throughout the project. The first payment of 25% of the lump sum price will be included in the first progress estimate. The remaining 75% of the lump sum price will be included as installments in subsequent progress estimates. Each such installment will be determined based on the ratio of the total work completed to date to the total contract amount.

Payment will be made under:

010007X SSI System Requirements During Construction - per lump sum

**END OF SECTION 010007X**

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